



COLEGIO PANAMERICANO

AUP – ACCEPTABLE USE POLICY FOR INSTITUTIONAL TECHNOLOGICAL RESOURCES FOR FACULTY AND STAFF

The technological resources of Colegio Panamericano, such as computers, the internal network, internet access, and audiovisual equipment, among others, are offered to provide our students whatever they need in order to promote educational excellence supported on technology, by facilitating, persuading, sharing resources, innovating, collaborating and communicating.

Colegio Panamericano believes in the educational value of the Internet and recognizes its potential for supporting our curriculum. Nevertheless, the school also recognizes the potential damage of wrong use or abuse that can be given due to Internet access, and will put forth all effort to protect our students and professors. The school will install and maintain the appropriate software and hardware that is designed to limit the access to harmful or detrimental materials on the Internet. Such filtration, nevertheless, will not be able to completely protect the users from having access to the detrimental materials on the Internet. The installation of these resources does not relinquish the user from his/her responsibility of avoiding unsuitable or detrimental materials. All the users will have to remain alert and continuously take care to avoid unsuitable or illegal interaction with members of the worldwide virtual community.

Part of the Technological Development Plan on which the school has been working considers the teachers' needs to access technological facilities provided by the institution. So as teachers, we become transmitters of the technological culture that the institution is trying to implement and that we use these tools to facilitate the learning process of the students. Nevertheless, the use of these resources implies a great responsibility on our part. The following policies are intended to help the faculty and staff toward the correct use of these technological tools. These guidelines have been established to achieve opportune and satisfactory access to these facilities.

Teachers should be respectful in their use of the computers at school and govern themselves by the instructions stipulated here.

COMPUTER LAB ADMINISTRATION

- ◆ There are going to be two types of schedules for practice in the computer lab: one for the technology classes that are programmed periodically and comprise part of the academic coursework; and another one for investigative practicum classes that teachers implement as part of their course activities and program according to lab availability.
- ◆ In order to make use of the computer labs as defined above, teachers must reserve a space in the lab schedule in the section secretary's office; every member of the staff must respect this schedule.
- ◆ The technology classes in the academic program receive priority in the use of the computer labs.
- ◆ Under no circumstances can students be in the computer labs if there is not an available teacher or assistant present. Avoid sending students to the computer labs without due support and programming.
- ◆ There might be available computers in the teachers' lounge and the library for the completion of work; if these are occupied, teachers can make use of any available computers in the computer labs, with the understand that priority is granted to student's academic activities.

Duties and Obligations of the Members of the Technology Area:

- ◆ Taking control of equipment in the computer labs according to school inventory of hardware and software.
- ◆ Preparing the necessary equipment and elements for the development of classes and practicums.
- ◆ Advising the professors in the appropriate use of computers and materials.
- ◆ Safeguarding the appropriate use of hardware and software in the computer lab.
- ◆ Offering hardware and software consultation to different groups within the institution.
- ◆ Supervising the proper turning off of equipment and the organization of chairs at the end of the day.
- ◆ Knowing and abiding by this document, as well as the AUP governing the students.
- ◆ Making proposals to improve this set of regulations.

Duties and Obligations of the Faculty and Staff

- ◆ Giving the Technology Area staff a list of supplies required for classes with at least twenty-four (24) hours notice.
- ◆ Staying present in the computer labs during any time slot you've reserved.
- ◆ Enabling students to handle hardware and software found in the lab.
- ◆ Making proposals to improve this set of regulations.

PARAMETERS FOR RIGHTFUL USE OF COMPUTING RESOURCES

- ◆ No food, candy or drinks in the computer areas.
- ◆ Inform Technology Area staff of any problems you may have with the equipment and do not make any changes in the equipment settings.
- ◆ The use of computing resources is only for purposes related to the school's mission of education.
- ◆ Remember that horseplay or practical jokes can be harmful to other students or the equipment.
- ◆ Immediately report to the Technology Area staff any lost, stolen or damaged mail accounts and passwords.
- ◆ The school's computers labs are workplaces; all users are urged to keep the noise level down to an absolute minimum and to refrain from socializing in the lab.
- ◆ Use only software programs authorized by the school. Unsuitable and/or unlicensed software will be erased or uninstalled without forewarning.
- ◆ Keep all your files in authorized places only. Transfer them to a storage device (USB, CD, floppy disk, etc.), since the school will not become responsible for information that could be lost or damaged. Remember that all information stored in the Colegio Panamericano network and computers is, in reality, the property of Colegio Panamericano. While every effort is made to respect personal privacy, Colegio Panamericano has the legal right to access all information in the school network, including email.
- ◆ Printing services will be provided in the spaces established by the technology staff. Remember that this service is only for educative material related to the institution; also remember to bring enough paper when you need to print since it will not be available in the lab.
- ◆ Use the Internet as an educational resource and accept responsibility for Internet sites visited and all material received under your account.
- ◆ Comply with legal and school restrictions regarding plagiarism and source citation.
- ◆ Work in ways that does not violate the privacy of, nor interfere with the productivity of, other students or staff.
- ◆ Save and conserve consumable resources such as paper, ink, and diskettes.
- ◆ Avoid giving out personal information such as passwords, your name, address, phone number, and credit card numbers.
- ◆ Report AUP infractions, suspicious behavior, or privacy violations to the Technology staff.
- ◆ Log off after you have finished your session and leave the work area tidy.

- ◆ The use of laptops within the school should follow the rules mentioned in this document. Teachers who need Internet service should ask the Technology personnel to make necessary arrangements and complete configurations.
- ◆ Before opening any file, please use antivirus software to avoid serious damage. Do not open any document that has been identified as infected by a virus..
- ◆ If a computer is damaged from misuse, the user is responsible for its repair or replacement. It is important to remember that as educators we should teach by modeling our behavior, therefore we should show our students how to use and care for computers appropriately.
- ◆ Online "chatting" does not constitute a productive academic activity. However, if a teacher needs to use a "chat" program in his/her free time, s/he needs to keep in mind that colleagues' academic activities are a priority. Try to be brief and respectful towards other teachers and the professional time we must dedicate to our tasks. The Technology personnel has the right to monitor and control the services offered to teachers and students.

SHARING RULES FOR THE USE OF COMPUTER

Ten-Minute Rule: As a courtesy to other users, please do not leave your computer unattended for more than 10 minutes. Any machine not attended to by a user for more than 10 minutes is considered to be available to any users who wish to use it. Leaving your belongings on the desk or leaving tasks running does not bypass this rule.

Courtesy Rule: If there are no computers available, please be courteous to the other teachers and moderate your computer time, especially if the computer is being used for activities that do not require your immediate attention.

Teachers are not to use the school's computer resources in inappropriate ways that:

- ◆ Interfere with the normal operations of the school's systems
- ◆ Are disruptive or intended to cause problems for other users
- ◆ Are illegal or libelous
- ◆ Jeopardize the safety or well being of others
- ◆ Incite hatred or violence
- ◆ Are pornographic or obscene
- ◆ Are threatening or insulting
- ◆ Promote dangerous or antisocial behavior
- ◆ Would tarnish the reputation of Colegio Panamericano. Remember that you are a representative of our school using a non-private system. You can be alone with your computer, but whatever you say and do can be seen globally. Never use vulgarities, swear words, or another improper language.
- ◆ Teachers are not to attempt to access or modify network resources for which they do not have permission, for any reason whatsoever. A teacher who engages in suspicious activities such as tampering with the school's security software, 'snooping', falsifying their identity, or hiding files, will be viewed as a security threat.
- ◆ Teachers are not to store inappropriate files in their home directories, or anywhere on the school's computers.
- ◆ Teachers are not to use, to attempt to access, or to interfere with, another persons' private resources, such as their login, password, email, or files.
- ◆ Teachers are not to email inappropriate messages.
- ◆ Teachers are not to access inappropriate websites or to create websites that threaten the integrity of the Panamericano community or promote antisocial attitudes
- ◆ Teachers are not to engage in activities that promote dishonesty, including plagiarism, or stealing the electronic work of others.

- ◆ Teachers are not to copy and paste text, images, or graphics from websites that are protected by copyright without 'proper acknowledgment' or permission of the owner of the intellectual property. If you wish to use some information from the Internet, you should cite the source information.
- ◆ Teachers are not to use software for which the school does not have a valid license.
- ◆ Teachers are not allowed to download, install, or use programs to access music, videos or to transfer P2P files (for instance, Ares, LimeWire, Kazaa, etc.).
- ◆ Teachers cannot change computer configurations such as the cursor, color, screen saver, background, etc.
- ◆ Teachers should not send bothersome emails to others such as spam, chainmail, or trash.
- ◆ Teachers cannot use the computers for personal business such as creating a web page or selling items).

TEACHERS WHO DO NOT ABIDE BY THE ABOVEMENTIONED RULES ARE SUBJECT TO DISCIPLINARY CONSEQUENCES.