

TECHNOLOGY USE POLICIES

Code of Conduct/Acceptable Use Policy

The network at ANS has been implemented to provide Internet access for educational activities such as research, collaboration, lectures, projects, etc. ANS students, teachers, and staff have access to the Internet in computer labs, mobile labs, library, offices, and classrooms as well as on their personal devices through our wireless signal.

The Internet is a worldwide network of computers that contain millions of pages of information (websites). Users are cautioned that many of these pages may include offensive, sexually explicit, and/or inappropriate material. To avoid this, ANS has implemented filters to block access to these sites. This does not guarantee, however, that users will not eventually find or gain access to such material. All the user's web activity is kept in a log for audit purposes. Additionally, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive or inappropriate material.

The use of the school computers, network, software, Internet access, electronic mail, and related resources is a *privilege* and is intended *for educational purposes only*. Routine maintenance and monitoring of the network may lead to discovery of violations to this policy. Parents and/or administrators have the right to request to see the contents of a student's school email and/or file folders at any time. Note: Parents may request to see the content of the school email and/or the electronic folders of their own children only, and just for the email account the school provided.

Electronic mail (email) is a primary means of communication on campus. Many official communications are transmitted to students, parents, faculty, and staff via email. It is an important vehicle for communications between students and their instructors. Students in grades 3 -12 are assigned an [@ans.edu.ni](mailto:ans.edu.ni) email account with a 25GB storage capacity. This email account is a valuable asset. It is, and should remain, private to the user alone. The account holder is totally responsible for all activity that takes place on that account. This account should be used only for school related activities. To safeguard identity and privacy, students must not share or give their passwords to anyone. School Email accounts for younger students are completely managed and supervised by teachers, and parents are provided with full access to their child's accounts. The school reserves the right to monitor the electronic activity of all users connected to its network.

Electronic Device Usage Rules

Students may bring and use their own electronic devices from home (i.e., laptops, netbooks, tablets etc.) to use in classroom activities and assignments, but it is the instructor's discretion whether a student can use the device during class. There are a few basic rules necessary for their use in the classrooms:

1. All personal electronic device usage falls under the *Acceptable Use Policy* designated for all users while on school property.
2. It is recommended that personal electronic devices be run on the device battery. When running on the school power, it is susceptible to power surges and fluctuations which may damage the device.
3. ANS is not liable for damage incurred to a device while being used in school.

4. Students are responsible for the safety and tracking of the devices and all accessories necessary for using the device. The school assumes no responsibility for loss or theft of devices.
5. Students are responsible for all usage issues, and electronic literacy, related to the device.
6. Neither teachers nor the ANS technical support personnel will operate the device for the student.
7. It is recommended for students to acquire an extended warranty to cover any damages that may occur to the device.

Laptops and Netbooks

1. Laptops and netbooks are to be used during class if and when the instructor authorizes it.
2. Laptops and netbooks are to be used for educational activities and assignments during class time.
3. The use of laptops and netbooks in and outside the classroom falls under the *Acceptable Use Policy* and the *ANS Code of Conduct*.

Tablets

1. Tablets brought to school by students are strictly their responsibility. The school will not assume responsibility for loss, theft or damage of student tablets.
2. Tablets are to be kept in the student's bag or backpack during class, unless the instructor authorizes the student to use it.
3. The use of tablets in and outside the classroom falls under the *Acceptable Use Policy* and the *ANS Code of Conduct*.

Smartphones and Cell Phones

1. Smartphones and cell phones brought to school by students are strictly their responsibility. The school will not assume responsibility for loss, theft or damage of student smartphones and cell phones.
2. The use of smartphones and cell phones is strictly prohibited during class, unless authorized by the instructor in the case of a student emergency. In this case, the student must ask for permission and step outside to use their smartphone or cellphone.
3. Smartphones and cell phones must remain powered off or in silent mode in the classroom. They must be kept in the student's bag, backpack or pocket during class.
4. The use of smartphones and cell phones in and outside the classroom falls under the *Acceptable Use Policy* and the *ANS Code of Conduct*.

Other Devices

Other devices are those which do not fall under *Laptops and Netbooks*, *Tablets*, *Smartphones and Cell Phones* (i.e., portable gaming consoles, music players, video/photographic cameras, etc.)

1. Other devices brought to school by students are strictly their responsibility. The school will not assume responsibility for loss, theft or damage of student devices.
2. The use of other devices is strictly prohibited during class, and their use is limited to before school session starts, break, lunch, or after school.
3. Other devices may be used in class if and when the instructor authorizes it, in which case it will be used to serve an educational purpose.
4. The use of other devices in and outside the classroom falls under the *Acceptable Use Policy* and the *ANS Code of Conduct*.

Network Acceptable Use Policy

Acceptable Network Use

It is the responsibility of the person using technology resources and/or information systems to abide by the following rules:

- Recognize and honor the intellectual property of others.
- Comply with legal restrictions regarding plagiarism and citation of information resources (see Honor Code).
- The school's code of conduct applies to technology use as well. Therefore, this code of conduct is an extension of the school's behavior code.
- Make responsible use of limited resources, such as disc space, network resources, or printing capacity.

Unacceptable Network Use

- The network may not be used to annoy, threaten, or offend other people (cyber bullying).
- Non-educational activities, such as games, chat, video streaming, music streaming or unauthorized file sharing, are prohibited.
- Files may not be downloaded without the authorization of the Technology Department of the School.
- Vandalism of computer equipment, unauthorized access to information, computer piracy, hacking, and any tampering with hardware or software will be subject to disciplinary action.
- Passwords should not be shared with anyone. Any actions carried out under an account will be the responsibility of the account holder.
- Users may not use the resources to view or send offensive messages, pictures, or files. If a user accidentally or unknowingly accesses this type of information, the user should notify the Technology Department immediately.
- The initiation or continuation of chain letters is prohibited.
- ANS reserves the right to limit the amount of resources and time allocated to each user including, but not limited to, computer usage, Internet access, printing, etc.

Best Practice While Online

- Never provide personal information such as last name, address, and phone number, or any other information that can put the student in risky situation
- Never accept friend requests in social networks if you are not completely sure who the person is and if you do not know them personally
- Always use strong passwords in all the accounts and change them periodically.
- Minors should immediately notify an adult if they receive or encounter any offensive, threatening, or inappropriate material while on-line.

Consequences of Violations

Consequences of violations to the rules described above include, but are not limited to:

- Suspension of Network privileges
- Suspension of computer access
- School suspension
- School expulsion and legal action and prosecution by the authorities

Please note: The school is not responsible for any inappropriate behavior incurred while using electronic means and devices outside the school hours and premises. In such cases, parents and/or legal guardians are fully responsible.