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Technology Rights and Responsibilities Policy

CJD International School

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1. Introduction

This policy outlines the expectations, responsibilities, and limitations regarding the use of technology by students at Colégio Júlio Dinis (CJD) International School. It aims to ensure a safe and responsible digital environment that supports learning while safeguarding student privacy and data security.

2. Technology Use in the Classroom

In today's classrooms, technology plays a vital role in supporting teaching and learning. To ensure its effective and responsible use, clear expectations must be followed. The guidelines below outline how students are expected to use both personal and school-provided devices across different school levels.

- Students must follow teacher instructions regarding the use of technology during lessons.
- Primary students are not permitted to use mobile phones.
- Secondary students may bring mobile phones but may only use them with explicit teacher approval.
- Use of personal laptops, tablets, or other devices is subject to teacher discretion.

When using school-provided tablets, laptops, or Microsoft accounts, students must:

- Use them strictly for educational purposes.
- Not download unauthorised software or alter system settings.
- Take responsibility for any damage or loss, which may result in liability for repair costs.

The use of mobile phones for photography or video recording on school premises is strictly prohibited by law, unless under staff supervision and in an appropriate educational context.

Note: The school is not responsible for the loss, theft, or damage of personal electronic devices.

3. Internet and Wi-Fi Usage

Access to the school's internet and Wi-Fi services is provided to support students in their academic work. To maintain a safe, productive, and distraction-free learning environment, students must use these resources responsibly and in line with school expectations.

- Students may access the school's student Wi-Fi only for educational purposes.
- Access to social media, streaming services, or gaming websites is prohibited during class time.
- The use of proxies or VPNs to bypass school network security measures is strictly forbidden.

4. Cybersecurity and Data Protection

The secure and responsible management of data and access to digital systems is a shared responsibility. All students must follow cybersecurity protocols and respect the privacy of others when using school platforms or equipment.

- Students must not share their passwords or access other students' accounts.
- Unauthorised access, hacking attempts, or any disruption of school systems will result in serious consequences.
- Personal and school-related data must be handled responsibly and in compliance with data protection regulations.
- The use of flippers or similar electronic devices is strictly prohibited on school grounds.

The school, as far as is reasonably practicable, will comply with the Data Protection Principles outlined in the Data Protection Act to ensure that all data is:

- Fairly and lawfully processed
- Processed for a lawful purpose
- Adequate, relevant, and not excessive
- Accurate and up to date
- Not kept longer than necessary
- Processed in accordance with the data subject's rights
- Secure
- Not transferred to other countries without adequate protection

The school will take reasonable steps to ensure that members of staff only have access to personal data relating to students, their parents or guardians where it is necessary for them to do so. All staff will be made aware of this policy and their responsibilities under the Data Protection Act. The school will ensure that all personal information is held securely and is not accessible to unauthorised persons.

5. Responsible Digital Citizenship

Students are expected to act as responsible digital citizens, using technology in ways that are respectful, ethical, and appropriate. The school promotes digital literacy and behaviour that supports both personal safety and community wellbeing.

- Students will receive guidance on digital responsibility, privacy, and the ethical use of technology.
- All users of school communication platforms must follow appropriate digital etiquette.
- Cyberbullying, inappropriate online behaviour, or misuse of school-provided digital tools will lead to disciplinary action.
- Students must respect intellectual property rights when using or sharing digital content or software.

Students are not permitted to circulate or post images of:

- Staff members
- Other students
- School infrastructure
- The school logo

The use of CJDIS's name and logo is restricted to official school communications. Students may not use the school's name, logo, or related materials without written approval from the school administration.

6. Consequences for Unauthorised Use

Inappropriate or unauthorised use of technology and digital tools can compromise learning, safety, and privacy. The school will take necessary action to address such incidents.

- Unauthorised electronic devices may be confiscated and kept at reception for collection at the end of the school day.
- Repeated misuse may result in the temporary loss of device privileges and further disciplinary consequences.
- Urgent calls during school hours must be made through the school reception.
- The school reserves the right to take disciplinary action in cases involving violations of this policy, particularly those affecting digital privacy and safety.

7. School Media and Parental Consent

The school regularly uses photographs and videos to share student life and achievements with the broader community. However, this is always done with respect for families' privacy preferences.

- The school may use photos or videos of students on official platforms such as the school website, newsletters, and social media.
- Parents who do not consent to such usage must complete the image consent form at the beginning of the academic year.
- Parents are encouraged to discuss safe online behaviour with their children and monitor their participation in online groups (e.g., WhatsApp) at home to reinforce responsible digital practices.

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Colégio Júlio Dinis
INTERNATIONAL SCHOOL

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