



COLEGIO MENOR
QUITO

A NORD ANGLIA EDUCATION SCHOOL

Educational Technology Safety Guidelines

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Introduction

Current electronic tools and communication are an essential part of 21st-century learning and instruction. The school understands the importance of safe and responsible use of digital tools and communication; as a result, the school has established the following policy and guidelines for technology use, software, hardware, network systems, by employees and students.

Section 1

Digital Citizenship

Digital citizenship is one of the school's priorities towards an appropriate and safe use of technology.

- [Colegio Menor Acceptable Use of Technology Policy](#)
- School's personalized [Digital Citizenship Scope & Sequence](#) to be taught monthly by PK-12 core classes or in wellbeing, depending on the section.
 - The scope and sequence follow the [Common Sense Education curriculum](#) as well as the [Be Internet Awesome](#) plan.
- One Digital Citizenship campaign every year.

Section 2

Online Safety

The Technology Department has developed the following guides and procedures that guarantee online safety for students and staff.

- The school has systems in place, including web filters, that prevent anyone accessing inappropriate material on the Internet.
- Firewalls are set in place to avoid the following content:
 - Child abuse, discrimination, drug abuse, explicit violence, extremist groups, hacking, illegal or unethical, plagiarism, proxy avoidance.
 - Adult/Mature content, abortion, advocacy organizations, alcohol, alternative belief, online dating, gambling, lingerie and swimsuit, marijuana, nudity and risk.

- Pornography, sex education, sports hunting and war games, weapons (sales), security risk.
- Malicious websites, phishing, spam URL`s.
- Online games, entertainment, sports, personal vehicles, web chats.
- Shopping, auction.
- Political organizations, global religion, personal privacy.
- [Getting Started Guide for New Hires](#)
- Teachers limit the access to open web searches by using curating resources and QR codes.
- EC & ES: students use kid friendly search engines.
- Staff and students are provided with a safe username and password. It is the sole responsibility of the user to keep these credentials safe and personal, not to share them with anyone. If anyone suspects that someone has accessed their account, they should immediately contact the Technology and Innovation Coordinator or IT to generate new credentials.

Section 3

Safety in relation to equipment

- Devices have been assigned to each grade level.
 - iPad carts for Kindergarten, 1st and 2nd grades are kept and charged either in the EC Makerspace or in the grade hallway; keys are kept in specific classrooms in each grade and are available to all teachers at all times.
 - Chromebook carts for 3rd, 4th and 5th grades are kept and charged in the corresponding grade hallway; keys are kept in specific classrooms in each grade and are available to all teachers at all times.
 - Laptop carts for 6th, 7th & 8th grade are kept and charged the Tech Workshop. During school hours those students who need to lent devices should approach the Tech Workshop within the stablished schedule and should return them at the end of each day.
- Devices have been assigned to each classroom from PG-5th.
 - Each teacher has a set of 5 devices, with the corresponding chargers, per class. The devices are placed in a specific location inside the classroom with power outlets. It is the teacher's responsibility to manage the use of the devices during the day as well as to keep them in good condition, or report any damages to IT.
- A device has been assigned to the ES Makerspace.

- A Chromebook to be used with the 3D printer lives in the ES Makerspace. This device, as the 3D printer, should be managed and used by teachers, APs or the Technology and Innovation Coordinator only.
- Teachers and administrators are the only authorized people to book devices in the corresponding Outlook Calendar. Once devices have been booked, teachers are responsible for the cart's transportation.
- The IT department is responsible for checking and revising the carts once a month to check for fraying and other damage. They will also attend any reports regarding devices made through the IT Service Desk email.
- Students are required to bring their own headphones to school. Prolonged use of headphones are monitored, and students receive guidance on appropriate volumes.

Section 4

Technology Integration Lesson Planning

- The Technology and Innovation Coordinator meets with each section Principal and/or AP monthly to plan together for technology use in each grade. When possible, the Technology and Innovation Coordinator also attends grade level meetings to further assist teachers with technology use in the classroom.
- The Technology and Innovation Coordinator evaluates the technology tools that are going to be used, aligns and revises Common Sense Media reviews, ISTE standards alignment and trains teachers to use the tool in a safe way and for educational purposes only.
- Students access online resources either through our Schoology LMS or secure sites.

Section 5

Makerspaces and Innovation Hub Safety

A Makerspaces or Innovation Hub is an active learning environment where students can develop 21st-century skills through design thinking and STEAM to enhance their learning experience in school. It's a space in school where students feel intrinsically motivated and empowered to create, problem-solve, innovate and build perseverance through different creative techniques.

Safety Measures

- Immediately report ALL accidents, injuries, or incidents to Technology and Innovation Coordinator, APs, or Principal.
- Immediately discontinue use of the tool(s) or equipment if it becomes unsafe, damaged, or is not working properly.
- Use the space and equipment with precaution, follow the space rules and teacher's instructions, and leave the room and equipment in a clean and working condition.
- A broken or damaged tool should never be used. Notify the Technology and Innovation Coordinator if any of the materials or tools are damaged or become unsafe.
- Work and behave in a way that protects your own safety and the safety of others. Respect your space and work, and that of others.
- Children under the age of 18 years must be accompanied and supervised by a teacher, counselor, AP, principal or the Technology and Innovation Coordinator.
- Users must ask for help when uncertain on how to use equipment.
- Operation of the 3D printer is restricted to the Technology and Innovation Coordinator or trained teachers.
- First Aid Kit is available in the room for emergency use by teacher or adult supervisor.
- Users must only use those tools they have been trained and authorized to use. The use of each tool should only be that for which it is designed for.
- Do not remove tools, materials or devices from the Makerspaces or Innovation Hub.
- Always attend those tools or devices that are powered on. Never walk away from a tool that is still on.

Food and Drinks

- Food and/or drinks are NOT permitted in the Makerspace or Innovation Hub at any time.

Clean Up




- It is expected that users leave the space clean and tidy after their use.
- Tools, materials and devices should be returned to their assigned place once the work with them has been done.
- Machines and devices should always be shut off and unplugged when cleaning.
- Use a brush, hook, or a special tool to remove chips, shavings, etc., from the work area. Bare hands should never be used.
- The floor must be kept clean, dry, and free from trip hazards at all times.
- Spills should be cleaned up immediately, and a chair or cone should be placed over them if they are wet enough to cause someone to slip.

Safety Procedures for:

- 3D Printer
 - 3D printers are available so that students, faculty, and staff can print three-dimensional objects in filament.

- 3D printers are to be operated by trained teachers or the Technology and Innovation Coordinator only.
- The printers cannot be used to create material that are:
 - Unsafe, harmful, dangerous, or pose an immediate threat to the well-being of others.
 - A weapon, in part or whole, or any object that can be mistaken for a weapon.
 - Too large for the printer.
 - Lewd, malicious, or otherwise unsuitable for creating a welcoming and inclusive public space.
- If the printer runs out of filament, a request for replacement should be made by email to the Technology and Innovation Coordinator. If a purchase is necessary, the section Principal or AP would have to approve it.
- Arduino, Makey Makey, Lego Mindstorm, Scrib 3D pens, Circuit Scribe, Lego Boost, Makeblock, Smart Robot, Dash and Dot robots, Lego We Do 2.0.
 - The above listed items are open-source electronics platform, Legos or robots based on easy-to-use hardware and software. They are intended for anyone making interactive projects.
 - Students must be accompanied by an authorized and trained teacher or supervisor when using robots, electronics, or other devices available in the Makerspaces or Innovation Hub.
 - All equipment and their parts should be taken care of. Users are responsible for taking the devices and parts from the designated place and leaving them back in the same condition they found them.
 - Missing or damaged parts must be reported to the Technology and Innovation Coordinator, the teacher, or the principal.
- VR Box
 - Virtual Reality Boxes are available for students to use in the Makerspace. Devices should not be taken out of the room.
 - VR Boxes do not include cell phones or any electronic device to use them with.
 - Users should be sitting while using the device. Moving around is not recommended as it might cause accidents.
- Hot Glue Gun
 - Red label
 - Hot glue guns are to be used by teachers only.
 - Hot glue guns should never be left unattended, especially if hot.
 - Make sure to disconnect, let cool down and store back in place after use.
- Soldering Iron
 - Red label
 - Soldering irons are to be used by trained teachers, especially if hot.
 - MS and HS authorized students could use the soldering irons under close adult supervision.
 - Soldering iron should never be left unattended, especially if hot.
 - Make sure to disconnect, let cool down and store back in place after use.

- Scissors
 - Kid friendly scissors are available in ES and EC Makerspaces. These kind of scissors are the only ones authorized for students.
 - Big scissors are available in EC and ES Makerspaces to be used by teachers only.
 - The Innovation Hub has big scissors available for students.
 - Users are responsible for the use given to the tools and should take care of employing them for the specific use only.
 - Scissors and all tools should be handled with care.
- Recording Studio
 - Is available for audio and video recording.
 - The space has been adapted so that it can fit up to 4 students max.
 - Yellow label - Adult supervision in recommended and a safety orientation for users is mandatory.
 - Users should bring the devices they will use in the Recording Studio. Devices are not part of the space.
 - The Recording Studio should be used under reservation. This can be done in the Makerspace or Innovation Hub corresponding Microsoft Calendar.

	Tools, equipment, and areas of the Makerspace marked with a green dot or tape do not require any specialized training or orientation.
	Tools, equipment, and areas of the Makerspace marked with a yellow dot or tape require you to have some safety orientation.
	Tools, equipment, and areas of the Makerspace marked with a yellow dot or tape require Tech and Innovation Coordinator or teachers to assist you.

References:

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