# Technology Policy

# Services

**Users have the right to enjoy the following services:**

- Institutional email database with domain @ecp.edu.pa

- Email service 7 days a week, 24 hours a day.

- Access to information systems and computer networks of El Colegio de Panamá related to the performance of their position.

- Access to the school's computer rooms.

- Technical support for solving problems related to the use of institutional infrastructure for information processing.

- Hosting institutional data files on the School's One Drive, server or other storage medium provided by El Colegio de Panamá.

- The Information Technology Department (IT) is responsible for fully assuming the planning, development, maintenance, support, evaluation and control of the information and communications technologies of El Colegio de Panamá in accordance with institutional planning and cases. that use technologies as support for the exercise of academic and administrative activities.

# Equipment maintenance

Problems with laboratory or classroom equipment must be reported to the teacher. Maintenance and repairs are the responsibility of the Information Technology (IT) Department. The user must request information and identification before allowing access to the equipment. If equipment needs to be moved, users must back up critical information to avoid loss during repairs.

**It is not allowed to remove equipment without authorization.**

If the equipment suffers irreparable damage, it is covered by the person responsible after verification. Loss of equipment, contact the Information Technology Department.

TECHNOLOGY POLICY

# Security and operations management policies

**and standards of the information technology department.**

**Students at El Colegio de Panamá must use technological measures to protect the privacy of information on computers.** This includes preventing malicious code such as viruses, worms and Trojans. Users are expected to avoid harmful behaviors such as hitting, spilling liquids, installing unauthorized software, among others, which may affect the integrity of the device and the security of information.

## Storage media usage

File sharing between assigned computers is not permitted. Internal documents must be sent by email to record internal communication. All files should be stored in the assigned folder in OneDrive, not in the computer user account. All activities in the data infrastructure of El Colegio de Panamá are subject to audit. Storing on the computer itself is only allowed if it is the property of the student and the assignment allows it.

# Software installation

Users who need proprietary software must justify and obtain authorization from the Information Technology Department (IT) of El Colegio de Panamá. Unauthorized installation of programs on the school network is prohibited and subject to sanctions according to internal regulations. Students must be responsible for having the necessary applications, as the college does not provide programs.

# Configuration management

It is not permitted to modify the configuration of the assigned computer or establish network connections without authorization. Exchanging information via FTP or other protocols requires approval from the Information Technology (IT) Department. Additionally, the use of VPN programs at school is prohibited.

# Network security

The use of computer equipment assigned by El Colegio de Panamá or devices owned by students to explore the shared resources of the technological infrastructure of El Colegio de Panamá and the applications it provides in order to find vulnerabilities. Without prior authorization from the Information Technology (IT) Department, it is considered an attack on network security.

# Cellular use

The regulation of the use of mobile devices in the school context aims to guarantee an appropriate environment for the learning, safety and well-being of students.
**The following rules and provisions are established:**

- The use of cell phones in classrooms during academic activities is prohibited; They must be handed in to the teacher.

- The use of cell phones is not allowed in exam areas; request for authorization to communicate with family members.

- Exceptional use in emergencies with supervision and authorization of the institution's staff.

- Responsibility of teaching staff to enforce policy and raise risk awareness.

- Disciplinary sanctions, including warnings, suspensions or expulsions, for those who violate the policy, especially when recording for social media purposes.

## Use of email

- Institutional email is personal and non-transferable; each user maintains their own account.

- It is prohibited to use email accounts on external servers for institutional communications without authorization.

- Messages and attachments in institutional mailboxes are the property of El Colegio de Panamá.

- Reservation of the right to access and analyze messages in the event of suspicion of threats to network security.

- Exclusive use of email for assigned functions; any other use is prohibited.

- It is prohibited to impersonate, falsify or delete the identity of the email user.

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- Use of email must include appropriate language, avoiding offenses or affecting the esteem of third parties.

## Controls against malicious code

- El Colegio de Panamá does not provide antivirus software for student devices.

- Students must have antivirus to connect their computers to the school network.

- Only software validated by the Information Technology Department is used.

- Users should verify that removable media is free of malicious code with antivirus.

- You should run antivirus before unzipping attachments.

- Sanctions for those who generate malicious programs; infection must be reported to the IT Department.

- Laptop users should request regular antivirus updates.

- Installed antivirus settings should not be changed or deleted.

- Users should not attempt to eradicate malicious code themselves.

# Use of the internet

- Internet access for El Colegio de Panamá staff is exclusive for academic activities.

- Special connections must be notified and authorized by the Information Technology (IT) Department.

- Users must report suspected computer security incidents.

- Internet activities will be subject to monitoring.

- Access to unauthorized pages and downloading software without permission is prohibited.

- Internet use is for institutional functions, not personal ones.

- It is prohibited to install programs not related to institutional activities.

- Use of high bandwidth consumption programs is prohibited.

- The use of programs that allow anonymous browsing on the Internet is prohibited.

- Access only to services related to work activity; Exceptions must be authorized.

- Access to social networks, pornography, terrorism, piracy, and on-demand media is prohibited, unless authorized.

- Access to people outside the institution is prohibited.

- Students responsible for damages caused by improper use of Internet services.

- The use of mobile internet devices on school computers is prohibited, unless authorized.

- Sharing or disclosing user passwords is prohibited; non-compliance subject to sanctions.

# Policies on personal devices, social networks, and cellular use

- Exclusive use of electronic devices for academic purposes.

- It is prohibited to use them for non-educational activities and in non-designated areas.

- Restrictions on specific times and silence so as not to interfere with others.

- Student responsibility for safety and care; The school is not responsible for loss or damage.

- Do not share passwords or allow access to other students.

- Comply with laws and regulations, such as copyright.

- Using devices during exams is prohibited; Violation may result in confiscation and disciplinary sanctions.

# Minimum requirements for student devices:

## Tablet requirements

|  | **Minimum** | Optimum | Suggestions |
|---|---|---|---|
| **Processor** | 2.0GHz | More than 2.0 GHz | N / A |
| **RAM** | 4GB | More than 4GB | N / A |
| **OS** | Android / iOS | Android / iOS | N / A |
| **Screen** | 10 in | More than 10 in | N / A |
| **Storage** | 128GB | C 128GB | More than 256GB |
| **Wifi** | 5 GHz and 2.4 GHz | 5GHz and 2.4GHz | N / A |
| **Additional** | Bluetooth keyboard, case rigid | Bluetooth keyboard, case rigid | To better work with different types of document |

# Laptop requirements

| | **Minimum** | Optimum | COptimum |
|---|---|---|---|
| **Processor** | 2.5 GHz, 4 cores | More than 2.5 GHz, 4 cores | AMD Ryzen 5//Intel Core i5 |
| **RAM** | 8GB | More than 8GB | N/A |
| **OS** | 64 bit OS | 64 bit OS | Windows 10 or iOS |
| **Screen** | 14 inches | More than 14 in | N/A |
| **Storage** | 500 GB | More than 1TB | An SSD is better, more storage |
| **Ports** | HDMI, USB ports, Ethernet | HDMI, USB ports, Ethernet | For PC MAC the necessary adapters |
| **Wifi** | 5GHz and 2.4GHz, Bluetooth | 5GHz and 2.4GHz, Bluetooth | N/A |

# Social networks

Social networks are social structures made up of groups of people, who are connected by one or several types of relationships such as friendship, kinship, common interests or the exchange of knowledge.

**It is important take in account:**

- Taking photos/videos at school without academic purposes is prohibited.

- Uploading photos in a school uniform to social networks results in sanctions.

- Use of social networks for educational purposes and respect for school values.

- Do not publish private information without consent, and inappropriate behavior is prohibited.

- Refrain from offensive content, report suspicious activities, and avoid posts related to illegal substances.

- Use prohibited during school hours, except for authorized educational purposes.

- Long-term consequences of social media posts.

- Any aforementioned event that is not met will review the disciplinary measures for violations, such as warnings, suspensions or expulsions, taking into account the regulations and/or code of ethics.

At El Colegio de Panamá, we consider technology to be a powerful tool that enhances learning and provides educators with access to various academic resources. **In case of non-compliance with any of the aforementioned aspects, we will refer to the internal regulations and/or code of ethics to take the appropriate measure, in the same way in both documents the content is more specified.**

**I undertake to comply with the provisions established here, which I have read and accepted in full.**

TECHNOLOGY POLICY

**Policies of El Colegio de Panamá**
In our educational community, we adhere to the following fundamental policies. These policies have been developed to foster a safe, inclusive, and enriching learning environment for all.

**Students and Parents Handbook**

**Code of Ethics for students**

**Assessment Policy**

**Senior's Handbook**

**Child Protection Handbook**

**Technology Policy**

**Special Education Policy**

El Colegio de Panamá