

## ANNEX 1 - HEALTH, SAFETY AND SAFEGUARDING DIGITAL GUIDELINES 2020-2021 SCHOOL YEAR

According to the philosophy, mission and vision of ITJ Campus Querétaro and the agreements established in the Student Code of Conduct 2020-2021, this document sets the guidelines for the Distance Learning Program (PAD) which the student will need to follow whenever they are working in this Learning Model. These guidelines must be considered an extension of the ones already established in the Code of Conduct 2020-2021 which must be observed throughout the school year regardless of the Learning Model that is being followed.

Honesty and respect are fundamental values for the social interactions within the School and during School activities. There will be a disciplinary consequence if/when the student incurs in any behavior that goes against these values whether the behavior is specified or not in this document (Annex 1 - Health, Safety and Safeguarding Digital Guidelines 2020-2021). The Head of every section reserves the right to establish the consequences should they not be established in this document.

### **I. CLASS SCHEDULES, ATTENDANCE AND TARDINESS TO SYNCHRONOUS SESSIONS**

In the documents [Distance Learning Program \(PAD\)](#) and [Blended Model](#) you can find the schedules within which all Synchronous Sessions will be programmed. With the objective of helping students reinforce their knowledge, tutoring sessions will be programmed for those students who need them. These sessions will take place after the schedule established for Synchronous Sessions.

When the student attends Synchronous Sessions, they must join them in time. The teacher will take attendance 10 minutes after the class has started

#### *Kinder and Elementary*

From the 11th minute, the teacher will ask the student who joined the Synchronous Session late to leave it and to review the content as an Asynchronous Session once it has been published in the group's Virtual Classroom. This is to avoid the repetition of instructions and/or content that was given at the beginning of the session and therefore delaying the work that was programmed for the session. It will be the student's responsibility to catch up with the activities that were finished during the Synchronous Session. The activities must be turned in no later than 48 hrs after the session. The activities that are turned in after this time will be marked with 7 as the highest possible grade.

#### *Kinder*

When the student reaches 4 tardies or absences to Synchronous Sessions in one week, the Personalized Education team will request an appointment with the parent or guardian to give follow up to the tardies and/or absences.

#### *Elementary*

- PF and year 1: When the student reaches 5 tardies or absences to Synchronous Sessions in one week, the Personalized Education team will request an appointment with the parent or guardian to give follow up to the tardies and/or absences.

- Years 2 to 4: When the student reaches 6 tardies or absences to Synchronous Sessions in one week, the Personalized Education team will request an appointment with the parent or guardian to give follow up to the tardies and/or absences.
- Year 5: When the student reaches 7 tardies or absences to Synchronous Sessions in one week, the Personalized Education team will request an appointment with the parent or guardian to give follow up to the tardies and/or absences.

### *Middle School y High School*

From the 11th minute, the student will be registered as absent to the session. The student will be allowed to stay in the session as long as they wait for the moment indicated by the teacher to clarify the doubts they might have regarding the content that was covered before they joined the session. If the student who enters the session late interrupts in an inappropriate manner, they will be asked to leave the session and to review the entire content as an Asynchronous Session once it has been published in the group's Virtual Classroom. It will be the student's responsibility to catch up with the activities that were finished during the Synchronous Session. The activities must be turned in no later than the following day at 23:59 hrs. The activities that are not turned within this time will have a failing grade.

### *Middle School*

When the student has two or more unjustified absences per class, the Personalized Education team will contact the parent or guardian to give follow up and, when necessary, schedule an appointment. It is very important to consider that the student must comply with 80% attendance to every subject to be able to take the bimonthly exams or assessments.

Should it be necessary, Synchronous Sessions will be programmed outside the schedule established for the PAD. The student will be given at least 24 hrs. notice about these sessions through 'Avisos y Circulares' in Google Classroom or through their School email account.

### *High School year 9*

When the student has two or more unjustified absences per class, the Personalized Education team will contact the parent or guardian to give follow up and, when necessary, schedule an appointment. It is very important to consider that the student must comply with 80% attendance to every subject to be able to take the bimonthly exams or assessments.

Should it be necessary, Synchronous Sessions will be programmed outside the schedule established for the PAD. The student will be given at least 24 hrs. notice about these sessions through 'Avisos y Circulares' in Google Classroom or through their School email account.

The students in year 9 will participate in a workshop every Friday on the last session programmed in their schedule. The guidelines for these workshops are as follows:

- Each week, the student will have a different workshop. They will be notified through 'Avisos y Circulares' about the materials they will need for the workshop. This information will be posted with a week's notice.
- The workshop will be assessed during the session. The combined assessment of all the workshops will make up the final grade for this subject.
- The student must be on time, participate actively and have a general good attitude.

### *High School*

The tardies and/or absences to Synchronous Sessions are the student's responsibility and count towards the evaluation of the corresponding period and the exemption of exams (for years 10 to 12). Should there be constant tardies and/or absences, the Personalized Education team will request an appointment with the student to give follow up.

Should it be necessary, Synchronous Sessions will be programmed outside the schedule established for the PAD. The student will be given at least 24 hrs. notice about these sessions through 'Avisos y Circulares' in Google Classroom or through their School email account.

## **II. ABSENCES AND PERMISSIONS DUE TO TRIPS OR ARTISTIC/SPORTS EVENTS**

The guidelines established for Absences and Permissions due to Trips or Artistic/Sports Events will be the same as those established in the Student Code of Conduct 2020-2021

## **III. INVITATIONS AND PERMISSIONS, LEAVING DURING SCHOOL HOURS AND PARTIES**

Invitations, permissions and students leaving during school hours are not allowed during the Blended Model. During the [F2F Model](#), the guidelines will be the same as those established in the Student Code of Conduct 2020-2021.

## **IV. SOCIAL BEHAVIOR**

Throughout the school year, parents and/or students will be invited to participate in mass online events (conferences, talks with experts, project presentations, etc.) During mass online events, all the participants must keep their cameras and microphones off unless the organizer of the event indicates otherwise.

The student must attend the Synchronous Sessions following the Standards for Personal Presentation and Hygiene that are established in the Student Code of Conduct 2020-2021. The use of uniform during Synchronous Sessions is suggested. The use of camera and microphone during the Synchronous Sessions will be mandatory.

The student is not allowed to eat during the Synchronous Sessions. They have time to do so in their PAD schedule.

The Guidelines established in the [Safeguarding Guidance on Virtual Learning and Video Conferences](#) must be followed at all times by students and parents alike.

## **V. EVALUATION AND DELIVERY OF GRADES REPORT CARDS**

The grades report cards will be sent to the parent or guardian through email. The feedback sessions on the grades report cards will be held via Google Meet following the guidelines established in the Student Code of Conduct 2020-2021.

## **VI. USE OF SCHOOL EMAIL ACCOUNTS (parents###@itjqro.edu.mx Y students###@itjqro.edu.mx)**

- The School email is exclusively for educational purposes and its use for purposes other than those established by the School is forbidden.
- All the activity is monitored and registered by Institut Thomas Jefferson Campus Querétaro.
- The inappropriate use of the G Suite tools included but not limited to email, its basic and additional services, will be reported and sanctioned by the corresponding committee.
- The School email account belongs to Instituto Thomas Jefferson Campus Queretaro which is why this organization reserves the right to access the account to audit it.
- The School account parents###@itjqro.edu.mx will be used exclusively to connect via Google Meet to the PAD sessions and to access the group's Online Classroom
- During the PAD sessions via Google Meet, only the student that belongs to the group will be allowed to join.
- The teacher who is in charge of the session reserves the right to stop the student from participating in the session should there be any inadequate behavior.
- The lack of compliance in these guidelines will cause the suspension of the School email account, cancelling all of its services.

## **VII. DIGITAL CITIZENSHIP**

The student will act as a responsible digital citizen and must:

- Be respectful through their actions, words and images. Use online names and profile images that are appropriate and that do not compromise their identity or that of others. Ensure that the information, images and materials that they use do not put them, their peers or their teachers at risk.
- Carefully consider what they publish online such as personal information, experiences or contact details. Act with integrity at all times, aware of the fact that they are part of an educational community and therefore represent it.
- Protect their accounts and passwords and avoid sharing them with others. Acknowledge that it is strictly forbidden to access a School email account that isn't their own, whether that be a student's, teacher's, director's, administrators' or support staff's
- Be respectful to others. Acknowledge that electronic media are not to be used to antagonize, intimidate, torment or stalk people. Report to the School's authorities any kind of online abuse, harassment or stalking towards themselves or towards others. Acknowledge that it is strictly forbidden to repost videos, audio recordings, images, or inappropriate communications that might intimidate another person or that can be used for this purpose. Avoid inappropriate materials and conversations.
- Be respectful in their choice of web sites and apps and acknowledge that their online activity in School devices is monitored by the School with a safety license to keep them physically and mentally safe.
- Only use materials observing their copyrights. Quote all sites, books, media, images and videos appropriately following the format established by the School.

- Always verify the information they use and avoid plagiarism in all its forms. Acknowledge that plagiarism has academic and/or disciplinary consequences as established by the Student Code of Conduct 2020-2021.
- Acknowledge that the use of screenshots of peers, teachers or any member of the School community is strictly forbidden. The inappropriate use of this material will be sanctioned following the guidelines established by the [ITJ Campus Queretaro Anti-bullying Policy](#).
- Acknowledge that it is strictly forbidden to record, reproduce, share, etc the materials of the PAD sessions.
- Have an appropriate profile picture for all their accounts. Their profile picture must not be of an aggressive nature nor can it make reference to another person.

The following is a non-limitative list of behaviors and actions that are forbidden to the student while they use technology at the School and/or during School activities. These behaviors and actions will be sanctioned according to the guidelines of the Student Code of Conduct 2020-2021.

- The use, creation, access, upload, download, keeping and/or distribution of defamatory, obscene, profane, explicit, threatening or illegal material or content.
- The access to inappropriate contents. Some examples of these contents include but are not limited to graphic or verbal material with inappropriate language, or content related to alcohol, drugs, symbols or drawings related to gangs, that promote racism, animal cruelty or challenges that put their physical or mental wellbeing at risk. The use of any inappropriate content will result in a disciplinary action.
- The violation of copyrights, the use or reproduction of another person's or organization's intellectual property without their permission.
- Vandalism, this means any unauthorized access and/or malicious activity with the intent of damaging the hardware, software or networks, destroying another person's information or loading/introducing virus/malware.
- The use of School technology to create or access personal email accounts to participate in an activity that could go against the School's Code of Conduct.
- Harass, stalk, intimidate, insult or attack others.
- Open or forward emails or electronic files with inappropriate and/or offensive content with the intent to discriminate (an example would be jokes directed at a person based on gender, race, ethnic background, disability, etc.)
- The use of School technology to distribute messages at a large scale for purposes other than those established by the School. These uses include but are not limited to "email everyone", "mass email", "world email" and "spam".
- Have unauthorized access to another person's files or information resources whether they are saved in the School's network or not.
- Use another person's passwords and/or share personal passwords.
- Invade another person's privacy and/or disclose the personal information of a member of the School community.
- Use proxy sites or other media to avoid the School's filters and safety measures.

- The consequence to any inappropriate situation, action or act that are not described by the present Code of Conduct will be handled by the Discipline Committee of the School.

## **VIII. GENERAL TERMS AND CONDITIONS FOR THE USE OF SCHOOL G SUITE FOR EDUCATION ACCOUNTS**

The [G Suite for Education Online Agreement](#) as well as the [Amendment](#) (gg.gg/adenda) are at your disposal. The students, depending on their age and school year, will have access to additional services, always with educational purposes. These services follow a very strict [Privacy Policy](#).

## **IX. GENERAL GUIDELINES FOR THE USE OF CHROMEBOOKS**

A Chromebook is a device that the School provides as part of the licensing fees for the school year, therefore, the School is the administrator of the device for this period. The students can use the device during the current school year both at home and onsite. The device must be returned to the School during vacation periods and school break periods for its safekeeping.

The devices are inventoried through School labels (which must not be removed from the devices). The School has access and control of the device activity through a general control panel.

The students are not allowed to personalize neither the software nor the hardware of the Chromebooks. In the case of negligent use, damage, loss of a piece or of the whole device, the parent or guardian will need to pay the full cost of the device at the rate corresponding to the time of the event. The damaged device will become the property of the parent or guardian and a new School device will be purchased with the payment received to substitute the damaged equipment.

The student is responsible for the damage or destruction of other people's information. This includes but is not limited to "piracy", creating, uploading and/or sharing malicious software, scripts or code.

All the problems with the Chromebooks need to be reported. The students are responsible for the well keeping of the Chromebook. Any malfunction or issue that arises at the time it is received by the student or while they are using it, must be reported immediately to a teacher, assistant or member of the School staff so that they can be resolved effectively and adequately. In such cases, the parent or guardian and/or the student will bring the Chromebook to the School for its fixing and/or maintenance when necessary. The Chromebook must NEVER be examined or altered by the parent or guardian nor the student, nor must it be taken to any repairing centre outside the School.

It is the student's responsibility to make sure that the Chromebook's battery is charged at 100% when bringing it to the School since they will not be allowed to charge them at School facilities. Should the student fail to do this, the corresponding coordinator will decide on the measures that will be taken to ensure that the student fulfills this obligation.

The Chromebooks have a filter that, regardless of where the students are when accessing the internet, they will do so in a filtered and safe navigation environment. Their navigation history will be registered and will be under constant supervision by the School. The students are not allowed to download or eliminate apps from the device. Some of the social networks, and/or inadequate or unsafe addresses will be blocked. However, the process of blocking certain websites and services is an ongoing process, therefore, if there is a site or service that you consider inappropriate and that hasn't been restricted, you should notify the School immediately. Despite the filter, the School cannot guarantee that 100% of all inappropriate navigation environments are blocked, therefore the parent or guardian is requested to supervise the content that the student is accessing from home.

The student must turn on their Chromebook using the School account and are only allowed to share their password with their parent or guardian and with the School's principal when it is required. Should the student not have internet access at home, they will still have access to many of the G Suite apps offline. When access to the internet is found, the Chromebook will find the networks that are available and the student will need to log on to the network using the corresponding password. To print something from the Chromebook at home, you can set up the printing device in this [link](#).

The students can control the people with whom they share their documents, sheets or presentations. The School can access the device's and files' history to ensure proper use. All of the student's work will be saved in Google Drive's cloud and can be accessed through any computer with an internet connection and through most mobile devices. It is recommended to not save any files in the Chromebooks hard disk. The School will not be responsible for the loss of the student's work.