



**COLEGIO  
MENOR**

**HANDBOOK:  
DISCIPLINARY AGREEMENTS UPPER SCHOOL  
SCHOOL YEAR 2016-2017**

**August 2015**

# DISCIPLINARY AGREEMENTS UPPER SCHOOL

Colegio Menor is a community based on core values such as **respect, responsibility, trustworthiness, citizenship, caring, and fairness**. We believe that all members of the community should contribute positively, helping to create conditions for an efficient learning environment. We are aware that mistakes are inevitable. Therefore, we believe that responsible people raise opportunities to reflect and learn from their own mistakes.

Our school is committed in offering the necessary resources to help students develop a better understanding of their own behavior and its impact in the community. We expect that all members in our community, the adults and the students, defend the fundamental principles of our school: goodness, beauty and truth. Our students are expected to uphold our principles both in and out of the school campus.

As members of Colegio Menor's community, and based on the six pillars of character, we are committed to:

- ✓ Encourage a positive school environment, based on trust.
- ✓ Respect for ourselves, for the others and for the environment.
- ✓ Be accountable for our own learning process, for what we say and do.
- ✓ Interact with others with fairness, solidarity, tolerance and generosity.
- ✓ Improve our community by becoming true citizens.

## OFFENSE TYPES

According to the General Procedures Handbook of the Organic Law for Intercultural Education, article 330, and with the internal approval of our institution, we consider the following as minor, serious and major offenses:

1. Minor, serious and major offenses that attempt against the peace and harmony of our school environment.

*Minor Offenses:*

(1LA) To use the phone or any other distracting object during class or any other educational activity. To use any technological instrument without the explicit authorization of the teacher. The technology policy is included at the end of this document.

(1LB) To eat or drink (water is an exception) during class time, unless it is part of a specific academic activity.

(1LC) To disrespect the school's dress code, included at the end of this document.

(1LD) To skip a class without proper authorization or excuse.

(1LE) To abandon any school activity without authorization.

(1LF) To sell products or to ask for money contributions, unless there is an explicit permission for a fundraising coming from a school authority. This permission must be written and emitted at least 24 hours before the activity.

(1LG) To have an inappropriate behavior in any school activity: class, assembly, drill, field trip, and others.

(1LH) Not excusing an absence within 2 days after the return to school. All absences to school must be excused, no exceptions.

(1LI) To have 5 accumulated tardies in a class in a marking period.

(1LJ) Not participating in electoral processes at school or not excusing being absent to vote.

(1LK) Not saying the truth about the responsibility on a code offense (additional consequence to the implied code offense),

(1LL) Notorious and offensive public display of affection.

(1LM) Disrespecting the National Symbols. Show a disrespectful behavior during the

National Anthem.

(1LN) To drive a motorized vehicle in the campus parking lot without authorization or legal documentation.

(1LO) Improper use of the locker provided by the school. Having a locker without a lock or in a bad condition.

*Serious Offenses:*

(1GA) To participate directly or indirectly in discriminating actions against any member of the community in school, around the school and outside of the school during any educational activity or school time.

(1GB) To participate directly or indirectly in actions that would violate the privacy of another school members.

(1GC) To have, consume or promote the consumption of alcohol, cigarettes (including electronic) or illegal drugs, inside or nearby the school campus.

(1GD) To leave campus without the right authorization, or without following the right process.

(1GE) To participate actively or indirectly in the generation of risk situations or conflicts on campus or outside of the school. Examples: to organize or participate in fights, to promote aggressiveness among community members, to cause panic through lies or rumors, to block emergency exits.

(1GF) To proselytize on campus with the objective of advertising local or national political parties.

(1GG) Not observing an explicit appropriate order, emitted by an adult member of the community.

(1GH) To have, use, or promote pornographic material or offensive material during school time or in any academic activity.

*Major Offenses:*

(1MA) To skip classes for 2 or more consecutive days without excuse. Students will have a maximum of 2 working days to excuse an absence, starting from the first day the student showed up for class.

(1MB) To commercialize alcohol, cigarettes or illegal drugs on campus.

(1MC) To bring weapons or unauthorized material that could harm other community members.

2. To commit acts of violence against any member of the school's community, authorities, citizens or social groups. These offenses could be classified in serious or major, according to the situation:

*Serious Offenses:*

(2GA) To participate directly or indirectly in actions that could harm the dignity of any member of the school's community.

(2GB) To participate directly or indirectly in actions that could harm the physical or psychological integrity of any member of the school's community.

(2GC) To participate directly or indirectly in any type of bullying: psychological, verbal or physical abuse repeatedly produced against any member of the school's community.

(2GD) To remain silent upon an act of corruption or violation of the rights of another member of the school's community.

(2GE) To steal, to have other people's possessions without authorization.

*Major Offenses:*

(2MA) To undermine the dignity of another community member by using defamatory publications.

(2MB) To participate directly or indirectly in actions that could undermine the individuality or gender integrity of any member of the community. This includes being accomplice of any of these acts.

3. To deteriorate or misuse voluntarily the school's property or any public or private goods. These offenses could be classified in minor or serious, according to the situation:

*Minor Offense:*

(3LA) To misuse the school's installations, equipment, material, goods or services.

(3LB) Not caring for the proper maintenance and cleanliness of our school.

*Serious Offenses:*

(3GA) To lightly harm the school's physical infrastructure or equipment.

(3GB) To lightly harm public or private property.

*Major Offenses:*

(3MA) To gravely harm the school's physical infrastructure or equipment.

(3MB) To gravely harm public or private property.

4. To hamper or to interfere in the regular progress of academic or cultural school activities. These offenses are classified as major, according to the situation:

*Major Offenses:*

(4MA) To interfere directly or indirectly any electoral school processes.

(4MB) To intervene in activities that promote the stoppage of any school activity.

5. To commit fraud or any type of academic dishonesty. These offenses could be

classified in minor, serious or major, according to the situation:

*Minor offenses:*

(5LA) Academic Infraction Type I:

- To include in an academic piece of work, exact phrases created by another person, with recognition of the source in an in-text citation but not a references page;
- To include in an academic piece of work, exact phrases created by another person, with recognition of the source on a references page but not an in-text citation;
- To include in an academic piece of work, opinions, theories, data, statistics, graphs, drawings or any other piece of information with recognition of the source with in an in-text citation but not a references page;
- To include in an academic piece of work, opinions, theories, data, statistics, graphs, drawings or any other piece of information with recognition of the source in a references page but not an in-text citation;
- To present the same academic piece of work, even with modifications, twice or more times, without the explicit authorization from the involved teachers;
- To forget to include a references page in an academic piece of work containing research demonstrated by in-text citations; and
- To provide other students with homework, essays and other academic contents that could be later plagiarized or delivered without their consent.

*Serious Offenses:*

(5GA) Academic Dishonesty Type II:

- To include in an academic piece of work, phrases, exact or paraphrased,

- created by another person, without explicit recognition of the source;
- To include in an academic piece of work, opinions, theories, data, statistics, graphs, drawings or any other piece of information without explicit recognition of the source, even if they were modified or paraphrased;
  - To present an academic piece of work done fully or partially by another person, with or without their consent;
  - To make an academic piece of work, fully or partially, for another person so the latter presents it as his or her own;
  - To copy the academic work or exam/test/quiz of another person by any means, with or without their consent. To allow others to copy another person's academic work;
  - To use notes or any other resource during an exam, unless this material is explicitly authorized by the teacher;
  - To include the name of a person in a group work activity; when the person did not contribute to the group product;
  - To allow another student to copy part or all of an academic work, including routine homework assignments, exams, quizzes, projects, essays and other evaluated material.
  - To interfere in the performance of other students by stealing, hoarding, eliminating, sabotaging or hiding academic work, materials or information needed for the development or presentation of an academic work;
  - To hide or not communicate an act of plagiarism against oneself or other member of the community.

*Major Offenses:*

(5MA) Academic Dishonesty Type III:

- To include in any academic work invented, false or modified cites, results, data, experiments or investigations;



- To obtain copies of exams or answer sheets;
- To modify grades illegally;
- To forge signatures, documents, data or academic records;
- To take a test for another person or allowing others do that.

In addition to disciplinary actions, these type of offenses will also represent a grade of zero in the evaluation of the affected work.

6. Not observing all the principles and dispositions contained in this document and in the nation's law will be considered a major offense.

## **DISCIPLINARY CONSEQUENCES**

The accumulation of offenses will have as a consequence the application of disciplinary consequences. According to the General Procedures Handbook of the Organic Law for Intercultural Education, article 331, all minor and serious offenses will be treated by the institution, following the mechanism specified by this handbook, giving the student and his or her legal guardians the right of the defense.

The disciplinary process and gathering of information for major offenses will be held at school, whereas the consequences will be determined by the Junta Distrital de Resolución de Conflictos. This organism will emit the resolution in a lapse of 15 days or less counted from the day of the reception of documents. Not complying with this timing will represent a serious fault for the members of the Junta.

## **DISCIPLINE POINTS SYSTEM (DPs)**

Every student starts, starting this new school year 2014-2015, with a disciplinary record of 20 discipline points (DPs). Students lose these points as they misbehave according to the offenses coded in this handbook. At the end of the school year, the accumulated disciplinary points will be used to evaluate their overall conduct according to the table emitted by the

Ministry of Education.

This points system will allow students recuperate some or all their lost points, depending on the case, through volunteering in community service activities approved by the school's authorities. In this way, students repay to the community for their offense, and have the opportunity to learn from their mistakes and vindicate. Monitoring and installing this system will be in charge of the Student Life Coordinators.

Students lose DPs when they misbehave according to this handbook. Teachers and school authorities report these situations through an automatized platform, regulated by the Ministerial Law, so each offense is typified and notified to authorities, advisors and parents.

According to the type of offense, students lose their DPs according to this table:

<b>Type of Offense (each)</b>	<b>DPs</b>
Minor	1 or 2 (SLC's decision)
Serious	4
Major	8

Accumulating offenses produces a change in category according to the chart below. This fact will represent the application of new consequences depending on the new category attained.

Reaching 16 DPs = serious offense
Reaching 12 DPs = 1 major offense

Discipline points could be recuperated with community service activities assigned by the Student Life Coordinator and requested by the student, according to the following table:

# of DPs	Recuperation of DPs	Time Allowance
17-20	Up to 20	Within the semester
13-16	Up to 18	Within the semester
Less than 13	Up to 16	Within the semester

The maximum number of DPs that could be recuperated in the entire school year is 8.

The Student Life Coordinator will present to the student options for community service work. The student can voluntarily choose to work in one or more of these activities in order to recuperate lost DPs. The options will depend on the availability work at the moment of the offense. The Student Life Coordinator will guarantee an availability of options at all times.

When the new school year begins, the students start with a number of DP's according to this table. The rest of points could be recuperated during the first month of classes, following the same rules specified before.

Student ends the school year with...	Student starts the new school year with..
20 DPs	20 DPs
17-19 DPs	20 DPs
15-16 DPs	18 DPs
13-14 DPs	16 DPs
12 or less DPs	14 DPs
New students and 7th graders	10 DPs

According to the system and aligned with the current Law of Education, the following will be the consequences applied immediately after the offense report:

### 1. For minor offenses

- Electronic report emitted by the teacher or authority / offense is typified.

- Loss of discipline points, depending on the case.
- Email sent to student, parents, authorities, teacher, ombudsman and advisor.
- Registration of the offense in the academic file of the student.
- The student will be called for an interview with the Student Life Coordinator or another relevant authority. In this meeting the student will be oriented about the consequences of accumulating offenses. The student could also be asked to fill in a form validating his or her version of the event, and certifying that this conversation took place. In this conversation the student will also be informed about the process and options for recuperating DPs.

## **2. For serious offenses**

Additionally to the application of consequences for minor offenses, all these following actions will be taken:

- The student legal guardians will be called for a conference with the Student Life Coordinator or another relevant authority. In this meeting case details, the possible consequences and the opportunity of recuperating DPs will be detailed. At the end of this meeting parents will sign a certification document.
- If needed, the student could be removed from the classroom until the legal guardians come for the conference with the SLC. In this time the student may have the conversation with the SLC detailed before.
- Out of school suspension for 1-15 days. During these days, the students and their parents are responsible for catching up with the academic activities and evaluations. This action will be approved by the Upper School Director or the General Director, depending on the case.

## **3. For major offenses**

Additionally to the application of consequences for minor and serious offenses, the General Director could decide directly, or request the presence of a board of teachers

who will analyze the case and suggest the application of actions such as:

- Out of school suspension for a maximum of 30 days with an academic program followed by the student with supervision of his or her parents.
- Separation of the student from the school. This separation does not imply failing the school year but a change of institution.

In the case of major offenses for academic dishonesty, the school should proceed to separate the student from the institution.

The board will be composed by: the General Director, the Upper School Director, the Student Life Coordinator, the counselor and all the student's current teachers. An odd number of voting members should be preferred.

Once the decision is taken, the authority of the institution, the General Director, will emit the report with the necessary documentation to the District Board for Conflict Resolutions.

Any disciplinary action for minor or serious offenses could be appealed by the legal guardians of the student. These requests should be done at the District Board for Conflict Resolutions during the following 3 days after the notification of the consequence. The resolution of the Board puts end to any further administrative actions.

Any disciplinary actions for major offenses could be appealed by the legal guardians of the student. These requests should be done at the maximum zonal authority during the following 3 days after the notification of the consequence. The resolution of the zonal authority puts end to any further administrative actions.

## **EVALUATION OF CONDUCT**

The evaluation of conduct goes according with the compliance of the Handbook presented, approved and signed by all the authorities of the school's community. It follows the structure proposed by the Reglamento General a la Ley Orgánica de Educación Intercultural. It does not affect the academic promotion of the students. It is defined by the number of DPs a student has at the end of the school year.

A	Very satisfactory	20 DPs
B	Satisfactory	19-17 DPs
C	Quite satisfactory	16-15 DPs
D	Could improve	14-13 DPs
E	Unsatisfactory	12 or less DPs

## **CAMPUS CARE**

Caring for the wellbeing of Colegio Menor's campus is in charge of Maintenance Department. This department executes a prevention/correction plan with the authorities' approval. The prevention plan contains goals and activities for short and long terms. This will permit keeping our campus in perfect conditions.

The corrective plan solves daily problems in demand such as changing light bulbs and fixing tables or chairs.

Colegio Menor protects its patrimony with efficiency following clearly established parameters.

## **CLEANLINESS**

Keeping a clean campus is responsibility of all members in the School community. With that objective, we organize campaigns about cleanliness, hygiene, recycling, and correct garbage disposal.

Maintenance staff is in charge of keeping campus clean and disinfecting the campus restrooms.

## **RESPECTING PRIVATE PROPERTY**

Students are aware that all community members must respect private property. All equipment and school installations are in charge of specialized people. Stealing or damaging others' property will receive severe consequences and must be replaced at the responsible individual's expense.

Respecting the property of classmates, teachers and other members is stipulated in the handbook and the values program observed by Colegio Menor. Stealing will not be tolerated and will represent severe disciplinary actions. Students must cooperate in the investigation of these type of offenses.

## **DRESS CODE**

In response to our policy of respect towards individuality and freedom of expression, Colegio Menor does not have a school uniform; however, we do observe the following dress code regulations for students:

- Clothing should not contain logos/legends or offensive visuals that could offend others in our community. Examples of this rule, but not limited to, are: illegal substance advertisement, proselytism, indecent elements, and offenses against the individuality of other members of the community.
- Clothing should not be revealing but rather modest. Students must avoid showing their underwear or private parts.
- The use of extremely short skirts/shorts and shirts/blouses that show the navel or a great section of the back is prohibited.
- Clothing should be in good condition, clean and well-presented. The use of ripped clothing is not allowed.
- Clothing should not interfere in the learning process of a student or their mates. Distracting elements should be avoided.
- Extremely tight clothing and flip flops should not be worn on campus. Lycra pants and leggings can be worn only for sport purposes, unless a long shirt or blouse is additionally used to cover private parts.

## **ATTENDANCE AND PUNCTUALITY**

### ➤ *Attendance*

According to the Reglamento General a la Ley Orgánica de Educación Intercultural, the attendance to all School activities is mandatory and will be observed within the times and schedules determined by the School. It is the obligation of the students' legal guardians to guarantee the attendance of the students to class; and, in the same way, the students are responsible for remaining in campus during school time.

(1) All Upper School students at Colegio Menor must:



- ✓ Come to School between 7h45 – 7h55, ready to start class, punctually at 8h00.
- ✓ Attend punctually to each class and assigned activity.
- ✓ Come prepared to class, and be always ready in the assigned areas.
- ✓ Avoid being in unauthorized zones or out of campus without permission. Being outside of campus is a violation of the school's code.
- ✓ Leave campus, punctually, using the school bus or with an authorized adult, at 14h45 or at 16h30 if he or she participates in extracurricular activities. Exceptions will be observed in case of special school activities or exam days. Students will be allowed to reenter campus only in special occasions with proper authorization.

(2) Absences of 1 or 2 days, must be excused by the student's legal guardian within the 2 following days at the most. This excuse must explain the reason for the absence and must be sent to the Student Life Coordinator in written format (physical note or email).

(3) Absences of more than 2 consecutive days will require the presentation of legal documentation to the Student Life Coordinator. Examples of this documentation: medical certificates, air tickets, official invitations, appointments.

(4) Students will lose the right of recuperating academic credit for the activities missed during their absences, if it was not excused properly in the established time. Not excusing an absence is an offense to the code and will mean receiving all the consequences for such offense.

(5) In the case of excused absences, our school will be in charge of defining deadlines for the delivery of missed academic work and quizzes in order to recuperate academic credit. It is not responsibility of the school to readjust the student's academic performance, but to provide time and information about what has to be recuperated. Teachers will inform the student and the Student Life Coordinator about the specific activities and deadlines to be delivered in order to cover up for the missing academic work.

(6) Medical absences, typified as MAb, are recorded when the student does not come to school because he or she is sick. This type of absence will allow the student to recuperate all

academic credit missed, as long as the absence is properly and timely excused. To excuse a medical absence we need to consider:

- ✓ 1-2 day absences can be excused by legal guardians by sending a written physical note or an email in the following 2 days (starts to count when the student returns to school).
- ✓ Absences of more than 2 days need to be excused with a medical certificate within the following 2 days (starts to count when the student returns to school).

In the case of a long medical absence (more than two weeks), the student must follow the same process as in a regular medical absence; however, the school will come out with a plan together with the teachers and the Student Life Coordinator. Only in exceptional cases the school will allow a student to finish the school year early because of medical reasons. This is a very serious case and the school does not recommend. For this cases, the legal guardians will be called for a meeting with the Student Life Coordinator and the Upper School Director.

(7) Activity Absences, typified with the code AAb, are used when students miss class because they are participating in an activity planned by the School, or representing the school, in or outside of campus. In this category we include: field trips, cultural/sport/academic representations. In this category are also placed those activities in which students officially represent the city, province or country. The latter case must be officially documented. This type of absence, if excused properly, will allow students to recuperate academic credit, as long as they comply with the stipulated deadlines. An Activity Absence can be excused by following these observations:

- ✓ In case of a School sponsored activities, the responsible teacher or authority will emit a written or electronic document to the Student Life Coordinator with the list of participating students, the times and dates. These activities need to have previous approval from the section director.
- ✓ In the case of an activity in representation of the city, province or country, the legal guardians must present an official invitation (for the sponsoring organization) certifying the activity. Only an official document presented in advance could excuse

this type of absence. This document must be very specific regarding the type of participation.

(8) Excused absences coded as AbE are all the ones that do not fit in the previous categories and must be also excused within the following 2 days, counted after the student returns to school.

- ✓ 1-2 day absences can be excused by legal guardians by sending a written or electronic letter within 2 days after the student shows up to class again.
- ✓ Absences of more than 2 days must be excused with an official certificate or document within 2 days after the student returns to school.

During the school year, students could only receive academic credit for the evaluations missed in the first 15 excused absences AbE. Going beyond this limit will cause students to miss this opportunity. This is a benefit that should not be used arbitrarily because it has been granted for cases such as:

- Sickness or disease of relatives
- Fixed appointments in embassies or for paperwork
- Medical appointments
- Important events
- Emergencies

In the case of travels, a letter of request and documentation should be presented to the Student Life Coordinator, at least two weeks in advance. The school strongly suggests parents and students to minimize, as possible, this type of absences and plan these trips during the holidays and school vacations according to the school calendar.

(9) Students whose unexcused absences exceed 10% of the total hours of class are subject to fail the school year.

(10) When a student knows in advance that he or she will miss school for more than two days, he or she must report this to the school with a minimum of 10 days before the first day of absence, together with proper documentation. In this case, the student will be given, with

the teachers' knowledge, a deadline for academic recuperation. Additionally, the student will be asked to fill, together with the teachers, a document for academic recuperation. In this document, the teachers specify the evaluations and quizzes to be presented once the student comes back. This will be permitted only if the number of absences lays within the limit range of 15 AbEs, as stated in numeral (8) above.

### ➤ *Punctuality*

It is the students' responsibility to arrive on time to School with the support of their legal guardians. Colegio Menor highlights the importance of punctuality in life as a positive practice. In consequence, tardiness will be excused only in exceptional circumstances.

(1) To enter the classroom, all students arriving late will present a "tardy slip" to the teacher including his or her name, time of arrival and the reason for being late. This document will be required and kept by the teacher. If a student comes late because of another teacher, the latter can send a physical note or email excusing this tardiness. The delivery of a "tardy slip" does not guarantee the excuse of a tardiness; however, it works as a back-up document for the teacher.

(2) Tardiness will only be excused when caused by internal academic activities or when they are responsibility of another teacher or authority (with the proper documentation). Legal guardians can only excuse the late arrivals of students at the first period of class missed by the student. In these cases the code used will be TE.

(3) Unexcused tardies will be coded as TU and will represent the deduction of 1 point to the "punctuality" academic category of the class. This point is not recoverable.

(4) If a student is late more than 10 minutes, this will be registered as an absence and will be treated as such.

(5) For each 5 late arrivals in a class in one marking period, a minor offense will be considered, and the student will receive the corresponding consequences.

(6) After a student has lost his or her 10 punctuality points in a marking period, for each additional tardiness a DP will be lost.

(7) If a student, for arriving late to a class, misses a graded activity, this one will only be recuperated if the tardiness is excused. The student will plan with the teacher the date of recuperation.

(8) Students will obtain permission for an early dismissal only when they present a written or electronic note from their parents during break time. The only exception is when students need to leave before recess. In this case the note could be presented the day before or before 8h00 on the same day. When excused properly, the periods missed because of an early dismissal will be coded as AbE.

(9) To leave campus, the student will receive a card that will certify that permission has been granted. This card should be presented at the guards' gate upon exiting.

(10) Early dismissals without excuse or notice will be treated as an offense and will receive the corresponding consequences. The student will lose the right to recuperate any academic credit missed for this reason.

(11) Students have a limit of 15 allowed AbEs in each class per year. To recuperate academic credits missed, a student must have an attendance record within the limit of allowed excused absences.

### **Field Trips and Out-of-Campus Participations**

During field trips or out-of-school participations, we expect our students to observe our institutional values, as they represent Colegio Menor in our community and in any place of

the country or the world. All students are responsible for following the rules set by the Ministry of Education and our institution.

The following are reasons enough for a student to lose his or her privilege of participating in any of these trips or activities.

- ✓ Having 16 or less DPs a week prior to the trip.
- ✓ Having a low academic record or excessive number of absences.
- ✓ Being in financial debt with the School.

When an academic field trip is optional, the students that choose not to participate will have to come to school following their regular schedule.

The school holds the right of denying any student's participation for health and security reasons.

Before the trip, we might request the students and their legal guardians to sign a contract that will compromise the students to present good behavior and academic performance.

## **Technology Use Policy**

Use of technology has become an indispensable tool for the development of an efficient learning process. Because technology can also be used with non-academic reasons, it is important, as a community, to guarantee a responsible, safe and respectful environment. For this reason, Colegio Menor sets this policy, specifying the norms for the correct use of personal or institutional technological resources.

Policy for appropriate use:

- Each student will receive a username with a password. These are not to be shared with anyone. The student will be responsible in case of account misuse.
- All offenses related to technology will be subject to the regulations and academic and disciplinary consequences specified in this handbook.
- The use of technology could be monitored at all times to ensure an appropriate use.

- Institutional technological resources can only be used for academic purposes.

Some examples of technology misuse:

- Hacking the IT systems with the objective of trespassing the filters for visiting restricted webpages or teacher/administrative sites.
- Accessing other individual's account.
- Creating accounts using fake names or other student's name.
- Breaking or altering a technological resource (hardware, software, net, system).
- Copy or download software without permission.
- Unethical use of technological instruments for academic dishonesty.
- Inappropriate use of technological instruments that would harm oneself or others.
- Access to pornographic websites.
- Threaten other community members.
- Bullying
- Sexting
- Publishing personal or sensible information about other members of the community.
- Persuading others to participate in undesirable activities such as fights or alcohol/drug consumption.
- Publish offensive videos or audio.

Consequences for the misuse of electronic instruments on campus:

Colegio Menor holds the right to give consequences to the students that are involved in cases of technology misuse on campus. These consequences will be analyzed, depending on the case, with the current approved handbook. These cases will be handled by the Student Life Coordinator, the Upper School Director or the General Director, depending on the case.

## Procedures and Consequences:

The use of technology in the classroom is a current need, and its abuse or misuse could cause distraction or interruption. Colegio Menor allows the use of technological instruments under certain circumstances.

Phones, Ipods, Ipads, tablets, laptops and other similar instruments can be used in the classroom for academic purposes only. This can happen with the explicit permission and supervision of the teacher. Teachers will use their criteria to emit such permission and will observe the student's class, age and internal policy.

The cases of misuse will be subject to the following consequences:

First time: The teacher will confiscate the device and will return it to the student at the end of the School day (14h45). Additionally, the teacher will report the case for the corresponding analysis.

Second time: Same as the first time, but this time the device will be taken to the Student Life Coordinator's office.

Third time: Same as above, except that this time legal guardians will be called to pick up the confiscated device. This object will remain in the school until they come and have a conversation with the Student Life Coordinator, who will expose the case and the internal regulations.

Other more serious and concurrent offenses will be analyzed individually by the authorities.

## Netiquette:

- Keep in mind the "footprint" left in the virtual net (chat, blogs, emails, wikis) every time it is used. Everything remains registered, nothing is erased.
- Protect others' privacy.



- Make sure all communications are respectful and professional.
- Avoid misinterpretation by being clear, concise and respectful. Virtual communication is different from personal communication because in virtual environments tone and facial expression cannot be interpreted.
- Avoid the use in excess of capital letters to avoid “screaming” in virtual environments.
- Avoid the use of BCC (blind carbon copy) when sending emails to numerous groups. This should be used only in special cases with the objective of protecting the identity of another community member.
- Citing properly, respecting others’ intellectual property. Avoid plagiarism.
- Not sharing passwords with anyone.