

Acceptable Use Policy for School-provided Platforms and Services

This policy outlines the acceptable use of technology platforms and services provided by LATAM Global School (LGS) to ensure a safe, respectful, and productive learning environment. All students, parents, and guardians must adhere to the guidelines set forth in this policy.

Access to Apps and Services: LATAM Global School provides access to various applications and services to complement the learning experience in some courses. Proper use and management of usernames and passwords are mandatory.

Despite our best efforts to ensure that our platform and applications are free of malware and viruses, LGS is not responsible for any damage to your personal computer or loss of data resulting from downloading or using our services. We strongly recommend that all users keep their antivirus software up to date and regularly back up their data to protect against any potential security issues. The security of your device and the integrity of your personal data are of utmost importance, and it is the user's responsibility to take the necessary precautions.

Usernames and Passwords

- Students must keep their usernames and passwords secure and confidential.
- Sharing passwords of school-provided apps or school email accounts with peers or anyone outside LGS is strictly prohibited.
- Students who are not enrolled in LGS are not authorized to use the apps and services provided by the school.
- It is the user's responsibility to maintain the security of their account and password. All actions performed from accounts associated with LGS are considered to have been carried out by the user. LATAM Global School will not be liable for any losses or damages resulting from the failure to comply with this security obligation.

Email Use

- Students must use school-provided email addresses responsibly.
- School emails should not be tagged as spam.
- Email and chat functions should be used exclusively for academic purposes, such as communication with teachers and peers about course-related matters.

Intellectual Property and Copyright

- All content of LATAM Global School (LGS), including courses, written materials, audiovisual materials, and others, is protected by copyright, trademark, and other property rights laws. The copyrights and trademarks are owned by LGS, its affiliates, and other authorized third parties. It is not permitted to modify, copy, reproduce, republish, upload, post, transmit, or distribute the institution's materials in any way, including texts, graphics, code, and more.

- Printing and downloading parts of the material from different areas is allowed only for personal, non-commercial use, provided that you agree not to change or delete any copyright or proprietary notices from the materials. Additionally, acquired materials must not be shared with individuals who have not purchased a license for such material.
- Students, parents, and others with access to the platforms and resources provided by the school must respect these copyright rights.

Prohibition of Unauthorized Data Collection and Use

- The use of data collection or extraction tools, or manual processes to gather or copy content or data from the institution without prior written authorization from LGS is not permitted. Engaging in practices such as "screen scraping" or "database scraping," or any activity aimed at obtaining user lists, parts of databases, or other information without authorization is prohibited.
- Additionally, framing or using framing techniques to enclose trademarks, logos, or other proprietary information (including images, text, page layout, or forms) from LGS without express written consent is not allowed. The use of meta tags or "hidden text" with the name or trademarks of LGS is also prohibited without express written consent.

Prohibited Activities

- Using LGS technology resources for any illegal activities.
- Accessing, downloading, or sharing inappropriate content.
- Engaging in cyberbullying or any form of harassment through school-provided platforms.
- Using institutional mail for unauthorized activities.
- Tampering with or attempting to circumvent security measures and restrictions implemented by LGS.

Consequences of Violations: Violations of this policy may result in disciplinary actions, including but not limited to:

- Temporary or permanent suspension of access to school-provided technology platforms and services.
- Notification to parents or guardians.
- Further disciplinary measures as determined by the school administration, which may include suspension or expulsion.

Monitoring and Privacy

- LGS reserves the right to monitor the use of its technology platforms and services to ensure compliance with this policy.
- Students should have no expectation of privacy concerning their use of school-provided technology resources.

Responsibilities of Students and Parents/Guardians

- Students are expected to use technology resources in a manner that enhances their learning experience and adheres to school policies.
- Parents and guardians are encouraged to monitor their child's use of technology resources to ensure compliance with this policy.

Acknowledgment: By using the technology platforms and services provided by LATAM Global School, students and their parents or guardians acknowledge that they have read, understood, and agreed to comply with this Acceptable Use Policy.

Policy Review: This policy will be reviewed periodically and updated as necessary to ensure it remains relevant and effective.