

Netiquette Guidelines for Online Interactions Policy

The term "Netiquette" encompasses the etiquette guidelines for online interactions, ensuring respectful and effective communication across all digital platforms within the LATAM Global School community. This policy outlines the essential rules and behaviors expected from students, staff, and parents to maintain a professional and secure online environment.

General Guidelines

- **Professional Communication:** All interactions, whether via email, forums, or video calls, should maintain a level of professionalism. Use respectful language and clear, concise communication.
- **Respect and Tolerance:** Avoid derogatory comments related to race, gender, sexual orientation, religion, or any other personal characteristics. Our school values diversity and expects all members to treat each other with respect.
- **Privacy:** Do not share personal information about others without their consent. This includes addresses, phone numbers, and personal issues. Respect everyone's privacy just as you would want yours respected.
- **Academic Integrity:** Be honest and ethical in your submissions. Cite all sources accurately to avoid plagiarism, and ensure your contributions to discussions are thoughtful and factual.

Specific Online Behavior

- **Emails and Messaging:** Use a professional tone in emails. Start messages with a polite greeting and close with a respectful sign-off. Keep your language formal and avoid slang or overly casual expressions.
- **Video Conferencing:** During video calls, ensure you are visible and present. Do not interrupt others and wait for your turn to speak. Maintain focus on the topic and avoid side conversations.
- **Discussion Boards and Social Media:** Participate in discussions respectfully. Post thoughtful content and respond to others considerately. Abstain from sharing offensive material and respect the opinions of others, even when they differ from your own.

Security

- **Personal Data and Security:** Be vigilant about protecting your own and others' personal information and access credentials. Report any security concerns to your SSR immediately.
- **Use of Images and Media:** Respect copyright laws and use only those images you have rights to or that are in the public domain.

Consequences of Misconduct

Failure to adhere to these netiquette guidelines can result in disciplinary actions ranging from a warning to more severe penalties.

Sanctions for Non-Compliance:

- **Students:** Violations of these guidelines may result in disciplinary actions ranging from in-school to out-of-school suspensions, depending on the severity of the misconduct.
- **Staff:** Staff members who fail to comply with these guidelines risk suspension or termination of contract.
- **Parents:** Non-compliance may lead to a cancellation of communication privileges with the school, although this will not affect the student's academic progress.

Reporting Violations:

Students, parents, and staff are encouraged to report any breaches of this policy through designated official channels. This ensures that all concerns are addressed promptly and appropriately, upholding the integrity of our school's communication system.