

Policy on Guidelines to Promote a Safe Online Learning Environment

At LATAM Global School (LGS), we are committed to providing a safe and secure online learning environment for all our students, teachers, and staff. Below are the guidelines that all members of our community must follow to ensure the safety and integrity of the online educational environment.

1. Protection of Personal Information

- **Data Privacy:** Students, teachers, and staff must protect their personal information and that of others. Personal information such as addresses, phone numbers, passwords, or any sensitive data should not be shared. Refer to the [Data Privacy and Protection Policy](#) for more details.
- **Access Credentials:** Do not share access credentials to the LMS platform, institutional email accounts, or other applications provided by the school with third parties. Refer to the [Acceptable Use Policy for School-provided Platforms and Services](#).

2. Appropriate Online Behavior

- **Respect and Consideration:** Maintain respectful and considerate behavior towards all members of the educational community in all online interactions, following the guidelines of our [Netiquette Guidelines for Online Interactions Policy](#).
- **Cyberbullying and Discrimination:** Cyberbullying, harassment, and any form of discrimination are prohibited. Any such incidents should be reported immediately to the Student Services department. Refer to the [Policy on Cyberbullying, Harassment, and Discrimination](#).

3. Responsible Use of Technology

- **Educational Resources:** Use all tools and technological platforms provided by the school exclusively for educational purposes and in accordance with LGS's acceptable use policies. Refer to the [Acceptable Use Policy for School-provided Platforms and Services](#).
- **Device Security:** Keep device software updated and protected with antivirus software to avoid vulnerabilities that could compromise security. Refer to the [Requirements for Technology and Internet Access Policy](#).

4. Academic Integrity

- **Academic Honesty:** Students must comply with the academic integrity policy in all their work, projects, and exams. This includes avoiding plagiarism and the

inappropriate use of artificial intelligence. Refer to the [Academic Integrity, Plagiarism, and AI Use Policy](#).

- **Acceptable Use of Resources:** Students should use the resources provided by the school appropriately and respect copyright and intellectual property rights. Refer to the [Acceptable Use Policy for School-provided Platforms and Services](#).

5. Secure Communication

- **Official Channels:** Use only the official communication channels provided by LGS for academic and administrative interaction. Refer to the [Official Channels of Communication Between the School Community](#).
- **Care with Links and Attachments:** Do not open links or attachments from unknown sources to avoid the risk of malware or phishing.

6. Parental Supervision and Support

- **Parental Involvement:** Parents should supervise their children's online activities, ensure they follow the established guidelines, and provide a safe study environment. Refer to the [Policy on Parent Participation Opportunities](#).
- **Appropriate Study Space:** Create a home study space that is comfortable, well-lit, and free from distractions. Refer to the [Policy on LGS Expectations towards Parents and Representatives](#).

7. Incident Reporting

- **Problem Reporting:** Immediately report any security issues, inappropriate behavior, or incidents of cyberbullying to the Student Services department or the LGS technical support team. Refer to the [Policy on Cyberbullying, Harassment, and Discrimination](#).
- **Follow-Up and Resolution:** LGS is committed to promptly following up and resolving all reported incidents to maintain a safe learning environment.

By following these guidelines, all members of the LATAM Global School community contribute to maintaining a safe and positive online learning environment. Promoting online safety is a shared responsibility that ensures an enriching and secure educational experience for everyone.