

## INTRODUCTION

### Acceptable Use for Students

Each student must use SISD systems and networks in a responsible way, to ensure that there is no risk to their safety or to the safety and security of the ICT systems and other users. For each student's own personal safety, they will:

- Be aware that SISD will monitor their use of ICT systems, devices and digital communications.
- Keep their username and password safe and secure – they will not share it, nor will they try to use any other person's username and password. They will not write down or store their password where it is possible that someone may steal it.
- Be aware of "stranger danger", when communicating on-line.
- Not disclose or share personal information about themselves or others when on-line (this includes names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.)
- Students should not meet with people off-line that they have communicated with on-line.
- Immediately report any unpleasant or inappropriate material or messages or anything that makes them feel uncomfortable when viewed on-line.
- Ensure that they have permission to use the original work of others in their own work.
- Where work is protected by copyright, they will not try to download copies (including music and videos).

### School Network and System

- Accessing data, a server, or an account for any purpose other than conducting school Business, even if a student has authorized access, is prohibited.
- Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
- When they are using the internet to source information, they should take care to check that the information they access is accurate, as the work of others may not be truthful and may be a deliberate attempt to mislead. Reference should be made to the Academic Honesty Policy.
- SISD has the right to take action against the student if they are involved in incidents of inappropriate behavior, that are covered in this agreement, when they are out of school and where they involve their membership of the school community (examples would be cyberbullying, use of images or personal information)

## Security and Personal Safety

The school will monitor the use and impact of the AUP and BYOD policy by:

- Keeping a log of any reported incidents of inappropriate use.
- Monitoring internet use and teaching children digital citizenship.
- Generating feedback from parents and students through use of questionnaires and surveys. → Continue to share successful device integration practice amongst teachers.

SISD has a responsibility to maintain the security and integrity of the technology it offers its students and to ensure the smooth running and operation of SISD:

- In order to use IT the facilities of SISD a student must first be provided with their own user name by IT services. Registration to use the computer facilities implies, and is conditional upon, acceptance of this Policy.
- All individually allocated usernames and passwords are for the exclusive use of the student to whom they are allocated. Passwords protect SISD's systems from access by unauthorized people; they protect the student's work and SISD's information. The student is personally responsible and accountable for all activities carried out under their username.
- The password associated with a particular personal username must not be divulged to another person. Attempts to access, or use, any username or other data, which is not authorized to the student is prohibited.
- Students will not install or attempt to install or store programs of any type on any school device, nor will they try to alter computer settings.

## Equipment

- SISD's systems and devices are primarily intended for educational use and are not to be used for personal or recreational use. For the avoidance of doubt written permission must be from a member of the teaching staff.
- Downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work are prohibited.
- Systems and devices used for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting are prohibited.

## Cyber Bullying and Social Media

In accordance with the SISD Whole School Behaviour Policy, the use of and participation in social media outlets and/or forums should:

- Demonstrate respect for the members of the school community (including all students and personnel).
- Not breach confidentiality, defame or make threats to any person in the school community.

## Mobile Device Monitoring

In accordance with the SISD Whole School Behaviour Policy, the use of mobile phones and smart watches and related communication apps (Whatsapp, Twitter, Instagram etc.) is prohibited during school hours. The behaviour policy will be applied should a student be in breach of this. This may include use of communication platforms outside of school hours.

## Bring Your Own Device (BYOD) Policy and Agreements

Technology is a key part of education. To be able to live, learn and work successfully in an information-rich society, everyone, including our students, must be able to utilize technology effectively. It can provide our students with ubiquitous access to information and resources, enabling them to pursue their interests and learning needs in a much more personalised way. This does not mean that traditional approaches to education are no longer relevant, or used at our school. Rather, we are looking to utilize the potential of technology as a tool to enhance our learning environments. Our philosophy is that technology can be used to enrich and personalise the learning experience for all of our students.

With many of SISD students owning their own device (laptop, tablet, etc.) for personal use, we have recognized the need to encourage students to utilize technology in a seamless fashion for educational purposes when they are at school. Under this approach, teachers will have the option to adopt a BYOD approach in their own classroom. How and when these devices will be used will be under the direction of your child's teacher, who will consult with the Deputy Head (Academics) on effective use of technology as a learning tool.

- In PYP teachers will provide you with specific details about this, including which days of the week/periods of time they would like the students to bring their device. For students who do not own a personal device we will have access to technology resources within the school and allow for collaboration when using devices. Teachers will plan lessons where devices can be used as an additional tool for learning.
- In PYP The choice of whether students bring a device from home will be that of the parents/guardians. Students may either bring a laptop or tablet device (guiding specifications are included in this policy); students may not bring a mobile phone for this program. Students are not encouraged to have games on these devices; the primary purpose of these devices at school is for them to act as a learning tool. Students who do not use them for this purpose may lose the right to bring their device to school for a period of time. While at school, these devices will only be kept in the classroom (which will be locked when the teacher is not present). In accordance with the school policy, students will not be allowed to take their devices with them during break times.
- In MYP and DP all students are required to have a fully charged laptop in school at all times to facilitate their learning.

When using their device students will be provided access to a filtered Internet connection that will enable them to do research and to collaborate and communicate with their peers in a safe manner. At the same time, we have measures in place to ensure that students do not misuse this system. Students and parents are requested to be aware of the expectations surrounding BYOD, which are outlined below. All students must without fail adhere to the Acceptable Use Policy.

**Expectations:**

1. Students will only use the technology appropriate, and at the teachers discretion.
2. Students will only use appropriate educational applications on their device (i.e. not games and/or non-school related tasks and functions) unless they have specific staff permission.
3. Students are not to call, text message, email, or electronically communicate with others from their personal device (including other students, parents, guardians, friends, and family) during the school day without permission from their teacher/s.
4. Students are permitted to only access the school’s network through their personal devices. They are not allowed to access private networks when on campus. Students who use private networks (3G, 4G, hotspot, etc.) at school to access inappropriate information will face disciplinary action.
5. The student is solely responsible for any equipment that he/she brings to school. SISD is not liable for damaged, lost, or stolen equipment.
6. When students use technology inappropriately while on the school network, the same consequences will apply as the current IT policy apply, regardless of who owns the device.
7. SISD staff members (including IT staff) are unable to provide any major technical support for personal devices at school.
8. Students will receive guidance on use of personal devices from the class teacher.
9. Any lost, theft or change of ownership of device will be reported.
10. Students will use a pass code that is kept confidential for their own personal device.
11. Students will be mindful of the times they contact staff. I.e. Not after 6pm or at weekends.

**The school will monitor the use and impact of the BYOD policy by:**

1. Keeping a log of any reported incidents of inappropriate use.
2. Monitoring internet use and teaching children digital citizenship.
3. Generating feedback from parents and students through use of questionnaires and surveys.
4. Continue to share successful device integration practice amongst teachers.

Students utilizing this opportunity to its fullest capacity within school expectations will find numerous benefits to instruction, resources, completion of assignments and personal organization. Students not following expectations for use of personal devices will face school disciplinary measures and lose the privilege to utilize personal devices in school for a period of time equal with the nature of the infraction.

**Guideline Tablet Specifications**

The following chart should help you in selecting and purchasing a tablet for your child to use. While there are many options, there are minimum specifications the students should have in order to effectively support your child’s learning.

Machine Type	Tablet
Screen Size	7 inches or greater
RAM	4GB or Higher
Hard Drive	16 GB or Higher
Wireless	802.11g or Higher

Ports	Audio in/out, In-built microphone
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### **Guideline Laptop Specifications**

The following chart should help you in selecting and purchasing a laptop for your child to use. While there are many options, there are minimum specifications the students should have in order to effectively support your child's learning.

Machine Type	Laptop
Platform	Windows/Mac
Screen Size	11 inches or more

Processor	Intel corei3 or Higher AMD Athlon II or Higher
RAM	4 GB or Higher
Hard Drive	160 GB or Higher
Operating System	Windows 7 Professional or Higher, Vista Professional or Higher, Mac OSX or Higher Must support English
Wireless	802.11g or Higher
Ports	2 USB ports, Audio in/out, In-built microphone, VGA, DVD reader
Battery Life	4+ hours (6+ cell or higher)

## **BYOD Agreement**

***Please read the information below, discuss this with your child and sign and detach the bottom of this page.***

The school encourages all students to become familiar with the use of information technology. Parents/guardians are encouraged to contact the appropriate personnel at the school if they require more information about this form.

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### **Student**

I understand that the school's computer network can connect me to useful information. While I have access to the computer network, I will follow all rules as stated in the school's computer usage policy. I hereby agree to the following while using the Internet and other information technology services:

#### **I WILL**

- ❖ Only use my device for the purpose directed by my teacher in charge.
- ❖ Use the Internet at school for educational purposes.
- ❖ Respect the rights and privacy of other users.
- ❖ Report any security issues that I may discover.
- ❖ If I accidentally come across something that is illegal, dangerous or inappropriate, I will clear my screen and immediately and quietly inform my teacher.

#### **I WILL NOT**

- ❖ Attempt to access and view any inappropriate material.
  - ❖ Threaten, abuse or harass any other user.
  - ❖ Send any inappropriate messages or emails.
  - ❖ Send any anonymous or falsely addressed emails or messages.
  - ❖ Use social media such as Facebook, Twitter, Discord or Instagram when at school.
  - ❖ Download or print information without the permission from my teacher.
  - ❖ Use chat channels while on school premises.
  - ❖ Attempt to change or tamper with the computer network in any way.
  - ❖ Attempt to bypass security systems in the school.
  - ❖ Disclose my home address, telephone number or any credit card or pin number.
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I understand that if the school decides that my child have broken this agreement, they may be prevented from using the school's computers or network for a period of time.

\_\_\_\_\_  
(Parent Name and Signature)

\_\_\_\_\_  
(Student's Class)

\_\_\_\_\_  
(Student Name and Signature)

\_\_\_\_\_  
(Date)