ICT POLICY - STUDENTS

SCHOOL POLICY ON STUDENTS USING ICT DEVICES

General

ACS (International) encourages use of digital devices in order to access the rich information resources available on the Internet. At the same time, the school seeks to develop in students the appropriate skills to manage, analyse and evaluate such resources. These skills are already fundamental in the society in which our students live and the educational establishments and workplaces they will be entering in the future.

That the use of devices and access to the web should reflect the values and beliefs of the School and that are consistent with those of the Methodist Church and Christianity in general.

Christian Character

To nurture the development of Christian belief and values, working out our school's IGNITE values and creating an environment for all members of the community to grow spiritually.

To promote a genuine love of learning and encourage creative, critical and reflective thinking for every student to attain the best academic achievement within each student's capabilities.

To provide a safe, welcoming and affirming environment reflecting the school's child protection and safeguarding guidelines, to develop students socially, physically, emotionally, intellectually and spiritually.

Learning and Academic Achievement

To promote a genuine love of learning and encourage creative, critical and reflective thinking for every student to attain the best academic achievement within each student's capabilities.

That the use of devices and access to the web will enhance the learning experience, allow for differentiation of pace and style of learning, and ultimately help each student achieve their potential in their academic pursuit.

Access to on-line resources will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. The school believes that the benefits to students from access to information resources and increased opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources. In addition to this, students will be made aware that there are individuals and agencies that deliberately attempt to propagate malicious and/or fake information, and therefore everyone needs to exercise caution and to learn to evaluate and choose information carefully.

Student Well-Being

To provide a safe, welcoming and affirming environment reflecting the school's child protection and safeguarding guidelines, to develop students socially, physically, emotionally, intellectually and spiritually.

That the use of devices and access to the web will not lead to specific individuals or groups being negatively affected socially, physically, emotionally, intellectually and spiritually.

Policy on the use of Bring Your Own (BYO) devices

BYO digital devices include laptops, tablets, smartphones and smart wearables. The school embraces the use of technology in classrooms and welcomes the use of digital devices to enhance teaching and learning.

The school leadership acknowledges that it can be extremely challenging to monitor and control BYO devices in a school environment in contrast with school owned assets. Therefore, this policy is specific and clear. A student who violates any portion of the policy may immediately lose the privilege to use their devices at school. The length of time administered for any violation of this policy will be commensurate with the nature of the violation.

1. A senior school staff (HOF, HSM, SLT) may examine a student's personal device and search its contents if there is a reason to believe that school policies, regulations, or guidelines regarding use of the device have been violated.

2. The use of Mobile Devices in class shall be only for the purpose of learning and in accordance with teacher instruction. Mobile Devices shall not be used to play games, music, for communication, or access leisure application activities of any kind in class.

3. Students are responsible for knowing how to properly and effectively use their Mobile Devices which should not become a burden to the teacher.

4. Students bringing their own Mobile Devices are personally responsible for the device. No personal Mobile Devices shall be loaned to other students or be left unsupervised. Parents shall assume responsibility and ultimate liability in the event that a personal Mobile Device is found to have access to networks outside of the school's filtered and monitored network.

5. The school assumes no responsibility for the loss of, theft of, or damage to any personal Mobile Device.

6. Students who are authorized to use a school-owned Mobile Device must sign Mobile Device Acceptable Use Agreement Form on file in the IT office.

7. All material on the Mobile Device shall comply with the spirit of educational application and all policies of the school.

Policy on the access to web-based materials in school

In order to match digital resources as closely as possible to the school curriculum, teachers need to review and evaluate resources in order to offer materials that are appropriate to the age range and ability of the group being taught. The Head of IT will provide appropriate guidance to staff and students on how to organise these materials on Firefly or Managebac (IB only).

The Internet Service Provider used by the school does not provide tailored services for educational organisations and websites available through them are not adequately filtered. To provide our students with a safe learning environment ACS (International) has implemented a content filtering policy on all information that passes through our firewall into our network. This filtering procedure reduces students' exposure to many undesirable websites as long as they are using the school wifi. On rare occasions, students may encounter undesirable sites and we would expect them to show good judgement based on the school's expectations of students when dealing with this situation. While the school cannot stop

any student from using their own mobile data, the usage of devices and access to the internet is subjected to the same policy and hence consequences.

School Code of Conduct

The school has developed code of conduct for ICT use by students. All members of staff need to be aware of possible misuses of on-line access and their responsibilities towards students.

Code of conduct for use of the Network

Students are responsible for good behaviour on the Internet just as they are in a classroom or a school corridor. General school rules apply.

The network is provided for students to conduct research and communicate with others. Access to the Internet through the school network is a privilege, not a right and that access requires responsibility.

Individual users of the Internet are responsible for their behaviour and communications over the network. It is presumed that users will comply with school standards and will honour the agreements they have signed.

Students' devices storage areas and portable storage devices will not be confidential. Senior members of the staff may review files and communications to ensure that users are using the system responsibly. Users should not expect that files stored on servers always be private.

During school, teachers will guide students toward appropriate materials. Outside of school, families bear responsibility for such guidance, as they must also do with information sources such as television, telephones, movies, radio and other potentially offensive media.

The following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging devices, devices systems or devices networks
- Violating copyright laws
- Using others' passwords
- Trespassing in others' folders, work or files
- Intentionally wasting limited resources

Sanctions

- Violations of the above rules will result in a temporary or permanent ban on device and\or Internet use.
- Additional disciplinary action may be added in line with existing policy on inappropriate language or behaviour.

This document should be read together with the Student Social Media Policy and Student Mobile Device Policy.