ISR
ICT Policy for Parents and Students

**Inspiring international-mindedness, academic and personal excellence
and responsible engagement**

Modified November 2020

International School Rheintal Information and Communications Technology (ICT) Policy for Parents and Students

Vision

The ICT facilities offered by the school are primarily provided to enrich and extend both learning and teaching. As an IB and CIS accredited school, we consider ICT to be a cornerstone of education and we aim to educate students in such a way as to promote confidence and control of technology, both current and future.

Aims

We aim to

- · Provide an integrated and safe ICT learning environment for all students and staff.
- · Meet or exceed the IB and CIS ICT requirements.
- · Promote the use of ICT in teaching and learning
- · Provide educators with the tools they require to maximize learning opportunities.

Provision

The school provides desktop and mobile devices for the use by teachers and students from Kindergarten to Grade 8. Students from Grades 9 to 12 are required to bring his or her own devices, which will be their responsibility. If a student uses his or her hardware or connection at school, it is expected that they will use these ICT resources responsibly and appropriately and the same rules will apply to these as apply to school ICT resources.

The school will teach the responsible and effective use of ICT resources.

Health, Safety and Privacy

As a school, we aim to provide a safe and secure learning environment for students. Within the context of ICT, we provide Internet content filtering, spam email filtering and staff supervision of ICT education resources. All members of the school community, staff and students, must report any inappropriate use of ICT they are aware of to either the IT Manager or a member of the Leadership Team.

At the International School Rheintal, all ICT equipment is used in compliance with health and safety requirements. All electrical equipment is checked; any concerns are passed onto the school's Health and Safety committee. Students and staff will also be made aware of the correct way to sit when using the computer and the need to take regular breaks if they are to spend any length of time on computers. Computer room rules are also on display within the Media Lab and all classrooms for reference along with specific rules for the use of the Internet.

Students, parents, staff and other members of the International School Rheintal community must not post on the Internet (including both publicly accessible and password protected sites) ICT content of school activities, including but not limited to video, photographs, text and audio, without the express written permission of the school and the parents of any student represented.

The school frequently monitors the use of its computer system and devices connected to the network.

Personal data and personal use

Any data that is stored on a school device, server, or any school platform, belongs to the school (even when work is being done at home and on your platform). At any time or at the time of departure the school will transfer all data and ownership of the same (i.e., Google Docs, Drive, etc.) to the school's ICT account.

If you need to download a copy for your records, please contact the school Director or IT Manager.

Please keep in mind that the devices that are assigned to you are your responsibility when damaged, lost or stolen. In such cases please report the incident to the IT Manager directly.

A device may also be requested from the user at any time by the Director or the IT Manager (i.e., for updates, troubleshooting, general inspection, etc.), even if it is your personal one.

Social Networking

It is recognized that social networking sites can have educational value in controlled circumstances. The use of social networking sites for educational use is allowed at the discretion of the supervising member of staff and in accordance with relevant age limits. Staff must not communicate or connect with current students on personal social networking accounts.

Online conduct

In accordance with the school Code of Conduct, no member of the ISR community will take any action online that could be hurtful or embarrassing to another person.

Action outside school premises/hours

Although ISR aims to promote best practice and responsibility at all times and we expect members of the ISR community to uphold the highest standards, the school naturally cannot take responsibility for the actions of members of the school community taken outside the hours supervised by staff.

Internet access and content

Access to inappropriate websites must be reported to the IT Manager and the Leadership Team. The use of personal "hotspots" are strictly prohibited to bypass the school's internet filters.

Internet communications

All communications with students must be conducted through a school-approved system.

Loan of equipment

ICT equipment may be loaned to staff, students or parents for extended work or personal use at the discretion of the director / IT Manager, if not required for standard school use. If such a request is granted, the equipment must be booked out / in and its condition recorded by the IT Manager. Under such a loan the school may require the repair or replacement of any damaged or lost equipment.

Additional regulations

1. No member of the school community will use the ICT systems of ISR for any illegal, immoral or inappropriate purpose.
2. Damage of any ICT equipment must be reported to the IT Manager and recompense will be at the discretion of the school director.
3. Students, parents, staff and other members of the ISR community must not share, e-mail, post nor give access to digital media or resources outside the International School Rheintal community without the written permission of the director.
4. Members of the school community must make every effort to keep their passwords private and must not log on as any other user.

Sanctions

In the case of inappropriate use, ISR reserves the right to protect its members, property and its reputation by, in addition to normal school sanctions,

1. Locking user accounts and school email addresses
2. Monitoring downloads and user files
3. Removing access to ICT resources
4. Limiting internet access
5. Limiting network access
6. Where necessary, referral to external authorities.

August 2020

Responsible Use of ICT resources

Please complete, sign and return this form to the school office.

Students

Name: _____ **Grade:** _____

I have read, understood and agree to the International School Rheintal ICT Policy for Parents and Students. I will responsibly use ICT resources and follow school rules at all times. I will not share my password with anyone else or allow anyone to use my account. I will not give out my name, home address or phone number in e-mail messages or write a message that I would not let my teachers or parents read. If I receive an email which upsets me or an email from someone I do not know, I will tell my teacher immediately.

Signature: _____ **Date:** _____

Parents

I have read, understood and agree to the International School Rheintal ICT Policy for Parents and Students. I permit my child to use the school's ICT resources. I understand that the school will take all reasonable precautions to ensure students cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of material accessed through the Internet. I will try to ensure that my child understands the ICT Policy.

I also agree not to post on the Internet (including both publicly accessible and password protected sites) ICT content pertaining to school activities, including but not limited to video, photographs, text and audio, without the written permission of the school and the parents of any student represented.

Signature: _____ **Date:** _____