

Acceptable Use of Information Technology Policy (General)

The use of Information Technology (IT) in the International School Mainfranken supports students becoming citizens of the 21st century who can find, analyze, create, and communicate information in effective ways using appropriate and up-to-date technology. Access to the internet is provided to ISM students for many reasons:

- To allow students to conduct research using the latest technology
- To create media literate students
- To allow students to communicate with others around the world
- To provide an additional dimension of instructional support with information that is current
- To teach students to find, organize, and evaluate information
- To provide students with skills for the future (i.e. computer literacy and information management)

Students are responsible for good behavior on the school computer network. Independent access to the internet is provided to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Individual users of the computer network are responsible for their behavior and communications over the internet.

Procedure/Implementation

Bring Your Own Device (BYOD)

At the ISM all students in grades 2-12 are required to have their own personal computing device. We recommend for students from Grade 3 and up that this is a laptop computer with a functional tactile keyboard and appropriately sized screen.

We cannot accept responsibility for lost, stolen, or broken devices. Students bring these items to school at their own risk.

Recommended minimum hardware requirements: include an HDMI-out port, 802.11n WiFi connectivity and 1 USB 3.0/2.0 port

Software: Chrome OS and Windows operating systems can be supported by ISM Staff. Any other operating systems including MacOS and Linux derived systems will not be officially supported by ISM Staff. When using Windows products, families are responsible for ensuring that the device is regularly updated and includes effective anti-virus/malware protection.

Word Processing software and a modern web browser are essential. We recommend Google Chrome and the Google Docs selection of document creation software. Students from 3rd Grade on will be provided with a school managed Google Apps for Education Account to allow them to collaborate on school projects.

If students or their families require any advice on which device to purchase, please contact the ISM office.

Acceptable Use

- Students may bring electronic devices including laptops, tablets, smartphones, smartwatches etc. to school to support their learning in the classroom. They are required to follow the instructions of members of staff concerning when and where they may use this equipment. If requested by a member of staff to switch off or put away an electronic device they must do so immediately.
- If students need to make calls/contact people outside of school during the school day they **MUST** do so with permission from a member of staff and from one of the telephones around school, not from their private phones.
- Electronic devices must be kept switched off and out of sight at all times in the classroom unless explicit permission has been given by the member of staff with responsibility for the class.
- Students will be responsible for their actions on the internet and will be held accountable according to the ISM Student Code of Behaviour and the laws of the Federal Republic of Germany. The International School Mainfranken will assume no liability in the case of illegal activity on the part of a student.
- In particular, the following behaviour is **NOT** permitted:
 - Using the school internet access to purchase items
 - Accessing or distributing obscene, profane, pornographic, sexually explicit, or illegal material
 - Using others' passwords
 - Sending offensive messages or pictures
 - Using obscene language
 - Damaging computers, computer systems or computer networks
 - Playing non-educational internet games
 - Streaming or accessing copyrighted content without permission of the copyright holder
- Students are responsible for ensuring that their devices and any electronic submissions of work are functional and compatible. Failure to ensure compatibility in advance will not be considered an

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excuse for incomplete or late work and may have serious implications when submitting pieces of external coursework.

- Students are reminded that electronic devices with internet connectivity are not permitted in any external examinations and may result in disqualification.

Consequences

- Further to the disciplinary steps detailed in the Student Code of Behaviour, any student caught contravening these regulations will have their electronic device taken away by a member of staff and either returned to them at the end of the day or retained in the office until it is collected by their parent/guardian.
- Members of ISM staff may request access to devices with the student present and with permission of their parent/guardian if they have reasonable cause to suspect that these regulations have been contravened.
- In addition, users should assume that a network administrator may periodically check the history of the sites each user has visited.
- Students and their families will be liable for any financial damages resulting from misuse of the internet or IT infrastructure at the International School Mainfranken.

How is this Policy Reviewed?

This policy is under continuous review from the ISM Leadership Team in particular on an annual basis to ensure compliance with the policies of the external programmes offered. The policy is also subject to a detailed review in line with the ISM policy review cycle every 2-6 years (dependant on need) incorporating the views of all stakeholders.