Technology Acceptable Use Policy
Revised August 2023

Overview

As an IB world school we see the use of technology as essential to student learning. The use of information and communication technologies (ICT) provide students with powerful tools with which to engage in learning, develop skills in critical thinking, research and analysis, collaboration and communication. CISB is a 1:1 laptop school in grades 4-12. Students enrolled in those years will need to possess a laptop with core software installed. Core software for Apple laptops is available from the CISB IT office.

Digital citizenship, Academic Integrity and the IB Learner profile

The development of IB Learner profile attributes and appropriate digital citizenship skills are crucial factors in allowing students to develop responsibility toward their own learning. Digital citizenship, netiquette and responsible use of digital resources needs to be practiced by all in the school community. It is an expectation that all CISB students practice exemplary digital citizenship in line with attributes of the IB Learner profile and the schools code of conduct.

Attributes of positive digital citizenship:
- maintaining a positive digital footprint
- protecting your online identity and reputation, and the reputation of CISB
- communicating appropriately through digital means
- respecting the intellectual property of others, and of your own creative rights
- being principled in your engagement with technology

Essential Agreements

Students need to:
- practice exemplary digital citizenship and academic integrity
    - only access, possess or post, appropriate material online
    - practice academic integrity and protect the intellectual property of others
    - follow appropriate publishing protocols when sharing digital work
    - not use pirated software
- communicate appropriately through digital means
    - practice appropriate netiquette and follow email or posting protocols
    - post online only what you would say in person
    - maintain a positive 'digital footprint'
    - be aware that any form of cyber-bullying has serious consequences at CISB
    - recording, videoing or using an image needs express permission of the subject
- use digital devices effectively in an educational context
    - develop an understanding that their laptop, along with other digital devices, are to be used primarily for educational purposes while on campus
    - carry their laptops and chargers daily and be prepared to use them in class per their teacher's expectations
    - use a file naming protocol (e.g.: name, task, subject and date)
- be aware of cyber security
    - protect passwords and online identity
    - understand that the use of personal VPN's, P2P, Torrents and any form of monitoring or hacking software are/is prohibited from student use at CISB
    - take responsibility for their digital devices and accounts and ensure they cannot be used by others
    - understand that they are held accountable for any malicious use of their devices or accounts
- care of laptop and other digital devices
    - set a screen lock and password
    - purchase a protective cover & have identification on your laptop/digital devices
    - clean the screen with a recommended screen cleaner and cloth
    - carry correctly (in a closed position)
    - maintain and update core software programs and the OS
    - take care around food and drink
- use of fixed CISB computer facilities
    - respect equipment and use appropriately
    - leave all settings and attached peripherals as set up by the IT department
    - not consume food or drink near fixed computers

CISB networks and IT services are protected by firewall and security packets to maintain the digital safety and security of the CISB community. Students should in no way subvert these security systems through the use of VPNs or other means. This policy has been put in place to ensure students understand their individual responsibilities toward maintaining a secure digital environment.

Electronic devices are mobile phones, laptops, music players, and tablets, etc. Note: this is not a full list.

There is no need for a student to have a mobile phone or headphones/ear buds at school and if they choose to bring it, they are expected to have them turned off and put away during the instructional day. At the teacher's discretion, students may use these in their classrooms. Grade 12 students are permitted to use mobile phones/headphones/ear buds in the DP lounge during nutrition break and at lunch.

Gaming is not permitted at school on any electronic device. Students are encouraged to use their non-instructional time for face-to-face socializing and completing schoolwork.

Electronic Devices in the Classroom. Electronic devices are to be used for instructional purposes while in the classroom. Teachers are expected to set and post clear expectations for electronics use in their classroom. These expectations are designed to suit the nature of the teacher's subject material and teaching strategies. When students do not follow the expectations set out by the teacher, the teacher may use the disciplinary steps outlined below. Teacher defined expectations apply during class time, before homeroom, and during breaks.

Electronic Devices in the Hallways. For safety reasons, students are not allowed to use their electronic devices in hallways or stairwells except with the permission of a teacher or at designated work tables.

Electronic Devices in the Cafeteria. Electronic devices are not permitted in the cafeteria. After 1:25 pm, students must exit the cafeteria. During the second half of lunch, students are permitted to use electronic devices to complete schoolwork in the Lecture Theatre.

Electronic Devices Outside. Students are not permitted to use electronic devices outside during lunch.

Electronic Devices in the Library. While in the library, students may use their laptops for educational purposes. Mobile phones are not permitted in the library at any time.

Disciplinary Steps for Misuse of Electronic Devices
Level 1: Non-habitual and/or compliant with consequences: Staff will confiscate the device and pass it to the GLL for the remainder of the day.

Level 2: Habitual and/or non-compliant: Staff will confiscate the device and pass it to the GLL for the remainder of the day. A detention will be issued by the GLL and logged on ManageBac.

Level 3: Referred to Administration: Staff will confiscate the device and pass it to the GLL who will pass it on to the Academic Office and consult with administration. The office will be in touch with the parent/guardian to address the issue and the device will be held in the academic office for the parent/guardian to pick up.

Further violation may result in a suspension from school.

Failure to surrender devices when asked to do so by a member of staff will result in a referral to the administration office. Students who have had their computers confiscated for the day are not excused from completing their work. The student is responsible for using their electronics appropriately during school time. Students are encouraged to ask a teacher if they are unsure whether they are using their electronic device appropriately.

| Student Name (print) | Student Signature | Advisory Class | Parent Signature | Date |