ICT Code of Conduct Policy

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Rationale
Appropriate use of technology has enhanced learning experiences for students. Not having one impacts learning in the classroom. It allows students to be able to access multiple resources, collaborate freely and communicate creatively amongst many other benefits.

Whilst there are many advantages to using technology in an educational setting, there can be disadvantages depending on the type of device and the purpose of its use.

With this in mind, we want our students to be able to use technology to enrich their learning but also be able to utilise the times when it is more valuable to take advantage of face-to-face interaction.

Aims
The use of the ICT equipment at Dubai British School Jumeirah Park is a privilege, not a right. Our ICT and Internet services will be made available for all students to use solely for educational purposes. Training will be provided for their appropriate use.

Our aim is for students to use technology to enhance their learning journey and become confident in using technology in life beyond school.

We also want students to appreciate the value of social interaction without technology, which is often disrupted by mobile phones. By doing this, students will build their emotional awareness and empathy and inturn allow them to build strong, rich and long-lasting relationships.

Foundation Stage & Primary Student Policy
Students in Foundation Stage and Primary should not bring their own devices from home- this is inclusive of but not limited to: laptops, tablets/iPads, Smart phones, Smart watches. There may be some exceptions to this. For example, a student with additional needs requiring a device with specific software or during Term 3 when we encourage the Year 6 children to bring their own device (device specification provided).
Students in Primary will have access to school-provided technology during the school day and will be expected to use this responsibly and respectfully- this is further detailed below.

As part of students' transition to Secondary School, students in Year 6 will be able to bring their own devices from home for the Summer Term. Should any parent be unable to or not wish to provide a device at this point, a school device will be provided. Teachers will plan sessions in line with Secondary platforms and expectations in order to familiarise students with necessary software in preparation for joining Year 7.

Secondary Student Policy: BYOD and Use of Mobile Phones
All students in Key Stage 3, 4 and 5 should attend school equipped with a suitable device – a laptop, either with a Windows or Mac-based operating system.

Students are permitted to use a Laptop during Lunch/Break in all areas of the school.

Students are freely allowed to use their BYOD in the mornings up until form time when it will be up to form tutor discretion.

Mobile phones are not an approved learning device.

From the moment students enter the school premises their mobile phone must be switched off.
Students are permitted to switch mobile phones back on at 15:30 on site to arrange lifts.

Sixth form students will be allowed to use their phones in the common room.

For Secondary staff if a student has a phone go off in lesson, uses the device in the classroom, or around school, it is an instant confiscation regardless of circumstances unless otherwise directed by a Key Stage Leader.

Mobile phones do not have to be actively used. Even seeing a phone on a student in a pocket and so on is enough to warrant confiscations. They should be switched off, in a bag, or in the student locker.

Large gaming laptops are unsuitable for study and will not be allowed for students.

If buying a new device, we advise parents to go with a device from our specification document (see below).
All students will have access to the Office365 Suite.

BYOD devices are not confiscated in class or around school and instead, staff will log this as "Inappropriate use of BYOD" on iSams which will them be monitored.

However, staff are free to use their professional judgement in class to confiscate until the end of their lesson if adevice is being used inappropriately.

If students wish to contact home during the school day, they must do this via the school reception.
If parents wish to contact students during the school day, they must do this via the school reception.

Responsible Information Technology and Internet Use
The computer system is owned by the school. This Responsible Information Technology and Internet Use statement helps to protect students, staff and the school by clearly stating what use of the computer resources is acceptable and what is not.

- Irresponsible use may result in the loss of Computer/Internet access.
- School computer and Internet use must be appropriate to the student's education.
- Network access must be made via the user's authorised account and password, which must not be
- given to any other person.
- Copyright, intellectual property rights and UAE laws must be respected.
- E-mail should be written carefully and politely, particularly as messages may be forwarded or printed and beseen by unexpected readers.
- Users are responsible for e-mail they send and for contacts made. Anonymous messages, chain letters, are notpermitted.
- "Spamming", cyber bullying and the use of chat rooms is not permitted.
- Access to sites containing illegal, offensive, pornographic, racially or religiously offensive material is not allowed.
- Compromising or damaging the security or stability of the network is not allowed.
- The school ICT systems may not be used for private purposes, unless the Principal or Head of InformationCommunication Technology has given permission for that use.
- Use for personal financial gain, gambling, political purposes or advertising is not permitted.

Liability
The school will not be liable for the loss of data or materials due to accidents, corruption or any other cause. All students are strongly urged to back up data in case of failure of equipment for whatever reason.

The school may exercise its right to monitor the use of the school's computer systems, including access to websites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

Responsible Information Technology and Internet Use These rules help us to be fair to others and keep everyone safe.

- ➢ I will ask permission before using the Internet.
- ➢ I will use only my own network login and password.
- ➢ I will only look at or delete my own files.
- ➢ I understand that I must not bring software or disks into school without permission. I will only e-mail people I know, or my teacher has approved.
- ➢ The messages I send will be polite and sensible.
- ➢ I understand that I must never give my home address or phone number or arrange to meet someone.
- ➢ I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.
- ➢ I will not use any form of Internet chat.
- ➢ If I see anything I am unhappy with or I receive messages I do not like I will tell a teacher immediately.
- ➢ I understand that the school may check my computer files and the Internet sites I visit.
- ➢ I understand that if I deliberately break these rules, I may not be allowed to use the Internet or computers