International School of Estonia
Information Communication Technology Responsible Use Agreement 2018-2019

Digital Citizenship

Messaging Services and Social Networks

At ISE respectful relationships are essential therefore all online relationships (student to student, teacher to student, student to teacher) should mirror that of face-to-face relationships:

● Students will promptly disclose to their teacher or administrator any message or information they receive that is inappropriate or makes them feel uncomfortable while on the web, using e-mail, chat rooms or forums.

● E-mail may not be used for unlawful activities, political or commercial purposes, any form of harassment or sending of spam messages.

● Students will not use defamatory, inaccurate, abusive, obscene, profane, lewd, vulgar, rude, inflammatory, threatening, and disrespectful, or prejudicial language in public or private communication.

● Students should always make sure that they only speak to people online that they know and never disclose private and personal information of themselves or others to strangers.

Plagiarism and Copyright

Plagiarism is the act of taking the words of another person and using them as one's own. This includes copying words or ideas from a book, magazine or other print or online source, downloading material from the Internet and copying work from another student. In the last case, both the student who does the copying and the student who allows the copying are equally guilty.

● Students will not plagiarise works that they find on the Internet.
● If a student is unsure whether or not he/she can use a work, permission should be requested from the copyright owner. For further information on copyright issues one can find media that is free to share, copy and/or remix, or visit creativecommons.org
● Students should learn how to attribute work properly by citation, footnote, and bibliography. Concerns related to such topics are always welcomed and encouraged by teachers at our school.

In addition, academic honesty in the IB is described by the IB learner profile. As stated in the IB learner profile, all members of the IB community must strive to be "principled", acting with "integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere". For more information, please refer to our Academic Honesty Policies:
● MYP ISE Academic Honesty Policy
● DP ISE Academic Honesty

Bring Your Own Device (BYOD) at ISE

The BYOD Programme at ISE enables student agency in many ways. BYOD offers ubiquitous device use for our students to support their personalized learning needs. This allows them to bring their personal laptops, tablets, and smartphones from home and use them for educational applications in the classroom. Students are able to make their own choice about which device and applications serve best their learning goals, in addition to developing responsibility, care and technical skills. Being able to evaluate and make such choices is an important aspect of information and communication literacy (ICT).

Guidelines for Students and Parents

● From August 2018 students enrolled in the Diploma and Middle Years Programme are required to bring their own device to school along with the peripherals that they consider necessary for their learning. Students have the option to choose which device suits them best, after considering the minimum technical specifications set from our school. ISE will provide an iPad 3 to students that chose to rent one out from school.

● Students will be expected to follow school's rules and guidelines in regards to bringing your own device to school.
● All students are permitted to carry personal mobile communication devices with them during the school day. They must be turned off or in silent mode at all times during class hours. These devices may not disrupt instructional times-Instructional time is defined as from the start to the end of a class period.
● ISE will continue to provide iPads for all students enrolled in the Primary Years Programme as a continuation of the 1-1 iPad programme.
● The personal owned laptop is advised to be an updated MAC OS laptop or Windows 10 laptop.
● The device is protected with a licensed Antivirus software
● VPN access will only be granted to a password-protected account on that particular device and only to school's administration and business office employees.
● The device does not have any peer-to-peer (P2P) software such as torrent, Utorrent, bittorrent and other means of illegal software that infringes copyrights.
● Any usage of anonymizers, P2P, gambling, pornographic websites, etc, is strictly prohibited.

Minimum Laptop Requirements and Recommendations

In order to support our BYOD program, the personally selected computing device will need to meet the device specifications as outlined by ISE and listed below.

Operating System	Windows Laptop : Windows 10, Mac Laptop: OS X 10.7 or higher
Wireless	5GHz 802.11n
Storage Capacity	at least 256 GB or higher
RAM	at least 4GB or higher
Battery Life	sufficient enough to get through a normal school day
Ports	at least 1 USB port, Audio in/out, in-built microphone, built-in camera

Laptop Examples	Intermediate Level: Asus Transformer Book T200 64GB Advanced Level: Microsoft Surface Pro High-end Advanced Level: MacBook
iPad Examples	At least iPad 5th Generation
Accessories	A padded bag or protective sleeve is suggested for both laptop and iPad. A headset or earbuds with a microphone will be useful when accessing resources with audio and/or video. A bluetooth keyboard is highly recommended for the iPads.

Software and Installations

-Microsoft Office 365:
All ISE users (students and staff) have access to Microsoft Office 365 via their ISE user accounts (Word, Excel, PowerPoint, Outlook, OneNote, Lync). Whilst ISE may not install the client edition of this software, students will have access to 'Microsoft 365' which is the cloud based version of the software. 'Microsoft 365' accounts are provided by ISE to every student and staff member deciding to bring their own device to school, at no cost. However, it is up to each student, individually, to accept the terms and conditions of the service. A user can install Office on up to 5 devices, including Windows, MACs, iPads, tablets.

Please refer to the Office 365 Guide on how to sign-up,download and install Office 365.

-Internet Browsers:
A minimum of two different browsers should be installed on the laptop. They should be up-to-date versions of Google Chrome, Safari, Firefox (Mac or Windows), or Internet Explorer (Windows).

-Virus Protection:
Antivirus software is mandatory for all personal devices including MAC OS. Free antiviruses aren't nearly as good as something you pay for. The reason is necessary malware protection and other components are missing, which is what makes a huge difference in defending from online threats. Situations such

as having a free Antivirus installed yet your device infected without the antivirus being able to detect any malicious activities, is not uncommon. Therefore, we suggest the antivirus protection you see below, which support Windows and Mac platforms.

1. Symantec
2. F-Secure

*Software and License may be installed on staff personal owned devices provided that the IT Department considers it a necessity to carry out school related work.

*Students will not be able to print from their personal devices at school.

Troubleshooting, Maintenance and Security

● Students and Staff are responsible for the maintenance, updating, licensing, troubleshooting, backing-up and care of all personally owned devices.

● ISE will not provide license keys to any students or staff members for personal owned devices.

● Students are not permitted to download and/or use software or mobile applications when in campus, that are violent, abusive and/or considered illegal or threatening to our school's network.

● Connectivity troubleshooting that are related to school's network are supported by IT.

● The IT Department has every right to monitor and protect school's network..

● Users must not load pirated software or illegal content onto their devices. If discovered otherwise school's IT Department has every to forbid the usage of the equipment.

● Users must not use corporate workstations to backup personal data or synchronize personal content unless such content is required for legitimate business purposes or explicitly allowed by IT department.

● ISE is able to provide daily support during school hours and contact can be found at it@ise.edu.ee. The IT Department has every right to access a personally owned device, should it be necessary to provide technical assistance that influences instructional tasks.