



# Information Technology (IT) Responsible Use Agreement (RUA) for Lower School

## Technology and Innovation at ISE

Mobile devices are increasingly present in the lives of our students. ISE has been a cutting-edge school for many years and is recognized for its technology integration practices in the classroom. ISE is a 1-1 iPad school, since 2012, providing every teacher and every student from Reception to Grade 5 with an iPad, in order to support inquiry and personalized learning. Classrooms are equipped with Apple TV's. Teachers and students also have access to our Library and Computer Cafe iMacs for lessons. The school offers a robust wireless network that is capable of supporting the full spectrum of devices currently available to students. ISE is a Google Apps for Education (GAFE) school and provides all students starting from Grade 3 to Grade 12 with an ISE email account to use in and outside campus for educational purposes. Appropriate restrictions and settings are set for Google Apps use according to the age level of students. ISE uses ManageBac as their Integrated Information System, so parents can use that as a means of communication between them and the school.

**All parents need to read with their children and sign the Responsible Use Agreement (RUA), within the first week of school before a student can use their device in school or other school owned devices.**

- Lower school students are not allowed to borrow school owned iPads over the summer time.
- Reception-Grade 2 students are not allowed to take home their iPads during the school year.
- Grade 3-5 students are allowed to take home their iPads during the school year, after their homeroom teacher's permission.

## Bring Your Own Device (BYOD) for PYP 4-5 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, from home and use them for projects in the classroom. Being able to evaluate and make such choices is an important aspect of information and communication literacy (ICT).

## iPad and Digital Citizenship Responsibilities

### Parent Responsibilities

- Parents and students must read and agree to school's RUA. Parents should read and explain to their children the student responsibilities while going through the agreement.
- Parents must provide each child, using a school owned iPad, with an iPad cover
- The iPad must return to school in fully functioning, working order at the time of withdrawal.
- The iPad must be returned with its box, cable, and charger, all in a working state.
- Parents and Students must agree to a condition report of the iPad during check-out and a condition report during check-in.
- If the iPad is damaged, physically or not, the school will choose the repair location and parents will be expected to cover the cost of the repair.

- Parents and students should not use their personal accounts on school owned devices

## **Student Responsibilities**

### **RESPECT**

- I will handle all computing equipment with respect
- I will use my iPad only when the teacher allows me to.
- I will put my iPad on the side to listen to instructions.
- I will ask for permission before recording someone (photo, audio, video) at school or elsewhere.
- I will not post or write anything about someone that I wouldn't like if it were posted for me.
- I will reset my iPad's content and settings at the time of withdrawal.

### **RESPONSIBILITY**

- I will keep all foods/drinks away from an iPad
- I will not keep my iPad in very warm or very cold temperatures.
- I will take care of my iPad and always keep the cover on.
- I will clean my iPad screen regularly.
- I will carry the iPad carefully in both hands, with it tucked under my arm or holding it like a book.
- I will tell the teacher if I damage the iPad.
- I will protect my privacy- I will not include my phone number, address or schedule in posts and will keep my username and password a secret.
- I will only communicate with people that I know, when using computing devices.
- I will back-up regularly what I need.
- I will keep my iPad up-to-date

### **CARENESS**

- I will share the iPad nicely and take turns when I am sharing with another student.
- I will help my classmates when they need help with their iPad.

### **INTEGRITY**

- I will use only apps that the teacher has told me to.
- I will ask the teacher if I don't know how to use something on the iPad.
- I will tell the teacher if I believe that a classmate is not using the iPad correctly.
- I will speak to an adult if a friend/classmate or anyone else, talks to me in a way that makes me feel uncomfortable.
- I will tell the teacher about new cool apps that I try.