LEARNERS TODAY, LEADERS TOMORROW

Canadian International School

Technology Policy

Revised: March 7th, 2024

Overview

This policy covers all aspects of technology at Canadian International School Abu Dhabi (CIS), including the acceptable and expected use of technology, expected behaviours when accessing technologies, photography, recording audio/video, social media use, and permissions. It is intended as a guide, but also an agreement. Families are expected to read, review, and acknowledge that they have done so upon registering at the school.

School Responsibilities

The school is responsible to:
- Provide internet access, though we cannot guarantee that our internet/network will be up and running 100% of the time. In the rare case that the network is down, CIS will not be responsible for lost or missing data. CIS encourages students to use Cloud-based storage to minimize the effects of any network failure
- Provide internet firewall blocking of inappropriate materials, where possible
- Provide data storage areas. These will be treated similarly to school lockers. The school reserves the right to review, monitor, and restrict information stored on or transmitted via school-owned equipment and BYOD devices, and to investigate inappropriate use of resources
- Provide staff guidance and help ensure student compliance with the acceptable use policy

The school is not responsible for the replacement or repair of lost, stolen, or damaged personally owned devices.

Student Responsibilities

Students are responsible to:
- Use technology in a responsible and ethical manner, to support their learning.
- Uphold copyright law by not copying the work of others, and citing the sources used in a piece of work
- Follow general school rules concerning behaviour and communication that apply to technology and equipment use
- Use all technological resources in an appropriate manner so as not to damage school equipment
- Help the school protect our computer systems/devices by informing a teacher about any security problems they may encounter
- Monitor all activity on their account(s)
- Turn off and securing their personally owned devices after they are done working to protect their work and information
- Notify a trusted adult if they should receive e-mail or social media messages containing inappropriate or abusive language, or if the subject matter or images are questionable

Parent/Guardian Responsibilities

Parents have a responsibility to talk to their children about values and the standards that they should follow regarding the use of the internet, as they would in relation to the use of all media information sources such as television, telephones, movies, and social media.

Parents assume responsibility for the applications on students' personally owned devices.

Acceptable Use of School-Owned Technology

- **No food**. There is no gum chewing, drinking, or eating around the school computers, laptops, tablets, interactive boards or other devices.
- **Handle equipment with care**. Do not run with the laptop cart or use it in any way that may cause physical damage to the device or equipment. Please ensure that equipment is securely positioned when in use and properly stored and plugged in when finished using.
- **Do not change any settings on the devices**. Do not change the homepage or any settings, do not move, add, or delete any items from the desktop that are not your own.
- **Do not download any software on these devices without permission**.
- **Save your work in the Cloud or often on a memory stick/flash drive**. Sometimes programs freeze or the connection to the server gets lost. When this happens, any unsaved work will be lost. Protect yourself! Working on One Drive or Google Drive is recommended, since these save automatically every few seconds to the Cloud.
- **No non-educational games or inappropriate content**. Playing games or using internet relay-chat is prohibited unless authorized by a teacher for curricular purposes. Do not access web sites featuring pornographic, discriminatory, or hate group content.
- **Help maintain your workspace**. Wipe the machine screen and keyboard if you notice it is dirty or smudged. Report any problems you notice with software or hardware, and any evidence of vandalism or theft.

Grade 7-12 BYOD (Bring Your Own Device)

Students are expected to bring their own laptops to school for use in the classroom. We do not expect that these laptops are a particular brand or model, but we do recommend that they are Windows compatible. Alberta Education mandated assessments will be conducted on computers and students may be required to download software for assessments to run effectively. The school will attempt to support students who choose not to participate in this project or who do not have a laptop during exam times with school-based technology.

Using BYOD Devices at School
BYOD devices are intended for use at school each day. In addition to teacher expectations for BYOD use, school messages, announcements, calendars, and schedules may be accessed using them. Devices cannot be used unless a teacher has given permission for their use.

Each teacher will set their own expectations for the use of devices during their class time.

Use of personally owned technology devices such as cell phones, laptops, tablets, smart watches/bracelets, glasses, music players, including headsets and earbuds is a privilege and not a right at the Canadian International School. Students will connect to the CIS Student Wi-Fi account only. These devices will only be allowed to be used in the school building and on the school grounds under expectations outlined in this policy. If a student refuses to comply with these, the consequence will automatically be a "third offence," as described at the end of this document, and a possible suspension. The following general expectations are in place:

Classroom
- Use of electronic devices is up to the individual classroom teacher
- Use may vary throughout the school, please verify with your classroom teachers the rights and responsibilities in reference to using these devices
- Use must support learning and teaching activities. Therefore, browsing or communicating on social media, streaming shows, browsing, and using YouTube for music, non-educational games, etc. are not permitted
- Printing is not available from personally owned devices
- During the national anthem, headphones/earbuds must be removed completely
- Devices must be on silent/vibrate and not disturb others
- Devices must be in plain view of the teacher on the desk/table

Hallways/Transitions
- For safety, only one earbud should be used so that you can hear any announcements, alarms, etc.

Cafeteria/Courtyard
- Students may use their devices in these areas. However, these devices must not disturb other students and use must be school appropriate

Library
- Phones must be on silent or turned off in the library
- School-owned computers are to be used for school purposes only. For example, no use of social media and other personal media websites or games are to be accessed

BYOD Care
- Students are responsible for maintaining their own devices and keeping them in good working order
- BYOD devices should be recharged and ready for school each day. The school does not have the capacity to charge student-owned devices
- It is highly recommended that students who participate in the BYOD project use locks for their lockers so the devices may be secured when not being used

Identifying BYOD Devices and Theft

All BYOD devices should be labelled in an appropriate manner. They can be identified and located in the following ways:

- o Record of serial number
- o Identification label
- o Parents should ensure that this information is recorded at home and kept safe prior to a device being sent to school
- o Devices that are stolen should be reported immediately to a teacher or the Head of School, and this may require further reporting to the local police

Other Concerns and Expectations

Social Media

Due to the wealth of social media tools available to students, student products and documents have the potential to reach audiences far beyond the classroom. This translates into a greater level of responsibility and accountability for everyone.

Below are guidelines that students are expected to adhere to when using technology in the classroom:

- Be aware of what you post online. Social media venues, including wikis, blogs, X, Facebook, Instagram, and other media sharing sites, are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, parents, teachers, the public or a future employer to see. Furthermore, social media is monitored in the UAE.
- Follow the school's code of conduct when writing online. It is acceptable to disagree with someone's opinions. However, ensure that you are disagreeing in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- Be safe online. Never give out personal information, including - but not limited to - last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone aside from your teachers and parents.
- Referencing websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking a site to ensure that all information is appropriate for a school setting.
- Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste another person's thoughts. When paraphrasing another's idea(s), be sure to cite your source with the URL. It is good practice to create a hyperlink to your sources.
- Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image.
- How you represent yourself online is an extension of your personal image. Do not misrepresent yourself by using someone else's identity.
- If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell your teacher right away.

DOJO and TEAMS Etiquette

The school uses DOJO (KG to grade 3) and TEAMS (grade 4 – 12) as our Learning Management System (LMS). There are guidelines to follow when using LMS:

- They are a place to communicate with teachers and peers about subject related topics; therefore, all posts must be appropriate for school.
- Posts should be made at appropriate times of day.
- If you want to talk about something that does not relate to everyone, send a personal message to your teacher.
- Post a note to the group if you have a question that one of your peers or teachers may be able to answer or may find relevant (e.g., assignments, instructions, deadlines).

Parent/Guardian Social Media Expectations

CIS appreciates if our parents/guardians are role models when it comes to appropriate use of social media. Specifically, this is regarding the use of social media to connect with the school or school community using any social media avenue. Parents/guardians can contact classroom teachers by e-mail, Class Dojo, or Edmodo.

WhatsApp is also often used in parent/class groups at CIS, and it is a very effective and convenient way of communicating and keeping in touch. It is most important that you conduct yourself appropriately on WhatsApp. Kindly observe the following points:

- Use WhatsApp for information and reminders only (e.g., dates, times, locations of events)
- Do not converse about students or members of staff on WhatsApp
- Wherever possible, do not name students on WhatsApp
- Any work or classroom-related concerns should be discussed with the class teacher

Photography, Video & Audio Recordings

Photography, video and audio recordings are expected to be used only for teacher/administration-approved curricular projects, with the permission of the students/parents/guardians, or when there is no expectation of privacy (e.g., during a school assembly, for our newsletter, school yearbook or social media). Parents/guardians can opt out of having their children appear in our newsletters and social media at CIS.

Any parents/visitors to the school must be aware that some of our students and families do not wish to be photographed and to appear in any media. For this reason, it is recommended that they do not share any photos that include individuals whose consent they are not certain of.

Sound, Music, and Games

- Sound must be always muted, unless permission is obtained from the teacher for instructional purposes

- Music and internet games are allowed, at the discretion of the teacher, but games should be educational during class time

Legal Propriety
- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity
- Plagiarism is a violation of the CIS code of conduct / behaviour policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as images, movies, music, and text
- Use or possession of hacking software is strictly prohibited. Violation of applicable law will result in criminal prosecution or disciplinary action by the school

AI (Artificial Intelligence)

At the Canadian International School Abu Dhabi, we recognize that many students now have access to AI tools like ChatGPT and Sudowrite. These tools can be incredibly useful for work and research, but they can also be misused in ways that go against our commitment to honesty and fairness in academics. Every student here has a responsibility outlined in our Code of Student Conduct. This means doing all your schoolwork with integrity, being fair, and being honest. These rules say that students can't get help that hasn't been approved from their teachers when working on assignments, projects, or in the classroom. Also, when you use someone else's words or ideas in your work, you have to give them credit. These rules apply to all students, whether you're in elementary school, middle school, or high school. To maintain a culture of integrity and respect, these generative AI tools should not be used in the completion of course assignments unless a teacher for a given course specifically authorizes their use. Some teachers may approve of using generative AI tools in the academic setting for specific goals. However, these tools should be used only with the explicit and clear permission of each individual teacher, and then only in the ways allowed by the teacher.

Student Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials
- Students must not take pictures or recordings of students or staff who have not given their permission to do so
- Any action that violates existing school policy, UAE law, or moral standards
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, religious, or sexually explicit materials
- Use of chat rooms or sites selling term papers, book reports, and other forms of student work
- Accessing or playing internet/computer games without permission of the school
- Downloading apps at school unless supervised by the teacher and with parental consent
- Spamming (sending mass or inappropriate e-mails)
- Gaining access to other students' accounts, files, and/or data

- Use of the school's internet/e-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications such as fake social media accounts
- Students are not allowed to give out personal information - for any reason - over the internet. This includes - but is not limited to - setting up internet accounts including those necessary for chat rooms, etc.
- Participation in credit card fraud, electronic forgery, or other forms of illegal behaviour
- Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including - but not limited to - the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Bypassing the CIS firewalls through a web proxy

Consequences

CIS maintains the right to inspect personally owned devices if there is reason to believe it has been used inappropriately. Student refusal to hand over a personally owned device to a staff member automatically results in a "third offence" status, as described below. Higher-level infractions (e.g., accessing or distributing inappropriate content, catfishing, distributing copywritten material) will result automatically in a "fourth offence" status. When and where applicable, ADEK and/or law enforcement may be also consulted.

If a student chooses to not adhere to the Technology Policy, the following procedure will be followed:

1. **First offence**. The teacher will confiscate the device, keep it in plain view of the student, and return it at the end of class. They will provide the student with a warning and log the incident on PowerSchool.
2. **Second offence**. The teacher will confiscate the device, keep it in plain view of the student, and return it at the end of class. They will provide the student with a warning; a log of the incident will be entered on PowerSchool and a message will be sent home.
3. **Third offence**. The teacher will confiscate the device and submit the device to administration. At the discretion of the administration, the device will be returned to the student or parent at the end of the day. If the device is returned to the student a log entry will be entered in PowerSchool and a message will be sent home. If the device is returned to a parent or guardian by the administration, a personalized technology-behaviour-agreement may be created for future use in support of the student.
4. **Fourth and subsequent offence(s)**. Consequences for further offences may result in suspensions and/or referral to the authorities.

CIS Technology Policy Agreement

The success of our students is heavily dependent upon the relationship between school and home. This includes a mutual understanding of the expectations of students and parents while present at CIS. We respectfully ask that students and parents support this relationship by reviewing the contents of this policy together.

Your enrollment at Canadian International School Abu Dhabi confirms your agreement with all policies, expectations and procedures outlined within this policy. Should you have any questions or require further clarification please forward those to the corresponding Heads of School by email.