

Beaconhouse Al Khaleej International School: TECHNOLOGY POLICY

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First Issue:

October 2020

Students of Beaconhouse AL Khaleej International School use advanced technologies as part of progressive teaching approaches. Our goal is to enhance student learning, promote collaboration, and facilitate the creation and sharing of knowledge. In order to promote responsible digital citizenship and use of technology, students are expected to adhere to the following rules and guidelines. Each student and his/her parent or guardian must sign to acknowledge receipt of this policy in order to use school computers and personal devices on the school's network.

Being a Responsible User

The use of information technology at Beaconhouse AL Khaleej International School is focused on educational purposes only. Devices shall not be used for personal and recreational purposes while on campus. It is important that students are aware of the expectations for the use of technology at school. In some cases, students' behavior is guided by clearly articulated expectations, but in other cases, they must make wise decisions about their own behavior, by a sense of good citizenship and as a responsible member of Beaconhouse AL Khaleej International School community. Students should be aware that these expectations apply to any device used at Beaconhouse AL Khaleej International School, even those not provided by the school, such as mobile phones.

Being Prepared to Learn

Being a good digital citizen and a responsible member of Beaconhouse AL Khaleej International School community means students come to school prepared to learn. They must bring their personal computers whenever required by their teacher, in operating condition, with sufficient storage available for school use, and with the battery fully charged. Students should employ careful battery management techniques to ensure that they can get through the school day and participate fully. To ensure that everyone in the class is using the same version of software, students should keep up to date with all updates and new software. File maintenance and backup is also the student's responsibility. Students should make use of designated folder architecture and file naming protocols defined by their teacher. In addition, the use of devices during lunch is prohibited. Use at school should be limited to installed or online programs that are directly connected to school-related activities, and not involve recreational games, non-academic use of social networking sites or other activities that disrupt studies, peers or classes.

Definition of Technology Resources

The information systems and technology resources covered by these regulations include all of the Beaconhouse AL Khaleej International School computer systems, software, access to the Internet, and networks and their various configurations. The systems and networks include all of the computer hardware and peripheral equipment, operating system software, application software, stored text, and data files. This includes electronic mail, local databases, and externally accessed databases (such as the Internet), digital images, digitized information, communications technologies which include audio and video capability and new technologies as they become

available. Beaconhouse AL Khaleej International School reserves the right to monitor all technology resource activity.

Authorized Use

- Authorized use of Beaconhouse AL Khaleej International School technology and the Internet shall be governed by administrative procedures developed by Beaconhouse AL Khaleej International School Leadership.
- Access to Beaconhouse AL Khaleej International School technological resources will be granted only upon receipt of the appropriate consent form agreeing to adhere to the Responsible Use guidelines.
- Beaconhouse AL Khaleej International School Technology Resources are a part of Beaconhouse AL Khaleej International School curriculum and have not been provided as a public access service or a public forum. The school has the right to place restrictions on the material that users access and post through its technological resources. Users of these resources are expected to follow the general use policy, any rules found in Beaconhouse AL Khaleej International School or school handbooks, teacher or administrative directives and all applicable local and international laws.

No Expectation of Privacy

All technological resources, along with associated network wiring and management devices, are owned in their entirety by Beaconhouse AL Khaleej International School. All information, correspondence and communication contained in the files that reside on Beaconhouse AL Khaleej International School technological resources, or that was sent or received using Beaconhouse AL Khaleej International School Technology resources, are owned by Beaconhouse AL Khaleej International School. Therefore:

- All electronic devices connected to the schools' network are subject to monitoring by teachers or IT department staff. Student use of the school network is monitored on a regular basis. Beaconhouse AL Khaleej International School reserves the right to inspect school-issued devices and electronic media, and to carry out appropriate disciplinary action in cases of student misconduct.
- Users waive their right to privacy with respect to their files and communications and consent to access and disclosure to them by authorized Beaconhouse AL Khaleej International School personnel and those external personnel designated by the school Leadership. Authorized Beaconhouse AL Khaleej International School personnel shall be identified by the Principal and shall include, but not be limited to, the Vice Principals, Section Heads, and Department Heads. Technical support personnel also have access to files while performing their roles.

Student Responsibilities

- Students utilizing Beaconhouse AL Khaleej International School provided technology resources must first have the permission of and be supervised by Beaconhouse AL Khaleej International School staff. Individual students are responsible for their use of the network. Students must practice appropriate behavior and judgment when online or using other technology resources just as they do in a classroom or other areas of the school. The same general rules for behavior and communication apply. Since network communication is often public, students are responsible for behaving as appropriately on the network as they are in school. Students may be disciplined up to, and including expulsion from school for inappropriate use.
- All resources must be handled with care. Hardware and software must not be modified, abused or misused in any way. Students shall not load anything onto Beaconhouse AL Khaleej International School network or Internet without prior approval. Students are responsible for reporting any unauthorized software that they observe on the network. Failure to report to their teacher may result in disciplinary action.
- Students shall not use Beaconhouse AL Khaleej International School electronic mail communication for personal messages, anonymous messages, or communications unrelated to the school program. Students may be disciplined up to, and including, expulsion from school for the creation of inappropriate e-mails sent via the school network and may also be disciplined up to, and including, expulsion from school for receiving and not reporting inappropriate e-mail.
- Students shall respect the privacy rights of others and shall not attempt to access any electronic mail communications not directed to them or intended to be received by them.

- Students shall not use the Beaconhouse AL Khaleej International School computer network or Beaconhouse AL Khaleej International School means of access to the Internet:
 - to view or post material that is extremist, adult, or contrary to UAE social values.
 - to engage in behavior that is considered harassing or bullying.
 - for personal, financial or commercial gain.
- Network passwords are to be used exclusively by the authorized owner of the password. Passwords must never be shared with others. Students shall not attempt to gain access to others passwords, modify the passwords of other individuals, attempt to gain access to any files or other data belonging to others or misrepresent others on the network. Disclosure of an individual password or utilization of another student's password or attempting to gain access to files and data of others shall be the basis for disciplinary action. If you are logged into the network, leaving a computer not password protected enables anyone to potentially access your files which makes you responsible. The owner of a password shall be responsible for actions using the password.
- Students shall not attempt to access Beaconhouse AL Khaleej International School network or technological resources in a way that compromises the security of the network by trying to gain unauthorized access or going beyond authorized access to Beaconhouse AL Khaleej International School resources.
- Students are responsible to inform professional staff of any unauthorized use of their password, any unauthorized installation of software, the receipt of inappropriate electronic transmissions, knowledge of any copyright violations, and any other inappropriate issues involving use of hardware or access.

Protecting Your Identity & Personal Information

- With the ubiquity of information networks, safeguarding your personal information is extremely important. Once information goes on the Internet, it is likely that it will remain there for a very long time. Personal information also extends beyond names, phone numbers, student ID numbers and addresses, but to things such as usernames and passwords as well. As such, it is important that students treat their own and others' personal information with great care. Students should never share user accounts or passwords, especially those that are close to their identity (e.g., email, Beaconhouse AL Khaleej International School accounts, social networks). All personal information, such as home addresses, phone numbers and full names, should always be kept private.

Internet Filtering

- Beaconhouse AL Khaleej International School subscribes to an Internet filtering system to filter out sites with content considered unacceptable for educational use. While using Beaconhouse AL Khaleej International School technology resources, no user may attempt to bypass this filtering system or attempt to access the Internet in any other way. It is recognized that no filtering software is completely reliable. Beaconhouse AL Khaleej International School does not represent that users will not have access to inappropriate or objectionable material. The responsibility for appropriate use of the Internet lies with the user.

Software & Hardware Use and Installation

- Only authorized persons (Technology Team) are permitted to install software and/or hardware on Beaconhouse AL Khaleej International School technological resources.
- No software or hardware is to be installed on Beaconhouse AL Khaleej International School resources without the licensing agreement that allows the installation. Users must not connect or install any computer hardware or software which is their own personal property to or on Beaconhouse AL Khaleej International School resources without prior approval of Beaconhouse AL Khaleej International School level administrators. Users

must not download any material or software from the Internet without the approval of Beaconhouse AL Khaleej International School level administrators.

- Beaconhouse AL Khaleej International School Technology Team is responsible only for installing Beaconhouse AL Khaleej International School purchased and approved software. Assistance with installing and troubleshooting personally purchased software that has been approved by an administrator will be available by the Technology Team as time permits and as Beaconhouse AL Khaleej International School resources allow. It is the policy of Beaconhouse AL Khaleej International School to abide by all software licensing agreements and Beaconhouse AL Khaleej International School Technology Team will be responsible for maintaining a licensing agreement file.
- At times, it is necessary for Beaconhouse AL Khaleej International School Technology Team to reformat hard drives of school owned devices. Reformatting completely erases all contents of a hard drive. Beaconhouse AL Khaleej International School software will be reinstalled, but the Beaconhouse AL Khaleej International School Technology Team will not reinstall unapproved copies of software nor will they be able to retrieve any data files. Users are personally responsible for making backups of any data files that may have been stored on a local hard drive.

Personal Electronic Devices

- Students who are authorized to bring personal electronic devices are responsible for the safety and security of those items. Responsibility for the maintenance and repair of the equipment rests solely with the owner. Any damage to the equipment is the responsibility of the individual.
- All use of personal electronic devices must be with the approval of the classroom teacher or supervising staff member.
- Any electronic device that can connect in any way to Beaconhouse AL Khaleej International School wired or wireless network is considered a computing device under this policy. For the purposes of the guidelines in this document, personal computing devices are treated as Beaconhouse AL Khaleej International School owned computing devices. In particular, note that some uses of a computing device that are considered acceptable at home or on another system may not be acceptable when utilizing Beaconhouse AL Khaleej International School network.
- Beaconhouse AL Khaleej International School retains the right to determine where and when personal computing devices may be connected to the network.

Copyright Issues

- Users must abide by all copyright laws and their accompanying guidelines and respect the rights of copyright owners. Copyright infringement occurs when a user inappropriately reproduces a work that is protected by a copyright.
- Under the "fair use" doctrine, unauthorized reproduction or use of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. All users must follow the "Fair Use" guidelines when using information gained from the Internet.
- Users shall not plagiarize. This also applies to works that are found on the Internet or through other electronic resources. Plagiarism is presenting the ideas or writings of others as one's own. It is important for users of technology to cite sources used in papers and presentations both from an ethical and legal standpoint.

Community Awareness

- All students are members of Beaconhouse AL Khaleej International School community and have a social obligation to protect community resources, such as bandwidth. As such, participating in activities that use up excessive bandwidth, such as peer-to-peer file sharing, is strictly prohibited at school. Additionally, computer

use should not be disruptive to other students who are working nearby; students must use headphones when listening to audio. Students may personalize their computer carrying case, but any stickers or other markings should not be offensive to others. Students may not have desktop wallpaper that is offensive to Islamic values. They may not remove identifying barcode tags affixed to the device by the IT Department.

- Students should also be aware that individual teachers will have different protocols for classroom use of devices and it is the student's responsibility to be aware of these and adhere to them.

Sharing Work Online

- Students may share their work in a variety of teacher approved online spaces and are expected to act safely by keeping personal information private. When they share their work online, they are expected to treat those spaces as classroom spaces. Language or images that are inappropriate for class are not appropriate online. When providing or receiving feedback on electronic assignments students should communicate ethically and responsibly. Images or videos of students, or their work, may be published or utilized in various electronic resources, including the school website and other online platforms, as well as in print media, including teaching and school promotional materials. If a student's work is shared, only the first name and grade will be included as credit. Parents and students who have requested an additional level of privacy will not have student work posted in a public forum.

Photography and Videos

- While there will certainly be times when taking photographs / videos in a lesson or as part of a club is encouraged as a learning or reflection tool, all students are expected to respect individual privacy. Photos / videos of teachers or other students or work in the classroom should only be taken after permission has been sought and granted by the teacher and person / people in the photograph. As a part of this process, students should make it clear what the intended use of the photograph will be. Photos and videos should never be posted on social media or online.

Keeping Health & Balance in Mind

- The use of information technology is meant to be a positive, enriching resource to enhance learning and creativity. However, it is recognized that computers, mobile devices and other technologies can sometimes have a disruptive effect on a person's behavior and well-being. Proper usage of technology should never cause pain, fatigue or other physical or mental ailments. Additionally, while technology can be an engaging way to spend time, it can take up time that could be better used for studying or working with friends. Instead of watching videos and surfing the web, reading a good book or talking with friends and teachers may be a better choice. Students should find a comfort zone that strikes a healthy balance between online and offline activity.

Parent/Guardian Responsibility

It is the responsibility of the parent/guardian to:

- Read the technology use guidelines and Beaconhouse AL Khaleej International School policies as they apply to network/Internet access and agree to their son/daughter's access by signing the consent form.
- Be aware of the contents of the policy set out by Beaconhouse AL Khaleej International School for unacceptable and inappropriate use.
- Be aware of the risks inherent in that access, while encouraging safe and acceptable practices.
- Be responsible for any damage or loss of Beaconhouse AL Khaleej International School equipment.

Beaconhouse AL Khaleej International School Responsibility

- Although it is Beaconhouse AL Khaleej International School goal to develop responsible users of technology, it must be understood that making network and Internet access available, even with the use of an Internet filtering service, carries with it the potential that network users will encounter sources that may be considered controversial or inappropriate. Because of this Beaconhouse AL Khaleej International School is not liable or responsible for the accuracy or suitability of any information that is retrieved through technology. Additionally, because no technology is guaranteed to be error-free or totally dependable, Beaconhouse AL Khaleej International School is not responsible for any information that may be lost, damaged or unavailable due to technical difficulties.
- Again, it is important to remember that the use of Beaconhouse AL Khaleej International School technology is a privilege and not a right. Because of this, Beaconhouse AL Khaleej International School has the right to determine consequences for the abuse and/or misuse of its technological resources or properties.
- Students and their parents should carefully review this agreement and the attached policy and procedures regarding permissible use of Beaconhouse AL Khaleej International School computers and access to the Internet using Beaconhouse AL Khaleej International School means of access. Parents and students should sign this agreement where indicated to evidence their agreement to follow Beaconhouse AL Khaleej International School rules and regulations set forth in Beaconhouse AL Khaleej International School policy and procedures regarding permissible computer use. Students will be allowed to use Beaconhouse AL Khaleej International School computers and to access the Internet using Beaconhouse AL Khaleej International School means pursuant to this policy and procedures after they have returned this agreement signed by the student and his/her parent or guardian.

Agreement Regarding Permissible Computer Use:

Student

- I have read and understand Beaconhouse AL Khaleej International School's policy and procedures regarding acceptable use of Beaconhouse AL Khaleej International School computers and its access to the Internet using Beaconhouse AL Khaleej International School means of access.
- I consent to monitoring and inspection by school staff and administration of my use of Beaconhouse AL Khaleej International School computers and Beaconhouse AL Khaleej International School means of access including any and all electronic mail communications I make or attempt to make or I receive and all materials I download or access.
- I agree to follow Beaconhouse AL Khaleej International School rules and regulations regarding permissible computer use.
- I understand that failure to follow Beaconhouse AL Khaleej International School rules and regulations regarding permissible computer use will result in appropriate disciplinary action that may include loss of computer access privileges.

Student Name (Please Print)

Homeroom



Parent/Guardian

- I have read and understand Beaconhouse AL Khaleej International School policy and procedures regarding permissible use of Beaconhouse AL Khaleej International School computers and access to the Internet using Beaconhouse AL Khaleej International School means of access.
- I understand that Beaconhouse AL Khaleej International School network and access to the Internet is for educational purposes only.
- I recognize it is impossible for Beaconhouse AL Khaleej International School to prevent access to all non-educational materials, and that the responsibility for appropriate use of Beaconhouse AL Khaleej International School computers ultimately rests with the computer user. I agree to instruct my child accordingly.
- I will hold harmless Beaconhouse AL Khaleej International School, its employees, agents, or Board members, for any harm caused by materials or software obtained by using Beaconhouse AL Khaleej International School computers and/or Beaconhouse AL Khaleej International School means of access to the

Internet. I accept full responsibility for supervision if and when my child's use of Beaconhouse AL Khaleej International School means of access to the Internet is not in a school setting.

Parent/Guardian Signature

Date