



ICT Policy

*At ISH our vision is to develop a community of caring, compassionate, honest, open-minded global citizens who enjoy learning in critical and creative ways.
We strive to develop a positive sense of self and engage with our world on a local and global scale.*

International School Haarlem ICT Policy

At ISH, our ICT vision is to encourage healthy habits related to technology by purposeful use of technology in the lessons. We teach students to use devices in an intentional and educational manner by emphasizing the value of balance between digital and non-digital forms of research, learning, and communication. Students also learn ICT safety and 'netiquette' explicitly as a part of the SEL education. Students may also participate in 'tech free' days and engage with leaders in technology and learn how ICT use can affect their physical and mental health.

In other words, ISH students have a **balanced** and **principled** approach to technology:

- *We understand the importance of balancing different aspects of our lives- intellectual, physical, and emotional- to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.*
- *We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere.*
- *We take responsibility for our actions and their consequences.*

–IB Learner Profile

We have developed this document as a policy and contract between the school and the students and families of the ISH community.

This policy explains:

1. [Safety and Privacy](#)
2. [Laptops](#)
3. [Other devices](#)
4. [General ICT Rules](#)
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The ISH ICT policy is reviewed annually by ICT Coordinator together with the pedagogical leadership team (MYP Coordinator, DP Coordinator and Head of Education) to ensure compliance with IB requirements. Edits or additions are presented to the staff, students and the participation council (Medezeggenschapsraad; MR). It is also subjected to two yearly review by the Senior Management Team and MR.

Comments or questions about the ICT policy should be directed to [Katie Vigna](#), ICT Coordinator.

1. Safety and Privacy (GPDR)

Student privacy and data management is of the utmost importance at ISH. Therefore, only approved apps and software will be used by students at ISH for school-related tasks.

Students will only use school devices to take pictures or videos of students and/or staff under teacher supervision and with permission. This includes images taken with webcams, mobile phones, digital cameras and tablets. Any images students take will be stored by the school and used for school purposes only in accordance with school policy and will not be distributed outside the school network without permission.

Students understand that they should **never** give out any personal or private information, such as name, phone number, address and images of themselves or others. Students will **never** arrange to meet another person or give out personal information unless specifically approved by their teacher and their parents will be informed about this.

2. Laptops

ISH is a Bring Your Own Device (BYOD) school. All students in ISH Secondary are required to bring their own laptop. The ICT team revises the BYOD plan for each new school year, taking input from current students and teachers as well as IB requirements into account.

Education

The ICT team has worked hard to support students and staff with BYOD. We have seen the challenges students face when their device is less capable than their classmates'. In order to ensure everyone has equal access to learning systems and support, we would like all students to work with the same device. This enables our teachers to assist students in an equitable manner as well as allowing for the students to help each other. We have spoken to the current students and staff and have made thoughtful choices about how to support students with their laptops.

Choice and Ownership

We know that students take pride in owning and looking after their own device. We support the idea that if students bring their own device, they will feel a sense of ownership and responsibility for their laptop. We also recognize that choosing the platform (Windows or Mac OS) that works best for your young person is important. We offer the choice between a **school-supported Windows device** with three years of service or a **MacBook** which students provide and maintain themselves. The addendum details both options so guardians can make the choice that best fits their pupil in the MYP. The current requirements can always be found on the school website.

Student Laptop Responsibilities

- Students will have their own laptop. The laptop belongs to them, and it is their responsibility to take care of it, to make sure it is fully charged each night and bring it into school every day.
- Students are also required to bring their own working laptop charger with them to school every day, in case they run out of battery.
- Missed work due to no/low battery will be made up on the student's own time. A detention may be issued as students are unprepared for class and cannot complete their classwork.

- Laptops are students' personal property. During school hours, laptops will only be used during lesson or study times and under the guidance of the appropriate teacher.
- Laptops can be easily damaged. Students will take care of it by making sure to keep it in a hard, protective case and by being careful when opening and closing the screen.
- Downloading content from the Internet or connecting to unsafe sites can lead to viruses and malware infecting their laptop. It is the student's responsibility to keep their laptop in a safe working condition.
- Laptops can be confiscated for misuse. Laptops confiscated during the school day are given to a member of SL team and held in Admin until the end of the school day at student's own risk.

3. Other Devices

All Secondary students must have either the class specific Dell above from The Rent Company or a MacBook that meets the school requirements. No other laptops will be allowed at ISH Secondary. We have in-school iPads for student use with appropriate projects at teacher discretion.

Mobile phones

As per our student ICT Contract, we ask that mobile phones are not used at school. Mobile phones must be in airplane mode or off and should always be stored in student lockers. ISH has a 'See It, Hear It, Lose It' policy and phones will be confiscated if they are not off and stored in student lockers for the entirety of the day. This also applies to field trips unless otherwise specified by ISH Staff. Mobile phones confiscated during the school day are given to an SLT member and held in Admin until the end of the school day at students' own risk. In addition to the phone being confiscated, a consequence of an after-school detention will apply as this is an ICT violation.

Smartwatches

Smartwatches may only be worn in airplane mode as specified in the Pupil Handbook. Tablets and any other mobile devices are not permitted for use at ISH. Use of a smartwatch in lessons is an ICT violation and will be subject to consequences as noted below.

Headphones and listening to music

Students should bring headphones (earbuds, etc.) to listen to videos or online lesson materials as needed. They may be required for lessons such as music or languages. Headphones are not to be worn unless explicitly instructed by an ISH staff member. Wearing headphones/listening to music without permission is an ICT violation and may result in an after-school detention. Wearing headphones and listening to music is not allowed between classes or at breaktimes. MYP5 students are required to have a pair of wired headphones for the eAssessment.

4. General Rules

School ICT systems (including the Internet, email, digital photography and video, etc.) may only be used for school-related purposes. **This means students may only use their personal devices at school for schoolwork and homework only.**

Using social media messenger services such as Messages, Hangouts, WhatsApp, Discord in school is not allowed. Using school or personal email during the school day is for non-school related purposes is not allowed. Use of any of the above will result in a consequence as outlined below.

Students are expected to log on to Moo, email, ManageBac and all other school-related accounts with only their school username and password.

Students are expected to change their passwords regularly and not reveal them to anyone.

- Students are expected to use their school email address for school-related purposes only.
- Students will make sure that all ICT communication with students, teachers or others is responsible, sensible and respectful. Students understand that teachers and staff can ask to see their personal device(s) if necessary.
- Students are responsible for their behaviour when using the Internet. This includes the resources they access, and the language used.
- Students will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If they accidentally come across any such material, they will report it (confidentially) to a teacher immediately.
- Students will ensure that their online activity, both in school and outside school, will not cause their school, the staff, students or others distress or bring them into disrepute.
- Students will always respect the privacy and ownership of others' work online. Students will always acknowledge the source of any work used as a resource. Students understand that not citing their sources is plagiarism. For further details, please see the ISH Academic Integrity Policy.
- Students know that a teacher at any time can ask them to show their internet history and/or open tabs or desktops during a lesson.

5. ICT Contract and Consequences

<u>ICT Violation</u>	<u>Consequence</u>
Unauthorized use of mobile phone during school day	Phone confiscated for the day. May also result in after-school detention for repeated offences.
Wearing headphones in hallway/lesson	Student must put them away when asked. Logged in ClassCharts. May also result in after-school detention for repeated offences.
Gaming during lesson	Immediate after-school detention.
Viewing/sharing inappropriate images/websites	Immediate after-school detention.
Uncharged laptop/missing charger	Work may be completed in a detention or after-school, at teacher discretion.
Forgotten laptop/dead battery	Student will work offline for the day. They may call a family member from front desk and ask for device to be brought to school. No replacement is available. Missed classwork will be logged in ClassCharts and must be made up with the class teacher. This may be in a detention, at teacher discretion.
Broken Laptop - TRC	Students with TRC devices can bring the broken device to admin to receive a loan laptop until theirs is repaired.
Broken Laptop -MacBook (2022-2023 MYP4 and higher own PCs)	Students who do not have a Rent Company device may borrow a Chromebook for the day. Their parents must email the form tutor the day before and explain the issue and duration for the repair.
Use of smartwatch	Smart watch confiscated for day. May also result in after-school detention for repeated offences.
Use of desktop chat during school (includes inappropriate use of school email as a chat function)	Immediate after-school detention.
GDPR / Privacy Violation	Immediate after-school detention. Additional consequences may apply.

Students who repeatedly abuse or break these rules may have alternative consequences applied such as day(s) where they work offline, etc. These consequences will be made with the student, ICT Coordinator and Form Tutor as needed.

6. Agreement

I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/carer may be contacted. The consequence for an ICT infraction is an after-school detention. I understand that other consequences may be applied in accordance with the severity/frequency of the infraction(s). I understand that my teacher, form tutor or ICT Coordinator will discuss the consequences with me and my parents.

Student: I have read the student rules on ISH ICT Policy. I agree to follow the school rules on ICT use. I will use the school network, the Internet and email facilities in a responsible way.

Student name:

Student signature:

Date:

Parent/Carer: I have read the ISH ICT Policy. As the parent or carer, I give permission for my child to use email and the Internet for school-related purposes. I understand that some material on the Internet may be objectionable and I accept responsibility for setting standards for my child to follow when selecting, sharing and exploring information and media.

Parent/Carer name:

Parent/Carer signature:

Date:

Addendum – Student Hardware and Software Requirements

Device Choices

The Rent Company

The Rent Company (TRC) is a trusted organization who provides educational laptops to many schools within our school board (IRIS) as well as schools across the Netherlands. The ISH has worked closely with TRC to create a custom agreement for ISH students. The laptops provided by TRC have a special rubberized shell making the laptops more robust for young learners, a safe carrying case and a 3-year service agreement which gives parents security and peace of mind in purchasing a new device. Families will receive further details from TRC with the process and service they provide before the summer holidays.

1. Option One- Dell laptop from The Rent Company

Windows Device – Provided and supported by The Rent Company, owned/ rented by ISH families
Please note: an alternate or comparable Windows device is **not** allowed.

All ISH students are **strongly encouraged** to buy or rent a Dell laptop provided and supported by The Rent Company. This laptop comes with a rubberized case and a protective cover. It also includes 3 years of service and a replacement device as needed. With a laptop from The Rent Company, students will *always* have a Dell laptop to work on in school. If their own laptop is broken, damaged or stolen, a replacement will immediately be provided while their personal device is repaired or replaced. This allows for continuation of learning, no matter the circumstance.

2. Option Two MacBook- provided and managed by ISH families

If students and families feel that the Mac OS is better suited for their young person's needs, ISH will support them in that choice. Please note that teachers will be teaching students how to use and operate the Dell device above and will **not** provide additional education for operating a Mac device. If families choose for Mac OS, the student must know how to operate that device independently. There is also no in school technical support for software or hardware problems. A backup Chromebook can be provided if/when the MacBook needs to be repaired, as available and with evidence from parents.

Other hardware requirements

- **External Mouse** (Touchpad is not acceptable): Students are also required to have an external mouse (wired or wireless). A mouse is needed for Design. A mouse can be purchased in TRC web shop.
- **Working laptop charger/adapter**

Software Requirements

ISH is a Google for Education school, and all students will receive a G Suite for Education login. All assignments will use Google Apps and therefore additional word-processing software is not required at this time. Microsoft Word, Excel and Power Point will be installed on all TRC devices but are not required. All other software will be provided by ISH unless otherwise specified.

Any questions or concerns about the ICT in Secondary can be emailed to ict@internationalschoolhaarlem.nl at any time.

Please find the up-to-date ICT requirements for the current school year on our website: <https://www.internationalschoolhaarlem.nl/secondaryeducation>