Trondheim International School
ICT Policy
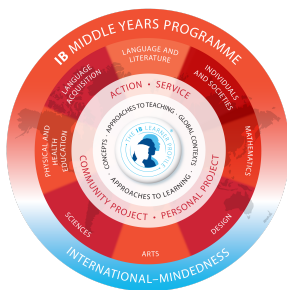
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ThIS Vision: Building Global Citizens

ThIS Mission Statements:

- ThIS is an IB World School that creates independent, knowledgeable and caring individuals
- ThIS fosters lifelong learners in a safe and supportive environment
- ThIS provides academic excellence through a high quality education
- ThIS develops values and skills for the world of tomorrow
- ThIS inspires actions and contributes to the local, national and international communities

Rationale or Purpose for Policy

- The school community will use ICT to develop the skills to investigate, create, communicate, collaborate, and organize.
- The school community will become responsible digital citizens through guided practice using ICT in school.
- ThIS inspires actions and contributes to the local, national and international communities

ThIS Shared Values:

- Global citizens must also be digital citizens
- The effective integration of ICT enhances the learner's opportunity to connect globally and to explore different perspectives in order to understand evolving cultural and social norms.
- ICT can be used to help connect learners within both the local and global community in order to empower learning
- Learners' awareness, use and appreciation of different ICT knowledge, skills and platforms should be developed.
- Technology aids and extends the ability to teach and learn.
- Every teacher is a "technology teacher".
- Technology literacy is integral for all learners in an IB education.
- Every member of the school community shares a responsibility to foster technology literacy in all learners.
- Schoolwide learning enables leaders and teachers to understand how technologies support and enhance teaching and learning.

ICT Pedagogy

"The sound and balanced use of multiple technologies is integral to IB constructivist approaches to teaching and learning and actively supports the curriculum."

To implement ICT in our teaching and learning it is important to use the following IB model:
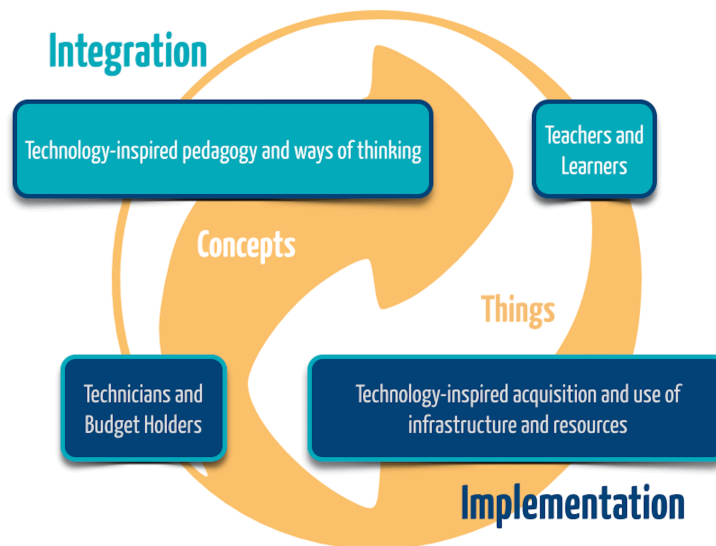
In the IB model ICT Pedagogy is referred to as Technology Integration.

IB Learner Profile

In developing and enforcing this policy the Learner Profile is directly linked. We encourage our students and teachers to be:

- Inquirers - who use ICT to gain new information or knowledge in order to make sense of the world.
- Thinkers - who are able to access and interpret information taken from ICT sources
- Communicators - who use ICT to understand and express ideas confidently and creatively (reading, writing, speaking, listening, viewing and presenting); solve problems; use appropriate language to work collaboratively
- Risk Takers - who use ICT to explore new ideas and innovative strategies and approach uncertainty with determination.
- Reflective - learners who are able to consider their experiences with ICT and how it can be used to support their learning and personal development
- Open-minded - learners who use ICT to seek and evaluate a range of points of view.
- Knowledgeable - individuals who use ICT to build conceptual understanding of issues and ideas that have local and global significance
- Principled - people who use ICT responsibly, honestly, respectfully and with integrity.
- Caring - people who consider act with empathy, compassion and respect when using ICT.
- Balanced - learners who acknowledge and understand that ICT is one of many aspects of their lives that they need to interact with to achieve well-being for themselves and others.

IB Approaches to Learning (ATL) Skills

In developing and enforcing this policy, Approaches to Learning (ATL Skills) are directly linked. We encourage our students to develop the following skills whilst engaging with ICT in their lives:

- Self-Management Skills - Use ICT to organize information and demonstrate flexibility in the selection of use depending on context and audience.
- Social Skills- Use ICT to practise empathy, collaborate, problem solve and accept responsibility.
- Communication Skills - Demonstrate competent and responsible use of oral, visual, and written communication through ICT in a variety of situations.
- Thinking Skills- Use critical thinking skills when evaluating information and media presented in digital mediums. Demonstrate creative thinking skills when using ICT to create products. Transfer existing skills to using with new technologies.
- Research Skills- Demonstrate information literacy skills by presenting information in digital formats and on various ICT platforms. Make sense of media and practice media literacy skills when using ICT.

ICT Administration

ThIS is committed to providing all staff and students with the technologically appropriate tools to best support teaching and learning. The grade level differentiated ICT user agreement is shared with students annually to support them with safe and appropriate use of ICT at school. In the IB model Administration is referred to as Technology Implementation.

ICT related procedures and guidelines are reviewed annually by administration, then read, accepted, and signed by all employees.

- ICT Security Procedures: These procedures ensure that all employees have a common understanding of the ICT use at ThIS.
- Staff Guidelines for Information Safety: These guidelines support employees with the safe use and treatment of physical and electronic information safety.

ThIS has a comprehensive IT Risk Assessment which is reviewed annually by the ICT Committee.

Hardware Provision

- What the school provides to staff & students (generally)
    - All staff are provided with a MacBook computer.
    - All student classrooms are equipped with age-appropriate ICT equipment - iPads in PYP and MacBook Air computers in MYP
- Currency of hardware (yearly inventory and assessment)
    - All hardware is inventoried and inspected yearly.
- Refer to plan for replacement

- A hardware evaluation, replacement and maintenance plan is carried out by the ICT Committee yearly.
- User Agreements
    - User Agreements are required for all staff and students. Staff and Students that are assigned specific devices, are required to sign a device-specific agreement.

Legal - Privacy - reference privacy laws

Personal Data Regulations.

Trondheim International School conforms to Norwegian privacy regulations and is compliant with the General Data Protection Regulations (GDPR). These are reviewed regularly and are in line with the needs of the school. These include

- Risk Assessment for ICT
- ICT Security Procedures (signed and understood by staff)
- Staff guidelines for Information safety (signed and understood by staff)
- Data Use Agreements with all vendors that collect personal data

ICT Use Agreements

We have 2 differentiated ICT Use Agreements for parents to refer to in our school (one for MYP students and one for PYP students) These are reviewed annually and are agreed upon and signed when the family joins the school and at the beginning of every school year.

In addition the school has Staff Guidelines for Information Safety and ICT security procedures for the staff to review and sign every year.

Glossary

Glossary of ICT Terms (from IB MYP Guidelines)

Digital citizen: A digital citizen refers to a person utilizing information technology (ICT) in order to engage in society, politics, and government. K. Mossberger, et al. define digital citizens as "those who use the Internet regularly and effectively".

ICT (information and communication technology, also ICTs). A set of technologies that includes any devices, applications or software that facilitate communication or content creation. ICTs are the traditional technologies by which we access and manipulate the World Wide Web.

Multiliteracy. An ability to engage with multiple texts and in multiple modes. Technology literacy is one of the multiliteracies of an IB education.

Multiple technologies. The use of technologies of many different types. These include technologies that are not digital, like pens, books or building blocks. Supporting multiple technology use encourages multimodality as part of the learning experience, and teaches through practice the concept of discernment. It is also the technology parallel of multiliteracies that are encouraged in the IB curriculum.

Technology implementation. The inclusion of technological devices, systems, apps, software and networks as part of school infrastructure and classroom practice. For more information, please read the entry for "integration versus implementation".

Technology integration. The inclusion of technology-friendly thinking, concepts, analysis and practices in curriculum design and approaches to teaching and learning. For more information, please read Teaching and learning with technology: A guide of basic principles and Teaching and learning with technology: An executive summary on integration versus implementation.

References

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https://ibpublishing.ibo.org/server2/rest/app/tsm.xql?doc=g_0_iboxx_amo_1512_1_e&part=1&chapter=7

Please find the relevant laws below in Norwegian and English:

§ 1-1.(barns ansvar.)

Barn og ungdom under 18 år plikter å erstatte skade som de volder forsettlig eller uaktsomt, for så vidt det finnes rimelig under hensyn til alder, utvikling, utvist adferd, økonomisk evne og forholdene ellers.

§ 1-2.(foreldres ansvar m.v.)

1. Foreldre plikter å erstatte skade voldt av barn og ungdom under 18 år, såfremt de har latt det mangle på tilbørlig tilsyn eller på annen måte ikke har gjort det som etter forholdene er rimelig å kreve av dem for å hindre skadeforvoldelse.

2. Uansett egen skyld svarer foreldre for skade voldt forsettlig eller uaktsomt av deres barn under 18 år som de bor sammen med og har omsorgen for, med inntil 5.000 kroner for hver enkelt skadevolding.

Translation:

§ 1-1.(children's responsibility.)

Children under the age of 18 years old are obliged to replace equipment they cause damage to either by misconduct or by accident, considering reasonable expectations as age, development, behavior, financial situation and other conditions.

§ 1-2.(parent's responsibilities)

1. Parents are obliged to replace equipment damaged by children under the age of 18 years old, in cases where the parents have neglected to monitor their children as can be expected in order to avoid damage to the equipment.

2. No matter their own misconduct, parents are responsible for any damage, by misconduct or accident, caused by their children under the age of 18 years old who live in their household and who are in their care, limited to 5000 Norwegian kroner for each incident.

Appendix I - ICT Device Care and User Agreements

MYP Information Communication Technology (ICT) Device Care and Use Agreement

Introduction to the ICT Device Care and Use Agreement

Definition of ICT:

Information and Communications Technology (ICT) is a term for any technology that is used to access, store, transmit, and manipulate any type of information.

Examples of ICT:

ICT Devices: Computers, projectors, phones, tablets, smart watches, clickers, audio players, cameras, drones etc. This includes your own device.

ICT Access: Anything using an ICT Device such as internet, computer applications, tablet and phone apps, websites, social media, email, games, and any other digital technology.

Purpose of this agreement:

The Information Communication Technology (ICT) Device Care and Use Agreement is issued to all students and their parents at Trondheim International School on admission, and is renewed at the beginning of every academic year. The agreement is non-negotiable.

Please return the reply slip to the office. The agreement itself should be kept at home for future reference but is also found on our website.

ICT includes all internet-able devices that are used on the school premises.This includes both school and personal devices, (ipads, mobile phones, smart watches, etc)

ICT Device Care Agreement

General Guidelines for students and their families.

The following guidelines refer to the use of an Apple MacBook Air provided by Trondheim International School for the academic school year.

This computer is the property of the school and thus requires the student assigned to it to follow all guidelines in this document. Parental support ensuring its safe use for studies as well as care is required.

1. The device (MacBook Air) is registered to the student. The device shall not be lent out to any student or person outside of ThIS.
2. An appropriate carrying bag is provided for each device assigned. This bag must be used when transporting the device to and from school and under any other transport.
3. Do not eat or drink while using this device.
4. Be careful when closing the device, check that there are no foreign objects that may damage the device, like a pencil or a cable, etc.
5. Never leave a device unattended. When not in your personal possession, the device should be in a secure, locked environment or in the user's normal residence.
6. The student is responsible for immediately reporting to the school administration any damage, loss, or theft of this school-issued device. Depending on the damage and circumstances, an insurance claim will be filed. The student may be held responsible for reimbursing the school for any costs incurred.
7. Do not attempt to physically repair your device. If your device fails to work or is damaged, report the problem to the school as soon as possible. Device repair/replacement options will be determined by the school IT administration through the leasing and insurance companies.
8. The student is expected to at all times follow these usage guidelines. Any breach of these guidelines will be considered a breach of the school's Code of Conduct.

> You are provided this ICT device as a tool for learning and you must take good care of it. Parents have a legal responsibility to reimburse the school if a device is damaged (up to 5000 kr). "Elevens erstatningsansvar er regulert gjennom Lov om skadeerstatning §1-1 og foreldrenes ansvar gjennom § 1-2. Foreldre er dermed erstatningsansvarlig for skade inntil 5000 kr for hver enkelt skadevolding."

ICT Use Agreement for MYP

1. Recreational use of ICT devices in school is a privilege, not a right.
2. ICT at school is for the purpose of learning and is only to be used with the direction of a teacher. Non-directed use is not permitted.
3. ICT devices and access at school is used respectfully and responsibly.
4. Keep all personal information (yours and others') confidential when working online. A user account is strictly personal.
5. You must show any school staff what you are working on when requested during the school day.
6. If you have a technical problem with ICT, share this with the appropriate school staff.
7. If you encounter interactions using ICT that make you uncomfortable, tell a staff member at the school for support.
8. ICT resources may not be used to send threats, to harass or bully others, to spread pornographic or racist material or for other acts that are in violation of Norwegian law [ ].
9. Do not participate in any inappropriate use of ICT in school. Inappropriate use of the ICT includes:
   - Committing crimes
   - Bullying, harassing or stalking others,
   - Committing copyright violations, such as illegal copying of music files, movies, pictures or software, (As outlined in the Academic Honesty Policy)
   - Transmitting obscene, hateful or threatening communications,
   - Communicating or publishing inaccurate or racially offensive materials,
   - Invading someone else's private computer files or read their E-mail,
   - Lending a user identity or password to another person. It is not permitted to acquire another user's identity or use it. If a pupil suspects or knows that another person has learnt his/her password, she or he is obliged to change it immediately.
   - Playing electronic games unless approved by a teacher,
   - Downloading software from websites without teacher permission or approval,
   - **Installing and using a VPN**
   - **Using a personal device such as a drone or a camera without teacher permission**
   - **Uploading or downloading any computer virus on purpose,**
   - By-passing any school imposed restrictions on access to the World Wide Web,

- Transmitting via email any unsolicited advertising, promotional materials, "junk mail", "spam", "chain letters", "pyramid schemes", or any other form of E-mail solicitation,
- Engaging in commercial activities online such as buying or selling things, without permission from teachers,
- Viewing and/or downloading or uploading pornographic, violent or offensive pictures or stories,
- Using someone else's identity to send an email, to a "Crush" or "Secret Admirer" website, or to any website collecting other people's email addresses for any purpose whatsoever,
- Engaging in chat of any kind whether it is by using chatting programs or chatting rooms, including Facebook, and Gmail without explicit permission from the teacher.
- Using ThIS's network to attempt to access equipment or resources they normally have no right to access.

10. Accessing emails
11. Digital Publishing Privacy Options (MYP Only):

In both cases, what students publish will be a part of an assessment in MYP. THIS staff will provide guidance and constructive feedback to ensure safety during this learning. Families will support students' safety online at home as well.

1. Public online publishing - student may use publicly visible online publishing platforms (ie. WordPress, Weebly, etc.). Students will be encouraged to use privacy options available to them within these tools and to practice responsible digital citizenship.
2. Protected online publishing - student may only publish online using tools available through the school G Suite account (ie. Blogger, Google Sites) which will only be visible to others in the school community with G Suite accounts.

Sanctions

Students should understand that breaking these rules will have consequences.

- In the event of damage to or loss of ThIS's ICT resources, ThIS may demand compensation from the pupil if the damage is due to wilful intent or negligence
- Compensation for loss of or damage to an assigned ICT resource (MacBook Air, for example) borrowed from the school is regulated by a separate agreement between the pupil and ThIS.
- The school can review the contents of the school's ICT devices and related programs, such as google workspace, to ensure the device and programs are in line with the school's expectations
- Other sanctions may be employed in line with the ThIS code of conduct.

On leaving school

- Any material belonging to ThIS must be returned. All software, documentation or data owned or lent by ThIS must be deleted at the same time so it is no longer accessible to the pupil. Exemptions from this rule only apply in cases where a written agreement exists between ThIS and the copyright owners.
- The school reviews the existing Google accounts annually in September. Students not enrolled will have their account and all documents deleted at this time.

ICT Use Agreement

We have read, understood and will follow the ICT Use Agreement for this year.
- ❏ Yes
- ❏ No

Please indicate your preference from the two options below concerning online digital publishing for the upcoming school year. I would like my child to adhere to the following privacy option for digital publishing (#10) this year:
- ❏ Public online publishing
- ❏ Protected online publishing

By signing this you acknowledge all the points above.

"We agree to the stated rules for using computers and the Internet at school and we understand that violation of the rules will result in a discipline procedure that may include loss of use privileges, and additional discipline according to the This Code of Conduct and the Norwegian Education Act".

Name of Parent   Name of Child

_____   _____

_____   _____
Signature of Parent   Signature of Child

Date _____

PYP

Information Communication Technology (ICT) Device Care and Use Agreement

Introduction

Definition of ICT:

Information and Communications Technology (ICT) is a term for any technology that is used to access, store, transmit, and manipulate any type of information.

Examples of ICT:

ICT Devices: Computers, projectors, phones, tablets, smart watches, clickers, audio players, cameras, etc. This includes your own device.

ICT Access: Anything using an ICT Device such as internet, computer applications, tablet and phone apps, websites, social media, email, games, and any other digital technology.

Purpose of this agreement:

The Information Communication Technology (ICT) Use Agreement is issued to all students and their parents at Trondheim International School on admission, and is renewed at the beginning of every academic year. The agreement is non-negotiable.

Please return the reply slip to the office. The agreement itself should be kept at home for future reference but is also found on our website.

ICT includes all internet-able devices that are used on the school premises. This includes both school and personal devices, (ipads, mobile phones, smart watches, etc).

General Device Care Guidelines for students and their families.

The following guidelines refer to the use of a device provided by Trondheim International School for the academic school year.

This device is the property of the school and thus requires the student assigned to it to follow all guidelines in this document.

Parental support ensuring its safe use for studies as well as care is required.

1. The device is registered to the student. The device shall not be lent out to any student or person outside of THIS.
2. The student is obliged to properly care for the device.
3. The student or parent is not permitted to tamper with the administrative settings of the device without the permission of the IT Administrator.
4. The student's passwords for the device, learning platforms, and school-issued email shall not be shared.
5. The student is responsible for immediately reporting to the IT Administrator any damage, loss or theft of this school-issued device. If the loss or theft is not the result of negligence, the school will assist the student in filing an insurance claim.
6. Do not attempt to gain access to the internal electronics or repair your device. If your device fails to work or is damaged, report the problem to the school as soon as possible. Device repair/replacement options will be determined by the school's IT administration through the leasing and insurance companies.
7. The student is expected to at all times follow these usage guidelines. Any breach of these guidelines will be considered a breach of the school's Code of Conduct.

ICT Use Agreement for PYP

1. Use of ICT devices in school for personal fun is a privilege, not a right.

2. ICT at school is for learning and is only to be used with the direction of a teacher. Non-directed use is not permitted.

3. ICT access is used respectfully and responsibly.

4. Never share personal information (passwords, home address, telephone number, full name etc.) online.

5. You must show school staff what you are working on when asked during the school day.

6. If you have a technical problem with ICT, share this with your teacher.

7. Tell your teacher if you experience anything uncomfortable, scary, inappropriate or violent while using ICT.

8. Computers and other devices may not be used to send threats, to harass or bully others, to spread inappropriate or racist material that breaks Norwegian law.

9. Do not participate in any inappropriate use of computers and other devices in school. Inappropriate use of the computers and other devices includes:
   ● Bullying, harassing or stalking others.
   ● Sending or spreading rumours or gossip.
   ● Sending rude, hateful or threatening messages
   ● Illegal copying of music files, movies, pictures or software, (as outlined in the Academic Honesty Policy).
   ● Uploading or downloading any computer virus on purpose.
   ● Using somebody else's private computer without permission, or reading their email or using someone else's identity to send an email.
   ● Letting someone use your username or password.
   ● Playing digital games unless approved by a teacher.
   ● Downloading software from websites without teacher permission.
   ● Going on to websites that are blocked by the school.
   ● Sending "junk mail", "spam", "chain letters", "pyramid schemes", or any other form.
   ● Engaging in commercial activities online such as buying or selling things, without permission from teachers.
   ● Viewing and/or downloading or uploading inappropriate, violent or offensive pictures or stories.
   ● Chatting and using chat without explicit permission from the teacher.
   ● Using ThIS's network to try to get information or resources you normally have no right to have.

Consequences
Breaking these rules has consequences.
   ● If damaged or lost, ThIS may ask that you pay for the damage, repair or replacement.
   ● If you are irresponsible with your computer you or your family will have to pay for the damages.
   ● The school can review the contents of the school's ICT devices and related programs, such as google workspace, to ensure the device and programs are in line with the school's expectations
   ● Other sanctions may be employed in line with the ThIS code of conduct.

Cleaning your device display
Follow these general rules when cleaning the screen.
   ● Shut down your device, detach the power adapter.
   ● Dampen a clean, soft, lint-free cloth or paper with water only and wipe the screen. Do not spray liquid directly on the screen.
   ● Avoid touching the display in the first place! ☺

Be careful with your charger and its cable.

Implemented: August 2023

To be reviewed: June 2025

Do not make any hard bends or folds in your charging cable, or wind it tightly, always make either circles or loose loops when winding your cord up for storage. Also do not, as many people have seen, unroll your charger block from the magsafe end by letting the charger drop and unroll itself like a yo-yo, this is both hard on the charger and its connection points at both ends.

We strongly advise you to keep your charger at home. Charge your ChromeBook at home and bring it to school fully charged.

If you damage your charger, you are responsible for the full replacement cost.

Frequently Asked Questions

Q: What happens if my device is damaged, lost or stolen?
A: The device is the responsibility of the student. If a student's device is damaged, lost, or stolen the student and parent/guardian must immediately notify the school administration. The filing of a police report is required to complete the insurance claim for loss or theft. In the event that a device is damaged intentionally the user will be responsible for the repair or replacement of the device.

Q: What happens if a charging cord or other accessory is broken, damaged or malfunctions?
A: Any damage or malfunction must be reported to the school as soon as possible. If the damage is the result of negligence, replacement and or repair cost will be requested.

Q: Do students have to sign an agreement?
A: All users must sign a PYP Student Device Acceptable Use Agreement.

Q: Who will repair inoperable devices?
A: The school will work to ensure that all students have an operable device.

Q: What if I don't want to bring my device home?
A: Students must bring devices home for homework and to charge daily.

Q: How do I clean my device?
A: The device can be cleaned with a soft, dry, lint-free cloth. <u>Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the device.</u> Use of unapproved cleaners may remove the protective film covering the face of the device.

Q: Will students be able to download apps?
A: All requests for additional software and or apps must be requested through the student's teacher, and

may only be installed if approved by the School Administration. Applications will then be installed by school designated personnel.

Q: Will students be able to modify the OS?
A: No. Altering the OS or running a parallel OS is a violation of the user agreement.

Q: Will students be able to install bit-torrent software?
A: No. This will be considered a violation of the user agreement.

Q: Will students be able to purchase the device at the end of the lease?
A: No. The school is not able to sell the device to anyone.

ICT Use Agreement for PYP

1. Using ICT during learning, choice time, play time and SFO is allowed when you have a clear verbal agreement with a staff member.
2. ICT at school is for the purpose of learning and is only to be used with the direction of a teacher. Non-directed use is not permitted.
3. Never leave a device unattended. When not in your personal possession, the device should be in a secure, locked environment or in your normal residence.
4. I will use ICT respectfully and responsibly.
5. I will keep the password my teacher gives me a secret.
6. I will always share what I am working on when an adult asks me to
7. If I have a problem, I will ask for support.
8. If I see something that upsets me, I will get support.
9. I will follow the agreements when using ICT devices.
10. Do not do any of the following:
    - Send disrespectful messages
    - Play games unless approved by a teacher,
    - Use email irresponsibly
    - Use someone else's identity to send an email,
    - Use chat programs without the direction and permission of the teacher
    - Install programs, widgets, apps or other subprograms on the device
    - Download / upload programs or Bit Torrents
11. The school is not responsible for any data stored on the device. The student is strongly encouraged to store all school-related files on the school-supplied Google Drive.

Consequences
Students should understand that breaking these rules will have consequences.
- In the event of damage to or loss of ThIS's ICT resources, ThIS may demand compensation from the pupil if the damage is due to wilful intent or negligence
- Compensation for loss of or damage to an assigned ICT resource (MacBook Air, for example) borrowed from the school is regulated by a separate agreement between the pupil and ThIS.
- The school can review the contents of the school's ICT devices and related programs, such as google workspace, to ensure the device and programs are in line with the school's expectations

Implemented: August 2023

To be reviewed: June 2025

- Other sanctions may be employed in line with the ThIS code of conduct.

On leaving school
- Any material belonging to ThIS must be returned. All software, documentation or data owned or lent by ThIS must be deleted at the same time so it is no longer accessible to the pupil. Exemptions from this rule only apply in cases where a written agreement exists between ThIS and the copyright owners.
- The school reviews the existing Google accounts annually in September. Students not enrolled will have their account and all documents deleted at this time.

Student / Parent Acknowledgement and Agreement of the terms

This Agreement is entered into on: (Date)

This Agreement is for the use of a device under the terms of the Trondheim International School Use Agreement for

Name of Student: _____

This signature page acknowledges full agreement with the ThIS PYP Student Device Policy and must be returned to the contact teacher prior to distribution of School technology.

Date and Signatures Required:

Date:_____

Financially Obligated Parent(s)/Guardian(s): (Print and Sign)

_____

Student: (Print and Sign) _____

School Admin: _____