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

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, 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 Guide:

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.

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,

THIS:

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- 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.