



PYP

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: These include but are not limited to computers, phones, tablets, smartwatches, audio players, and cameras. This category includes both school-provided and personal devices.

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 Guide:

The Information Communication Technology (ICT) Use Guide is essential for maintaining a safe, respectful, and effective learning environment at Trondheim International School. It defines the responsibilities related to the use of ICT devices, including but not limited to iPads, mobile phones, and smartwatches, by students and their families on school premises.

General Device Care Guidelines for Students and Families

These guidelines apply to devices provided by Trondheim International School for the academic year. Since these devices are school property, it's important that the student assigned to each device adheres to the following:

- Parental Support: We ask for parents' help in ensuring the device is used safely for educational purposes and is well cared for.
- Device Assignment: The device is registered to the student and must not be lent to others, including students or individuals outside of the school.
- Care and Handling: Students are expected to handle the device carefully and are not allowed to change administrative settings without the IT Administrator's approval.
- Confidentiality: Passwords for the device, learning platforms, and school-issued email accounts must remain confidential.
- Reporting Issues: Any damage, loss, or theft must be reported to the IT Administrator immediately. In cases of loss or theft not due to negligence, the school will support the student in filing an insurance claim.
- Repairs: Do not attempt to repair or open the device. Report any malfunctions or damage to the school promptly, and the IT administration will coordinate repair or replacement.
- Charger Care: To prolong the life of your charging cable, avoid sharp bends and never tightly fold it. We recommend charging your device at home to ensure it's ready for the school day. Please note, if your charger is damaged, replacement costs will be your responsibility.
- Compliance: Following these guidelines is part of adhering to the school's Code of Conduct. Violations may result in disciplinary actions.

By following these guidelines, students and families help ensure that school-provided devices are used effectively and responsibly.

ICT Use Agreement for PYP Students

Using ICT at School:

- You can use ICT (like tablets and computers) during learning, choice time, play time, and SFO, but only if a staff member says it's okay.
- ICT is mainly for learning. A teacher must direct all ICT use. Using devices without permission is not allowed.

Device Care and Security:

- Always keep your device with you or in a safe place. If you can't watch it, lock it up or leave it at home.

Being Respectful and Responsible:

- Use ICT in a kind and careful way.
- Keep the passwords your teacher gives you secret.
- Show an adult your work whenever they ask.
- Ask for help if you need it.
- If something on the screen makes you uncomfortable, tell an adult right away.
- Follow all the rules when using ICT.

Don'ts:

- Don't send mean messages.
- Don't play games unless a teacher says it's okay.
- Don't use email to bother others.
- Don't pretend to be someone else when sending emails.
- Don't use chat apps unless your teacher approves.
- Don't install extra programs, apps, or anything else on your device.
- Don't download or upload programs, apps, or use Bit Torrents.

Data and Files:

- Remember, the school isn't responsible for what's stored on your device. Save your school work on the school's Google Drive as recommended.

Consequences:

- Responsibility for Damages: If you break the rules, you might have to pay for any harm done to school computers or other ICT resources, especially if you meant to do it or were very careless.
- Inspections: The school can check what's on its devices anytime to make sure everyone is following the rules.

- Other Consequences: Depending on what happened, you might face other actions as described in the school's Code of Conduct.

Important Points:

- Breaking these rules can lead to serious consequences.
- If school ICT resources like computers are lost or damaged because of something you did on purpose or by not being careful, the school might ask you to pay for them.
- The school can look at what's on its devices and programs, like Google Workspace, to make sure everything is being used correctly.
- There could be additional actions taken according to the school's rules and policies.

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.

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 Guide upon admission.

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. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the device. 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 or other similar 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.