Information Technology (IT) Responsible Use Agreement (RUA) for Upper School

ISE Definition of Digital Citizenship

"At ISE we see digital citizenship as a constructive engagement with the virtual world as a whole. It involves acting with integrity and awareness at all times in one's digital interactions."

Technology and Innovation at ISE

Technology and mobile devices are integral to the lives of our students. The International School of Estonia (ISE) has long been at the forefront of technology integration in education, recognized for its innovative practices in the classroom. Our commitment to technology integration is driven by a desire to support and enhance both inquiry-based learning and personalized educational experiences.

To further this commitment, ISE implements the Bring Your Own Device (BYOD) program in the Middle Years and Diploma Programme. As a Google Apps for Education (GAFE) school, we utilize these platforms to facilitate a collaborative and efficient learning environment.

We believe that a positive approach to technology use involves safe, responsible, and respectful practices. Parental involvement is key in this process. To support this, we engage with parents, providing resources and strategies to help create a safe and productive digital environment for our children.

For our Upper School students and families, we have established detailed Responsible Use Agreements. These agreements outline guidelines, recommendations, and requirements to ensure that technology use is aligned with our educational goals and values. They are designed to help students become not only adept at using technology for academic purposes but also responsible digital citizens in an interconnected world.

Student Responsibilities

- I will communicate respectfully
- I will respect the privacy of others and not share their information without consent
- I will contribute positively to online communities and discussions.
- I will use digital platforms to collaborate constructively with peers.
- I will respect intellectual property rights
- I will cite sources correctly when using others' work for school projects
- I will maintain a balanced digital lifestyle
- I will be aware of my digital footprint
- I will access and share appropriate content only
- I will speak up about any concerning or inappropriate content or behavior encountered online
- I will reach out to teachers or parents for guidance in digital ethical dilemmas.
- I will comply with the BYOD program
- I will adhere to school technology policies
- I will protect my privacy
- I will keep my passwords secure and change them regularly

Parent Responsibilities

- Parents must read and agree to the school's RUA. Parents should read and discuss with their children the student responsibilities while going through the agreement
- Parents should model responsible digital behavior
- Parents should encourage balanced digital lifestyle
- Parents should maintain open communication with teachers and school regarding their child's technology use
- Parents should inform teachers and school of any concerns or issues related to the RUA or technology use at school

Teacher Responsibilities

- Teachers should familiarize themselves with the RUA and be aware of any changes or updates to the agreement
- Teachers should model responsible digital behavior
- Teachers should promote balanced approach to technology and digital lifestyle
- Teachers should proactively address digital citizenship issues
- Teachers should create an inclusive and safe digital environment

Messaging Services, Social Networks and Additional Mobile Devices usage

At ISE respectful relationships are essential therefore all online relationships (student to student, teacher to student, student to teacher) should mirror that of face-to-face relationships.

The school's primary electronic communication platform for all interactions is the school Gmail and Managebac. Teachers in general will not engage in private communications with students via social media platforms. Students contacting ISE staff from personal email accounts or social media, must be informed that they will only be answered when their request originates from an ISE Gmail platform.

School email may not be used for unlawful activities, political or commercial purposes, any form of harassment or sending of spam messages. Students should promptly disclose to their teacher or trusted adult any message or information they receive that is inappropriate or makes them feel uncomfortable while on the web, using e-mail, chat rooms or forums.

Smartphones and Devices

Students are permitted to carry personal mobile communication devices with them during the school day.. These devices may not disrupt instructional times. Instructional time is defined as from the start to the end of a class period. Unless necessary for a lesson, mobile phones and social media may not be used during classroom instruction time. To help students focus on their learning and develop essential self-management skills and follow this expectation, ISE is implementing a smartphone guideline during class hours. **Students are required to keep their smartphones on silent mode and place these in designated Smartphone Boxes at the beginning of each class.** They can retrieve them during breaks and between classes or if needed for an educational reason as planned by the teacher. This practice aims to reduce distractions and support students' academic success.

Academic Integrity

Academic integrity in the IB is described by the IB learner profile. As stated in the IB learner profile, all members of the IB community must strive to be "principled", acting with "integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere". For more information regarding ethical access and use of both online and offline resources and tools please refer to ISE PYP-MYP-DP Academic Integrity Policy.

Bring Your Own (BYOD) Programme

The BYOD Programme at ISE enables student agency in many ways. BYOD offers ubiquitous device use for our students to support their personalized learning needs. This allows them to bring their personal laptops, tablets, and smartphones from home and use them for educational applications in the classroom. Students are able to make their own choice about which device and applications best serve their learning goals, in addition to developing responsibility, care and technical skills. Being able to evaluate and make such choices is an important aspect of information and communication literacy (ICT).

BYOD Guidelines for Students and Parents

- Students enrolled in the Diploma and Middle Years Programme are required to bring their own device to school along with the peripherals that they consider necessary for their learning. Students have the option to choose which device suits them best, after considering the minimum technical specifications set from our school

- Students will be expected to follow the school's rules and guidelines in regards to bringing your own device to school

- The personal owned laptop is advised to be an updated MAC OS laptop or Windows 10 laptop

- The device is protected with a licensed Antivirus software

- VPN access will only be granted to a password-protected account on that particular device and only to school's administration and business office employees

- The device does not have any peer-to-peer (P2P) software such as torrent, Utorrent, bittorrent and other means of illegal software that infringes copyrights.

- Any usage of anonymizers, P2P, gambling, pornographic websites, etc, is strictly prohibited.

BYOD: Minimum Laptop Requirements and Recommendations

It's important to consider the minimum technology requirements that will ensure compatibility, security, and a productive learning environment. Here's a suggested list of minimum device tech requirements:

1. **Device Type:**
   - **Primary Devices:** Laptop or convertible (2-in-1)
   - **Supplementary Devices:** Smartphones or tablets are allowed for use, but should not be the primary device due to screen size and functionality limitations. **iPad Pro, Chromebooks, Linux:** can be an exception for a primary device, if the user is skilled enough or creative enough to overcome the limitations for fulfilling the tasks.

     NB! Be aware that it is the student's responsibility to have a working device suited to fulfill the tasks set by the educator.

2. **Operating System:**
   - **Windows:** Windows 10 or later
   - **macOS:** macOS 10.15 (Catalina) or later
   - **Chrome OS:** Latest stable release
   - **iOS:** Version 13 or later
   - **Android:** Version 10 or later

3. **Processor:**
   - Intel-based processors: Core i5 or better
   - AMD-based processors: Ryzen 5 or better
   - ARM-based processors: Apple M1 or better

4. **RAM**
   - 8GB minimum
   - 16GB recommended

5. **Storage:**
   - Minimum 128GB or lager of internal storage
   - Solid State Drive (SSD) preferred for faster performance

6. **Battery Life**
   - Minimum 6 hours of battery life to support a full school day

     NB! It is the student's responsibility to carry a charger for his primary device and charge his device before coming to school.

7. **Connectivity:**

- **Wi-Fi:** minimum 802.11ac or 802.11ax
- **Camera:** Built-in or external webcam at least 720p resolution
- **Microphone:** Built-in or external microphone
- **Headphones:** Weird or wireless headphones
  Application and Installation Guidance

- **Google Workspace:**

All ISE members (students and staff) are provided with and Google Workspace for Education account with the domain name @ise.edu.ee

Google Workspace is the primary collaboration and productivity tool of ISE.
It includes all the necessary apps for your work, like Gmail, Calendar, Meet, Chat, Drive, Docs, Sheets, Slides, Forms, Sites, and many more—in one location, so you can create, communicate, and collaborate.

- **Microsoft Office 365:**

On request of the user, ISE can provide a Microsoft 365 account at no cost.
All ISE users (students and staff) have access to Microsoft Office 365 via their ISE email accounts. However, it is up to the user to register and accept the terms and conditions of the service.

With Microsoft 365, you can get: Microsoft Teams, Word, Excel, PowerPoint, Outlook, OneDrive, and so much more. The ability to install on PCs, Macs, tablets, and phones, up to 5 devices. Or use the cloud-based version of the service with 1 TB of OneDrive cloud storage.

NB! Please note that Google Workspace is the primary productivity platform of ISE, and Microsoft 365 is a supplementary option!

- **Internet Browsers:**

A minimum of two different browsers should be installed on the laptop. They should be up-to-date versions of Google Chrome, Safari, Firefox, Brave, Opera, Edge.

- **ManageBac:**

ISE communicates to students and families primarily through an information portal called Managebac. Examples include academic information e.g. attendance, the student assignments and assessment data and reports, as well as announcements, information of other matters and school events. Information from Managebac regarding school matters will be delivered to the email. Students will receive notifications to their school email. Parents are requested to list their up-to-date email address with the office. The school will not share your email with third parties without your permission.

Troubleshooting, Maintenance and Security

- Students and Staff are responsible for the maintenance, updating, licensing, troubleshooting, backing-up and care of all personally owned devices.
- ISE will not provide license keys to any students or staff members for personal owned devices.
- Students are not permitted to download and/or use software or mobile applications when on campus that are violent, abusive and/or considered illegal or threatening to our school's network.
- Connectivity troubleshooting that is related to the school's network is supported by IT.
- The IT Department has every right to monitor and protect the school's network..
- Users must not download pirated software or illegal content onto their devices. If discovered otherwise, the school's IT Department has every right to forbid the usage of the equipment.
- Users must not use corporate workstations to backup personal data or synchronize personal content unless such content is required for legitimate business purposes or explicitly allowed by the IT department.
- ISE is able to provide daily support during school hours and contact can be found at jevgenid@ise.edu.ee or it@ise.edu.ee. The IT Department has every right to access a personally owned device, should it be necessary to provide technical assistance that influences instructional tasks.