

Information Technology (IT) Responsible Use Agreement (RUA) for Lower 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

Mobile devices are increasingly present in the lives of our students. ISE is a 1-1 iPad school, providing students from PYP 1 to PYP 5 with an iPad, in order to support inquiry and personalized learning. Classrooms are equipped with Apple TV’s. The school offers a robust wireless network that is capable of supporting the full spectrum of devices currently available to students. ISE is a Google Apps for Education (GAPE) school and provides all students starting from PYP 1 with an ISE email account to use in and outside campus for educational purposes. Appropriate restrictions and settings are set for Google Apps use according to the age level of students.

All parents need to read with their children and sign the Responsible Use Agreement (RUA), within the first week of school before a student can use their device in school or other school owned devices.

- Lower school students are not allowed to borrow school owned iPads over the summer time.
- PYP 1 - PYP 5 students are not allowed to take home their iPads during the school year if not stated otherwise.
- PYP 3 - PYP 5 students are allowed to take home their iPads during the school year, after their homeroom teacher’s permission.

Bring Your Own Device (BYOD) for PYP 5 at ISE

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 from home and use them for projects in the classroom. Being able to evaluate and make such choices is an important aspect of information and communication literacy (ICT).

iPad and Digital Citizenship Responsibilities

Parent Responsibilities

- Parents and students must read and agree to the school's RUA. Parents should read and explain to their children the student responsibilities while going through the agreement.
- The iPad must return to school in fully functioning, working order at the time of withdrawal.
- When an iPad is broken/malfunctioning but can be repaired, the school will run the initial diagnostics and get the price offered for the repairs. The iPad repair will be taken care of ONLY by school. Once the diagnostic tests are completed and the cause of the malfunction has been determined, the school will make a decision as to who is responsible for expenses incurred in the repairs. In the case of a technical breakdown the school will cover the cost of repairs. However, if it is determined that the damage was the result of negligence or misuse on the part of the student, then the family will be responsible for the costs of the repairs. School will offer a replacement iPad for the time of repairs with a new temporary agreement for that specific machine.
- Parents and students should not use their personal accounts on school owned devices.

Student Responsibilities

- I will handle all computing equipment with respect
- I will use my iPad only when the teacher allows me to.
- I will put my iPad on the side to listen to instructions.
- I will ask for permission before recording someone (photo, audio, video) at school or elsewhere.
- I will not post or write anything about someone that I wouldn't like if it were posted for me.
- I will keep all foods/drinks away from my iPad
- I will not keep my iPad in very warm or very cold temperatures.
- I will take care of my iPad and always keep the cover on.
- I will clean my iPad screen regularly.
- I will carry the iPad carefully in both hands, with it tucked under my arm or holding it like a book.

- I will tell the teacher if I damage the iPad.
- I will protect my privacy - I will not include my phone number, address or schedule posts and will keep my username and password a secret.
- I will only communicate with people that I know, when using computing devices.
- I will share the iPad nicely and take turns when I am sharing with another student.
- I will help my classmates when they need help with their iPad.
- I will use only apps that the teacher has told me to.
- I will ask the teacher if I don't know how to use something on the iPad.
- I will tell the teacher if I believe that a classmate is not using the iPad correctly.
- I will speak to an adult if a friend/classmate or anyone else, talks to me in a way that makes me feel uncomfortable.
- I will tell the teacher about new cool apps that I would like to try.

I understand that any abuse of the regulations in the agreement will result in my privileges being withdrawn.

Student/Parent: I have read and agree to the terms of the Information Technology Responsible Use Agreement and the iPad Responsible Use Agreement*. I understand my responsibilities in this agreement. I understand that any abuse of the regulations in the agreement will result in my privileges being withdrawn.

Student Name _____

Student Signature _____

Parent Name _____

Parent Signature _____