

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.

Students are permitted to carry personal mobile communication devices with them during the school day. They must be turned off or in silent mode at all times during class hours. These devices may not disrupt instructional times. Instructional time is defined as from the start to the end of a class period. Teachers establish, communicate and implement their class/subject specific guidelines for mobile phone use and misuse during instructional time (e.g. devices kept in the bag/locker/on teachers desk).

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.