Colegio Gran Bretaña Acceptable Use Policy

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1 - E-Volving Learning Vision

At CGB we use technology to **enrich, enhance** and **engage** with our learning.

We are responsible digital citizens who use our creative and collaborative skills to promote a positive and sustainable future.

2 - Use of devices in school

a) Following extensive research, CGB has decided to adopt the use of Apple products for students and teachers in a staggered 1:1 programme as outlined below:

Foundation Stage	Nursery & Reception	3 - 5 years old	Small school-owned iPad sets for centre-based activities
Key Stage One & Key Stage Two	Year 1 - Year 6	5 - 11 years old	1:2 class set of school owned iPads with teacher controlled accounts
Key Stage Three	Year 7 - Year 9	11 - 14 years old	1:1 "Bring Your Own iPad" (BYOi) Student/family controlled accounts with the school supplying digital textbooks through "EducaDesk"
Key Stage Four & Key Stage Five	Year 10 - Year 13 (IGCSE & IB)	14 - 18 years old	Optional "Bring Your Own Device" (BYOD) School owned iPad bank to be signed out by teachers when needed

For Key Stage Three the BYOi is obligatory for all students as some subjects will deliver their textbooks through the "EducaDesk" iOS app. Students will be issued with an EducaDesk login on registration and digital textbooks will be assigned to the students on a yearly rental agreement (which shall be covered by the annual School Book Rental). It is vital that all understand that the students' iPads are primarily a LEARNING tool, and not a toy.

While we understand that parents may feel that the confiscation of the iPad may be a justifiable punishment, in doing so they are also removing their child's' right to learn. The school will support parents in learning how to place restrictions on the iPads to remove access to games and social networks.

Failure to bring your iPad to class is equal to failing to bring your textbooks and/or exercise books. For this reason, students will be sanctioned unless they have a note from their parents explaining cases of theft or damage.

b) A small number of iPads will be made available to students in 1:1 year groups in case they forget to bring their own to school. These will be able to be signed out along with written permission from the student's form teacher. The students will incur a warning for not bringing the correct materials to school, and must return the iPad at the end of the school day. The student accepts full responsibility for the iPad.

In the case of loss or long term damage, the parents of a child in a 1:1 year group may opt for a short-term loan of a school-owned iPad. The parents' will need to accept in writing full responsibility for the iPad and the loan may not exceed 30 calendar days.

c) All teachers will be issued with a MacBook at the beginning of the school year and will be given the option of entering into a shared purchase "MacBook Plan" on a three-year basis. Teachers working within the obligatory iPad year groups will also have the option of being issued a school-owned iPad or entering the shared purchase "iPad Plan".

d) First and foremost, devices are used to "enrich, enhance and engage with our learning" in accordance with our E-Volving Learning Vision. Teachers follow the SAMR model (Dr. Ruben Puentedura) to explore opportunities for the integration of technology into learning activities and to use technology to enhance and transform the way students learn. Students will therefore develop the skills to use technology across the curriculum in order to support and extend their learning.

e) Devices can only be used by students when instructed to do so by their teachers. Students must keep their devices safely in their bags or lockers when not in use. It is the students' responsibility to keep their devices safe at all times. All devices must be registered with iCloud and have "Find my iPad"/"Find my Mac" activated to help locate them in case of loss.

Students must not use their devices between classes or whilst walking through the corridors as this poses a health and safety risk and may cause delays between lessons. Students are encouraged to seek balance in their use of electronic devices and staff will promote the value of play and social interaction.

Students should ensure at all times that they are accessing age appropriate applications and media and should take special care when there are younger students in their vicinity.

If students are found breaking any of these rules, measures will be taken in accordance with the school's handbook.

f) In Primary, the teachers are in control of the individual iTunes accounts for the purchase of Apps, iBooks and visual media. Teachers and Teaching Assistants should ensure that the iPads are regularly checked for app and system updates. It is the responsibility of the IT (Information Technology) Support Department to store and charge the class iPad sets.

In Key Stage 3, it is the student's responsibility to download any free apps or media at their teacher's request. Digital textbooks and materials should be downloaded through "EducaDesk" app to allow for offline work. It is the student's responsibility to keep their devices safe, charged and updated at all times.

In Key Stage 4 & 5, it is the responsibility of the IT Support Department to store, charge and update the school owned devices. App and digital media requests should be made directly to the Integrated Technology Coach. If the request is approved, the Integrated Technology Coach will instruct the IT Support Department to install the app. Teachers must give three working days for the request of a new app/digital media.

g) Use of School Owned Devices - Primary iPads are assigned to specific classes in a 1:2 ratio of iPads to students. The iPads will be stored and charged in the IT Support Department. Only the class teacher or teaching assistant will be able to collect the iPads. Specialist teachers will have access to the primary class' iPads, but will need prior permission from the class teacher.

The teacher accepts full responsibility for the iPads whilst they are in their possession. If the iPads are left unattended at any time, it is the class teacher's responsibility to ensure that they are placed in a locked and secure area. The teacher or teaching assistant should return the iPads to the IT Support Department once they are no longer needed. When returned, the IT Support Assistant will check the iPads for number and damage.

All other school owned devices (including secondary iPads) should be reserved using the online booking system. Reservations must be made at least seven hours in advance of when the devices are needed. Mobile laptop and iPad suites will be delivered to classrooms according to the reservation. All other devices should be collected directly from the IT Support Department.

It is the teacher's responsibility to inspect the devices for any visible damages or defects and report these to the IT Support Department immediately. The teacher must ensure that before a student uses a school-owned device (secondary) that they first complete the sign out form accompanying the delivery. At the end of the lesson, the teacher must check the devices back in, inspecting them for any visible damages or defects.

h) Damages - All damages must be reported immediately to the IT Support Department via email with all known details about the damage and persons involved. The IT Support Coordinator will conduct an investigation of the damage and will ascertain who is responsible for the damages and therefore the repairs. If a student is found responsible, the parents will be billed for the repair or replacement. For this reason, it is imperative that the sign-out form is completed each and every time a student uses a school-owned device.

In the case where a device is lost under a teacher's care, or damaged with no report or completion of the sign-out form, the teacher is responsible for 100% of the repair or replacement of the device.

3 - School email and Google Drive accounts

a) All CGB staff will be issued with a CGB Gmail account at the beginning of their contract with the school. This email will serve for the duration of their contract. CGB account logins will be used to access their school email & Google Drive accounts and used to access the online booking system.

Staff emails will follow the pattern of initial.surname@cgb.edu.co (e.g. s.jobs@cgb.edu.co) and staff will be able to request additional "alias" email addresses for positions of responsibility.

Staff are expected to use their school email and Google drive accounts for all aspects of school work. This includes sharing and collaborating with other teachers and students. Teachers should not share their personal email addresses or materials from any personal cloud storage services (e.g. Google Drive, Dropbox etc) with students.

b) All CGB students from Year 3 upwards will be issued with a CGB Gmail and Google Drive account. For students under the age of 13 years old, Google+ and YouTube accounts will be deactivated (in accordance to their Terms of Service).

Student emails will follow the pattern of the first three letters of the first name followed by the first three letters of the (first) surname (e.g. stejob@cgb.edu.co). All student emails will be added to an email group for their school year (e.g. year7@cgb.edu.co).

Students will be expected to use their school email and Google Drive accounts for school work purposes. They should ensure that all work saved within is clearly labelled with their names and the title of the work. (e.g. Steve Jobs - Book Comparison Essay)

c) The ICT Support Coordinator and the Integrated Technology Coach will act as administrators for the school email accounts and all requests for new email accounts and aliases should be made through them.

d) CGB accounts should be used solely for school work, school related activities and for creating accounts with third party applications or websites related to school. The account administrators may access individual email accounts if inappropriate activity has been reported or suspected.

4 - Social Media

a) Social media offers a variety of learning experiences and tools for students and teachers to explore and collaborate in the digital world. However it is important that it is used with care and at all times in accordance with the school's values and the specific site's terms of service.

b) The school recommends that students and parents at all times make themselves aware of the specific site's terms of service. In particular students are reminded of the age restrictions of certain websites and should at all times respect and adhere to these rules. At no point will a member of staff request that a student breaks the terms of service of a website or social media service. The school recommends that parents are "friends" or "follow" their own children on social media to be able to monitor their behaviour online.

c) Teachers must always conduct themselves in a professional manner online. All communication between teachers and students should be at the same level as communication in the classroom; including content, language and mutual respect. Conversations between teachers and students must be conducted through official channels that offer a record of messages sent and received; teachers' personal phone numbers must not be shared with students.

d) On private social media websites, such as Facebook, teachers must not add or accept current or past CGB students, with the exception of their own children, to their <u>personal</u> accounts until such time that they leave CGB <u>and</u> the student is over the age of 18.

e) Teachers may choose to create professional social media accounts to use in the classroom as long as they abide by the terms of service of the social media platform. These accounts may be shared with students. In such cases, passwords must be shared with the communications department.

f) It is recommended that teachers regularly review their privacy settings on social media and be aware of the potential consequences of having a public profile.

5 - Digital Citizenship

a) The whole school promotes positive and proactive behaviours at all times when using technology. Teachers are proactive digital citizens and are positive role models for all students. The school adopts a programme of Digital Citizenship as part of the Personal, Social and Health Education (PSHE) curriculum.

The Digital Citizenship curriculum contains, but is not limited to; internet safety, digital footprints and reputation, ownership and copyrights, classification and age restrictions.

b) Any behaviour which could be seen as in breach of CGB's values of Digital Citizenship must be reported immediately to form tutors; who will then investigate the behaviour and (if needed) report the incident to the head of discipline or the head of section. Serious incidents will be dealt with in accordance to the school handbook.

c) All materials, digital or otherwise, used within the school must be used within accordance to copyright laws. Where materials are cited or referenced in assignments, correct and full credit must be given following the Harvard Referencing System.

d) All materials, digital or otherwise, must be used in accordance to age ratings and classification. Teachers should refer to internationally recognised age rating organisations such as the British Board of Film Classification (BBFC), Motion Picture Association of America (MPAA) or Common Sense Media for guidance of the appropriateness of video, audio or text based media.

6 - Responsibilities

a) It is the responsibility for the whole school community to promote and uphold the guidelines within the acceptable use policy. Any breach of these rules should be reported immediately to the class teacher, head of section or integrated technology coach.

b) The Integrated Technology Coach shall oversee the implementation and integration of technology in the classroom. They shall support the PSHE coordinators in both the Primary and Secondary sections in the design, inclusion and monitoring of the digital citizenship component of this curriculum.

c) The IT Support Coordinator shall oversee the performance and maintenance of the school's physical and wi-fi network.

d) A Technology Committee will be formed each academic year of a cross section of school stakeholders and will meet on a monthly basis. This committee will advise and assist the school in the making of decisions regarding the use of technology in the classroom and in other areas of school life.

e) A Student Technology Committee will be formed each academic year of volunteer students from the Secondary section. They will meet periodically to arrange technology events and fundraisers and occasionally will be called upon to address issues raised in the regular Technology Committee meetings. One member of the Student Technology Committee (normally a Key Stage 5 student) will be elected as the President of the Student Technology Committee and will sit on the regular Technology Committee board meetings.

Approved by Technology Committee - 4th November 2015.

Approval by Advisory Board - 11th November 2015

Policy to be revised - August 2017