Information Communication Technology (ICT) Device Care and Use Agreement

Introduction to the ICT Device Care and Use Agreement

Definition of ICT:

Information and Communications Technology (ICT) refers to any technology that is used to access, store, transmit, and manipulate any type of information.

Examples of ICT:

ICT Devices: Computers, projectors, phones, tablets, smart watches, clickers, audio players, cameras, drones etc. This includes your own device.
ICT Access: Anything using an ICT Device such as the internet, computer applications, tablet and phone apps, websites, social media, email, games, and any other digital technology.

Purpose of this agreement:

The Information Communication Technology (ICT) Device Care and Use Agreement is issued to all students and their parents at Sandnes International School on admission, and is renewed at the beginning of every academic year. The agreement is non-negotiable. Please return the reply slip to the office. The agreement itself should be kept at home for future reference but is also found on our website. ICT includes all internet-accessible devices that are used on the school premises.This includes both school and personal devices (ipads, mobile phones, smart watches, etc).

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ICT Device Care Agreement

General Guidelines for students and their families.

The following guidelines refer to the use of an Apple iPad/MacBook (PYP) or a MacBook (MYP) provided by Sandnes International School (SDIS) for the academic school year.

This device (iPad or Macbook) is the property of the school and thus requires the student assigned to it to follow all guidelines in this document. Parent/Caregiver support to ensure its safe use for studies as well as the device itself is required.

1.   The device (Apple iPad/MacBook Air) is registered to the student. The device shall not be lent out to any student or person outside of SDIS.
2.   The student is responsible when transporting the device to and from school and under any other transport. They need to ensure that it is stored safely.
3.   Parents should sit with their child periodically and check the search history on the browser.
4.   Do not eat or drink while using this device.
5.   Be careful when closing your MacBook, check that there are no foreign objects that may damage the device, like a pencil or a cable, etc.
6.   Never leave a device unattended. When not in your personal possession, the device should be in a secure, locked environment or the user's normal residence.
7.   The student is responsible for immediately reporting any damage, loss, or theft of this school-issued device to the school administration. Depending on the damage and circumstances, an insurance claim will be filed. The student may be held responsible for reimbursing the school for any costs incurred.
8.   Do not attempt to physically repair your device. If your device fails to work or is damaged, report the problem to the school as soon as possible. Device repair/replacement options will be determined by the school IT administration through the leasing and insurance companies.
9.   The student is expected to follow these usage guidelines at all times. Any breach of these guidelines will be considered a breach of the school's Conduct and Behavior Policy.

> *You are provided this ICT device as a tool for learning and you must take good care of it. Parents have a legal responsibility to reimburse the school if a device is damaged (up to 5000 kr). "Elevens erstatningsansvar er regulert gjennom Lov om skadeerstatning §1-1 og foreldrenes ansvar gjennom § 1-2. Foreldre er dermed erstatningsansvarlig for skade inntil 5000 kr for hver enkelt skadevolding."*

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ICT Use Agreement for MYP

1. Recreational use of ICT devices is a privilege, not a right.
2. ICT at school is for learning and is only to be used with the direction of a teacher. Non-directed use is not permitted.
3. ICT devices and access at school is used respectfully and responsibly. You must charge your device at home so that it is ready for use at the beginning of each day.
4. Keep all personal information (yours and others') confidential when working online. A user account is strictly personal.
5. You must show any school staff what you are working on when requested during the school day. School staff may view the history of your device at any time.
6. If you have a technical problem with ICT, share this with the appropriate school staff.
7. If you encounter interactions using ICT that make you uncomfortable, tell a staff member at the school for support.
8. ICT resources may not be used to send threats, to harass or bully others, to spread material that violates the Norwegian law.
9. Do not participate in any inappropriate use of ICT in school. Inappropriate use of the ICT includes:
   - Committing crimes,
   - Bullying, harassing or stalking others,
   - Committing copyright violations, such as illegal copying of music files, movies, pictures or software, or using Artificial Intelligence (AI) without acknowledgement (as outlined in the Academic Integrity Policy)
   - Transmitting obscene, hateful or threatening communications,
   - Communicating or publishing inaccurate or offensive materials,
   - Using AI technologies without specific guidance to do so,
   - Invading someone else's private computer files or reading their email,
   - Lending a user identity or password to another person. It is not permitted to acquire another user's identity or use it. If a pupil suspects or knows that another person has learnt their password, they must change it immediately.
   - Playing electronic games unless approved by a teacher,
   - Downloading software from websites without teacher permission or approval,
   - Installing or using a VPN,
   - Using a personal device such as a drone or a camera without a staff member's permission during the school day,
   - Uploading or downloading any computer virus on purpose,
   - By-passing any school imposed restrictions on access to the World Wide Web,
   - Transmitting via email any unsolicited advertising, promotional materials, "junk mail", "spam", "chain letters", "pyramid schemes", or any other form of email solicitation,
   - Engaging in commercial activities online such as buying or selling things, without permission from teachers,
   - Viewing and/or downloading or uploading pornographic, violent or offensive pictures or stories,
   - Using someone else's identity to communicate, to a "Crush" or "Secret Admirer" website, or to any website collecting other people's email addresses for any purpose whatsoever.
   - Engaging in chat of any kind whether it is by using chatting programs or chatting rooms, including Facebook, and Gmail without explicit permission from the teacher,
   - Using SDIS's network to attempt to access equipment or resources they normally have no right to access.
10. Accessing other people's emails
11. Digital Publishing Privacy Options:

In both cases, what students publish will be a part of an assessment in MYP. SDIS staff will provide guidance and constructive feedback to ensure safety during this learning. Families will support students' safety online at home as well.

1. Public online publishing - student may use publicly visible online publishing platforms (ie. WordPress, Weebly, etc.). Students will be encouraged to use privacy options available to them within these tools and to practice responsible digital citizenship.

2. Protected online publishing - student may only publish online using tools available through the school G Suite account (ie. Blogger, Google Sites) which will only be visible to others in the school community with G Suite accounts.

Sanctions

Students should understand that breaking these rules will have consequences.

- May include loss of privileges to ICT resources. It may be for a lesson or for a longer period of time.
- In the event of damage to or loss of SDIS's ICT resources, SDIS may demand compensation from the pupil if the damage is due to wilful intent or negligence
- Compensation for loss of or damage to an assigned ICT resource borrowed from the school is regulated by a separate agreement between the pupil and SDIS.
- The school can review the contents of the school's ICT devices and related programs, such as Google workspace, to ensure the device and programs are in line with the school's expectations
- Other sanctions may be employed in line with the SDIS Conduct and Behavior Policy.

On leaving school

- Any material belonging to SDIS must be returned. All software, documentation or data owned or lent by SDIS 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 SDIS 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.

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ICT Use Agreement for PYP

1. Use of ICT devices in school for personal fun is a privilege, not a right.
2. ICT at school is for learning and is only to be used with the direction of a teacher. Non-directed use is not permitted.
3. ICT access is used respectfully and responsibly. You are expected to have your device charged and ready at the beginning of each school day.
4. Never share personal information (passwords, home address, telephone number, full name etc.) online.
5. You must show school staff what you are working on when asked during the school day.
6. If you have a technical problem with ICT, share this with your teacher.
7. Tell your teacher if you experience anything uncomfortable, scary, inappropriate or violent while using ICT.
8. Computers and other devices may not be used to send threats, to harass or bully others, to spread inappropriate material that breaks Norwegian law.
9. Do not participate in any inappropriate use of computers and other devices in school. Inappropriate use of the computers and other devices includes:
   - Bullying, harassing or stalking others.
   - Sending or spreading rumors or gossip.
   - Sending rude, hateful or threatening messages
   - Illegal copying of music files, movies, pictures or software, (as outlined in the Academic Honesty Policy).
   - Uploading or downloading any computer virus on purpose.
   - Using somebody else's private computer without permission, or reading their email or using someone else's identity to send an email.
   - Letting someone use your username or password.
   - Playing digital games unless approved by a teacher.
   - Downloading software from websites without teacher permission.
   - Going on to websites that are blocked by the school.
   - Sending "junk mail", "spam", "chain letters", "pyramid schemes", or any other form.
   - Engaging in commercial activities online such as buying or selling things, without permission from teachers.
   - Viewing and/or downloading or uploading inappropriate, violent or offensive pictures or stories.
   - Chatting and using chat without explicit permission from the teacher.
   - Using SDIS's network to try to get information or resources you normally have no right to have.

Consequences

Breaking these rules has consequences.
   - If damaged or lost, SDIS may ask that you pay for the damage, repair or replacement.
   - If you are irresponsible with your computer you or your family will have to pay for the damages.
   - The school can review the contents of the school's ICT devices and related programs, such as google workspace, to ensure the device and programs are in line with the school's expectations
   - Other sanctions may be employed in line with the SDIS Conduct and Behavior policy.

Upon Leaving School
   - Any material belonging to SDIS must be returned.
   - The school reviews the existing Google accounts annually in September. Students not enrolled will have their account and all documents deleted at this time.

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ICT Use Agreement

We have read, understood, and will follow the ICT Use Agreement for this year.
- ❏   Yes
- ❏   No

For the MYP only. Please indicate your preference from the two options below concerning online digital publishing for the upcoming school year. I would like my child to adhere to the following privacy option for digital publishing (#10) this year:
- ❏   Public online publishing
- ❏   Protected online publishing

By signing this you acknowledge all the rules on the previous pages.

"We agree to the stated rules for using computers and the Internet at school and we understand that violation of the rules will result in a discipline procedure that may include loss of use privileges, and additional discipline according to the SDIS Conduct and Behavior Policy and the Norwegian Education Act".

Name of Parent/Caregiver   Name of Child

_____   _____

_____   _____
Signature of Parent/Caregiver   Signature of Child

Date _____

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