

Student technology rules and responsibilities

Use of the laptops

ISB believes that IT and related technologies have the power to enrich your learning and make it more interesting. The following rules and responsibilities are designed to ensure our IT resources are maintained and used sensibly and appropriately for the good of everyone. Laptops are provided by the school and should be treated respectfully and handled with care.

All electronic communication systems at ISB including, but not limited to, laptops and computers, computer data, and program files, email and internet accessibility, as well as software provided to students are the property of ISB and are intended for **academic** use only.

Access to these resources is a privilege and not an automatic right. These privileges can be changed or withdrawn at any time without prior notice.

General technology rules

1. 7:55-8:00 Students are expected to activate “flight mode” or turn off their mobile phones and place them safely in the designated Class-Box. After the final lesson, a teacher will retrieve the Class-Boxes from the Teachers’ Prep Room, and students can reunite with their mobile phones. For students in P1-P5 attending After School Club, their phones will remain in the Class-box until they leave. Should you as a parent or guardian need to contact your child during school hours, please call the ISB Administration at 26327800. Should students need to contact you, they will do so from the Administration. If a student needs to leave during the school day, they will be able to get their phone upon departure.
2. All personal mobile devices (tablets, MP3 players, game devices, etc.) must be kept in lockers for the duration of the day, should they be brought into school.
3. Any visiting/ returning students should also follow the school’s ‘no mobile phone policy’.

If a student does not follow these rules, a parent/guardian will have to pick the phone/item up together with the student when it is possible for the Head of School to meet.

Laptop programme-specific rules

Students use laptops as an integrated part of their learning at ISB.

Teachers are responsible for ensuring a balanced use of technology in the lessons. Students are responsible for the following:

1. Laptops are not to be left carelessly or unattended in any area of the school - inside or outside. When not in use they are to be returned to the relevant charging cabinet and properly plugged in.
2. Students are not allowed to walk or run with open laptops or carry them by holding the screen.
3. Students are not allowed to use or manipulate another student’s computer unless permission is given.
4. Using computers during lessons for things other than work prescribed by the teachers can lead to confiscation of the laptop. This could include, but is not limited to, accessing social networks, excessive YouTube watching of unrelated material, playing games, etc.
5. Any laptops confiscated will be withheld for one whole working day or more depending on the case and the student will have to do without it.

ISB technology behaviour and sanction grid

All students must abide by the following expectations of behaviour when using technology.

Lower level misuse	Sanction
<ul style="list-style-type: none"> Interfering with another person's computer or device Use of the Internet for playing games, streaming video or music, chatting, or use of social networking sites without permission Using off-topic technology during lessons Mistreatment of a laptop, including carrying it around roughly Leaving laptops unattended Using a mobile device without special permission 	Level 1 <ul style="list-style-type: none"> Verbal reprimand Subsequent occurrences to be reported to the Head of Middle School and then parents will be informed. One or repeated instances can lead to one day confiscation of the laptop and parents being informed.
Medium level misuse	Sanction
<ul style="list-style-type: none"> Unplugging network, monitor, printer or any other cables or moving computer equipment around Visiting inappropriate/offensive websites (racial, violent, disturbing or low-level sexual content). 	Level 2 <ul style="list-style-type: none"> Parents will be contacted Students can have the laptop or wi-fi removed for a period of one week
Higher level misuse	Sanction
<ul style="list-style-type: none"> Accessing network with another user's details, without permission Recording images and /or audio of school community members without their consent and or parental consent Posting of images and /or audio of school community members on sites accessible on the internet without their consent and/or parental consent Bringing illegal material, such as pirated games, movies and music into school Manipulation of the network in any way such as through MAC address spoofing, wireless monitoring software, etc. Impersonating another person in any way using technology Deliberate damage or theft of IT equipment Accessing and sharing unacceptable/illegal material from the Internet or a personal device (racial, violent, disturbing or high-level sexual content). <p><i>Misuse of the following nature will most likely result in severe repercussions and will be taken up case by case along with the leadership, the student, homeroom teacher and parents.</i></p> <ul style="list-style-type: none"> Knowingly attempting to transfer a virus onto the school network Hacking, or attempting to hack into the school network. 	Level 3 <ul style="list-style-type: none"> Parents will be contacted Students can have the laptop or wi-fi removed for a period of 2 weeks Level 4 <ul style="list-style-type: none"> Potentially a breach of this character can lead to permanent expulsion from school

Although comprehensive, this is not an exhaustive list of unacceptable behaviour.

Students must use their common sense in enjoying, but respecting their responsibilities toward technology.

Accident and liability insurance

In Denmark, the general rule is that students are covered by their family's liability and accident insurance. A standard Danish insurance will cover children until they are about 18 years old. It is the responsibility of the parent to ensure that their children are sufficiently covered while they are in school or on school trips. Please contact your insurance provider for more information. If your child breaks or damages ISB property, it is the family's insurance who covers the expenses. This means that in the event that your child accidentally (or on purpose) breaks or damages ISB property, you will receive the bill. Of course, there are no fixed prices on this but, for example, the current price for a student computer is 6.800 DKK, the keyboard up to 1.500 DKK, screen up to 2.400 DKK etc.

Student technology code of conduct agreement

Parent/guardian

I have discussed this document with my son/daughter and agree to follow the code of conduct. I understand these rules are for the safety of my child, the preservation of school resources, social benefit and smooth running of the IT network.

Parent/guardian name (print).....

Parent/guardian signature

Date ____ / ____ / ____

Student

I have discussed this document with my parent/guardian and agree to follow the code of conduct. I understand these rules are for my own safety, the preservation of school resources, and smooth running of the IT network.

Student name (print)

Student signature

Class

Date ____ / ____ / ____