Balanced and Responsible use of Digital Devices Policy

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Introduction

At Island School, we are committed to giving students the opportunity to develop the digital skills that they need in order to become successful 21st Century learners. Knowing how to use digital devices, such as laptops and smartphones in a productive, balanced and responsible way is a key element of this learning experience.

This policy has been designed to support that learning. It provides essential information for the school community, including students, teachers, parents and guardians about the expectations for appropriate, balanced, ethical and legal use of digital devices both on and off of the school campus.

All students, parents and guardians must read and approve by electronic signature the current version of this policy upon its publication and when they register with the school at the start of each academic year. By signing the policy, parents and guardians acknowledge that they have read this policy and understand and accept that:

- Island School reserves the right to monitor the school network at all times in order to detect inappropriate or illegal behaviour and to maintain the performance of the Island School network for the best learning experience for all users.

- Island School reserves the right to review the contents of a digital device in the case of suspected inappropriate or illegal behaviour.

- Students who breach this policy may have limitations placed on their usage and access.

- In circumstances where a student has repeatedly made inappropriate use of digital devices, the school reserves the right to temporarily prohibit the use of any digital devices or peripherals by a student or group of students. In such circumstances, the student will be given support and the conditions for resumption of use of the relevant digital device will be made clear.

- If a student commits any inappropriate action using a digital device when off campus, the school reserves the right to take appropriate action in relation to that incident if it affects other members of the Island School community or if it may affect the reputation of the school and/or ESF.

- If the school suspects that a student or group of students has engaged in any illegal

activity using digital technology, we reserve the right to inspect students' devices and file storage as necessary and inform the police if illegal material or evidence of illegal activity is found.

● If a student receives a text or image they find inappropriate, which they believe others might find inappropriate, or which they think might be illegal they should not reply but keep a record and tell a parent or guardian or teacher. They should not forward such text or images to others under any circumstances.

● Students should respect copyright and intellectual property. They should not upload, download, store or transfer any material that breaches copyright (for example pirated software, movies or music). They should give credit to the work of others as required by both the School 'IS Guidance on Academic Integrity' and Hong Kong law.

Digital Citizenship at Island School

ESF has developed a Digital Citizenship Curriculum Framework to ensure continuity of learning from Kindergarten up to Year 13. Digital Citizenship education at Island School will be provided in accordance with this framework in a variety of ways, including through the school's Thrive programme, which is followed by all students. Parents and guardians will be given the opportunity to develop their understanding of Digital Citizenship through seminars and other resources offered by Island School and ESF.

Online learning

During any period of online learning, students must read and follow the school's Distance Learning Agreement.

Respect for privacy and security

Students should remember to protect the security and privacy of themselves and all members of the College community. Students should:

● Keep their own passwords, security code and PINs private.

● Notify a password owner if they become aware of a password, so that that person can reset their password.

Students should not:

- Record or distribute any photos, images, videos and audio (including online meetings via Zoom) without the permission of all participants.

- Access or attempt to access the following:
    - another person's files or resources
    - information about other students
    - another person's account and/or email
    - another person's digital device
    - areas of the network to which you have not been given access

- Give out their phone number or another person's phone number to people they do not know.

Use of devices for entertainment purposes

Island School recognises that using digital devices for entertainment purposes, such as listening to music, watching videos or playing games, can play an important role in students' wellbeing. However, being at school provides an important opportunity for students to take part in activities and interact with other members of the community. Use of devices for entertainment purposes is therefore restricted to specific times and places according to students' year group. Students should not use their digital devices for entertainment purposes whilst on the school premises.

Use of AI

Island School is committed to leveraging Artificial Intelligence (AI) to support and enhance the educational journey of our students while ensuring alignment with the core principles and objectives of the Island School curriculum. This policy document outlines the responsible use of AI technologies in our school.

Island School Generative AI Policy (DRAFT)

Care of devices

Digital devices are expensive items and it is important that students take responsibility for keeping their personal digital devices safe by following these guidelines:

- Digital devices should either be in a student's possession or locked in their school locker, which should be kept padlocked using a suitable lock.

- It is not recommended that students share their digital devices with others. If a student shares their device with another, they are responsible for that decision.

- If a student misplaces a device, they can ask the School Office Staff or their Head of House to place a message on the school bulletin to ask if anyone has seen it. Staff do not undertake searches for missing devices.

Responsibility for digital devices rests with students and the school accepts no financial responsibility for damage, loss or theft.

Use of devices on campus:

Laptops

- Students join the school's one-to-one laptop programme.

- Students are expected to bring their laptop to school each day.

- Their laptops should be fully charged overnight for use in lessons.

- Students should only open their laptops when instructed to do so by their teacher.

- Students should close their laptops when instructed to do so by their teacher.

- During lesson times, students should only use apps that they have been instructed to use by their teacher. If a student wants to make use of a different app, they should seek permission from their teacher.

- Students should not use their laptop at break and lunch time unless permitted to do so in a designated learning space.

Headphones

- Students may bring headphones to school.

- Students should not use their headphones on the school premises, unless the teacher directs them to do so in order to enhance teaching and learning.

- There is no requirement for a student to have headphones and students will not be required to use headphones as part of learning activities. If students are given the option to use their headphones as part of a learning activity, the teacher will ensure that students without headphones are not disadvantaged.

Smartphones

- There is no requirement for a student to have a smartphone and students will not be required to use a smartphone as part of learning activities. If students are given the option to use their smartphone as part of a learning activity, the teacher will ensure that students without smartphones are not disadvantaged.

- It is recommended that students keep their smartphones in their locker during the school day. Alternatively, they may be kept in their bags but should be switched off, unless being used for educational purposes in agreement with the teacher.

Middle Phase Students:

- Smartphones should not be used between classes or at break and lunch times

Senior Phase Students:

- Phones may be used for brief periods between lessons and during break times for organisational purposes and essential communication.

- Students should model responsible and balanced use of devices to other students, especially younger students

- Phones should only be used when such use will not cause a risk to other

Tablets

- Students do not need to bring a tablet, such as an iPad, to school for use in lessons.

- If a student chooses to bring a tablet to school, they should not use it in class without their teacher's permission. The tablet should not be used as an alternative to the student's one-to-one programme laptop.

Smart watches and other wearables

- Students may wear smart watches, fitness trackers and other wearables to school.

- These devices should be kept on silent mode and notifications should be during class so as not to cause any distractions.

- Smart watches and other wearables with screens should not be worn during assessments.

Digital devices and use of the Island School network and cloud storage

The network at the School is for educational purposes and should be respected. Students should conserve our bandwidth by not:

- playing MMO (massively-multiplayer online) games

- streaming media services, such as Netflix

- using file sharing services

- connecting excessive numbers of devices to the network

All of these types of usage may create significant network traffic and slow down the service for other users and affect learning activities.

Our school network is monitored by ESF's Security Operation Centre, which is operated by PricewaterhouseCoopers (PwC) to detect and prevent cyber threats in networks and cloud environments. SOC provides 24-hour protection and assists ESF in detecting suspicious and malicious traffic and alerts us to potential cyber-attacks and data leakage.

Students must not attempt to:

- Bypass the security measures on the school network.

- Hack or damage the network in any way.

- Access, bring in to school, distribute or store on the network or school cloud storage age inappropriate or illegal material.

- Access age inappropriate or illegal websites.

Students must not connect to the school network without up-to-date internet security software. Such software is installed on all laptops that students have purchased via the school's one-to-one laptop scheme. Students who purchase their own devices are responsible for installing appropriate internet security software before connecting to the school network.

If a student suspects their laptop has been infected by viruses, malware or spyware, they should immediately contact the Island School Help Desk in person (room 404) or by email .