Use of Technology at the British International School (Jan. 2016)

Summary of Key Points

- All users of technology are respectfully asked to model best practice and use technology responsibly.
- Use of technology by students at BISP is primarily to support their learning.
- Any device use should be as directed by a teacher or in one of the specified areas for private study
- Bring your own Device Programs:
  - Years 3 & 4 iPads are optional (2015-16, 2016-17 published Feb. 2016)
  - Years 5 & 6 MacBook or iPad optional(2015-16, 2016-17 published Feb. 2016)
  - Year 7 - 13 MacBooks required
- For secondary students the school may provide emergency loans when a MacBook is being repaired.
- The school routinely monitors the use of internet and devices on the premises and reserves the right to ask to examine any device used by anyone on the school site.

1.1.   At BISP we aim to teach students to use technology effectively and responsibly, and also to understand the challenges and risks presented by technology. We also ask that all adults on the school site contribute to this aim by modelling good use of technology.

1.2.   It is expected that use of technology for school will support learning in three clearly defined ways:

    1.2.1.   As a tool for accessing and processing information under the direction and supervision of a teacher.

    1.2.2.   As an academic communication tool, under the direction of teachers.

    1.2.3.   As a tool to be used for completing assigned work

1.3.   It is the aim of the school to create students who are independent learners with strong ICT skills. As student's progress through the school they will, with appropriate preparation and assistance, be expected to assume responsibility for their own use of technology. This is reflected in the school's expectations for provision of devices: in the Early Years all devices are provided by the school, during Primary School students are gradually introduced to Bring Your Own Device, and finally in the Secondary School students are expected to provide their own MacBook[1].

1.4.   For academic purposes the school uses MacBooks and iPads. Having all students using the same devices consistently simplifies classroom management and allows everyone to focus on lesson content rather than the details of using different systems and it allows lessons to be optimized to take advantage of the features of those devices. However the school accepts that a few parents for a variety of reasons will opt to provide students with different devices, such parents have to accept that responsibility for adjusting instructions to the device is the student's not the teachers and that it is the parent's responsibility for ensuring that the laptop has similar capabilities to a 13" MacBook Pro.

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[1] The term MacBook is used in this document to refer to any of the models in the MacBook Pro, MacBook Pro Retina Display, MacBook Air and MacBook ranges of laptop computers.

1.5. The school acknowledges that technology is playing an increasing role in students social and leisure activities and will work appropriately with parents to assist students to develop safe and responsibly social use of their devices. However, in general, during the school day is not considered an appropriate time for such activities therefore the school actively discourages or bans such use.

2. Primary School

2.1. Device use and provision in Primary continues to develop and is adjusted on an annual basis. In February of each year the plans for device use and expectations for the following academic year will be published. In preparing those plans the school will try to ensure

    2.1.1. continuity and development of devices used.

    2.1.2. take advantage of devices that most students already have access to.

    2.1.3. any expectation of "bring your own device" by student's will be advanced well in advance.

2.2. The information below are the plans for the Academic August 2015-16. As with any plan the school will monitor and will adjust the plan during the year where it feels that is appropriate.

    2.2.1. In Early Years and Key Stage 1 (all years up to and including year 2) it is not necessary for children to access personal technology devices while at school. Where use of technology is deemed appropriate the school provides equipment, in particular each classroom is provided with a number of iPads for student use.

    2.2.2. In Lower Key Stage 2 (Years 3 & 4) the school operates an optional Bring Your Own iPad program. The school provides shared access to iPad's for students who do not bring their own and also access to MacBook's when appropriate.

    2.2.3. In Upper Key Stage 2 (Years 5 & 6) the school operates an optional Bring Your Own MacBook and/or iPad program. The school provides shared access to iPads and MacBooks for students who do not bring their own.

    2.2.4. Primary Boarding students are expected to have at a minimum their own iPad and for older Primary students a MacBook is recommended.

    2.2.5. In the Primary Bring Your Own Device programs the school asks that students assist teachers in that if they opt to bring a device they do so consistently. That may change on a month to month basis, for example we fully support parents who encourage students to take responsibility for devices by giving them as presents at appropriate times.

3. Secondary School

3.1. The Secondary School operates a Bring Your Own MacBook program. All Secondary students are expected to bring a fully charged MacBook to school every day.

3.2. There is limited provision of emergency loan MacBooks from the IT Office for Secondary students whilst their own is under repair by the BISP IT Department or under repair by Phuket Alpha (Apple authorized repair agent) or for very short term loans to cover specific issues that arise during the school day. Priority will be given to providing emergency loan MacBooks to boarders where the repair is being organized by the school. When a student borrows an Emergency Loan MacBook they are also accepting responsibility if it is stolen or damaged whilst in their care.

4.   Charging Devices At School

4.1.   The school does not provide charging facilities for all students in classrooms. In normal use with good batteries, a fully charged MacBook or iPad will have sufficient charge to last a complete school day. It is, however, accepted that there will be occasions when charging is needed and in most rooms there are one or two power sockets that students may, with the permission of the teacher, use for charging their devices. The IT Office will also assist with charging devices during the school day.

5.   Use of Devices at School

5.1.   Students are expected to adhere to all BISP and teacher guidelines on use of devices. All guests and staff are respectfully asked to conform to the following guidelines:

5.1.1.   Make their use of the device unobtrusive and avoid interference with any school activities

5.1.2.   Content accessed should be suitable for any children in the area. In particular we request that everyone refrains from playing games that are NOT recommended for children

5.1.3.   Do not use devices whilst moving around the school or in busy locations

5.1.4.   Do not move around the school wearing headphones

5.1.5.   Do not use any device whilst driving a vehicle

6.   Lesson Time

6.1.   During lesson time all use of devices is under the direction of the teacher, but the following general guidance is given in addition to the expectations laid out above and In the Responsible Use of Technology Policy:

6.1.1.   Devices should be closed when not in use. A near closed position can be used where students want to avoid the laptop "going to sleep"

6.1.2.   Only school authorized accounts should be used (not personal accounts for Youtube, Google, etc. and no social media). Whenever possible school accounts will be linked to the student's Google Apps For Education accounts (…@bisphuket.ac.th)

6.1.3.   Music and Videos should not be played or watched except as directed by the teacher

6.1.4.   Skype or other phone/messaging services should not be used in lesson time

6.1.5.   Games should only be played under the direction of a teacher and should be educational in nature

6.1.6.   To avoid any misunderstandings all phones, music players and similar electronic devices should be switched off, unless their use is requested by the teacher.

7.   Break and Lunchtime

7.1.   In general break and lunchtime should be opportunities for students to relax, socialize and generally recharge ready for the next lessons. During Break and Lunchtime use of technology is discouraged and no devices should be used apart from in the following designated areas:

7.1.1.   Library: for activities directly related to their studies

7.1.2.   IB Study Centre: IB Students only

7.1.3.   School Offices: For urgent phone calls or SMS messages

7.1.4.   Classroom under the supervision of a teacher: for activities directly related to their studies

8.   After and Before School

8.1.   The school's preferred policy is that student's avoid the use of technology whilst on the school premises before or after school time. However the following instances are noted when technology use is appropriate:

   8.1.1.   Making/Receiving short calls or messages to confirm transport arrangements (note please do this whilst sitting or standing still, not whilst moving around the school)

   8.1.2.   In the Library use of technology to complete homework or other assigned work

   8.1.3.   In the Boarding House area as agreed with Boarding Staff

   8.1.4.   Under direct supervision of parents

9.   Sanctions for Inappropriate Use of Technology

9.1.   Student who use technology, particularly hand-held devices, at inappropriate times, in inappropriate places or in inappropriate ways will, in the first instance be required to deposit the devices in the school IT Office (on the ground floor of the Main Teaching Building). Normally the devices can be collected by the students at the end of the school day, but for serious or repeated infractions other sanctions may be used, in these cases the device may not be returned until after the parents have discussed the issues with the relevant staff.

9.2.   Any device that is detected being used inappropriately or in an unacceptable manner on the school network will be prevented from accessing the network. This may be triggered either by staff or automated systems within the school.

10.   School Access to Devices and Monitoring

10.1.   The school routinely monitors the use of internet and devices on the premises and reserves the right to ask to examine any device used by anyone on the school site.