Technology Acceptable Use Policy

Philosophy

International School Frankfurt Rhein-Main (ISF) believes that technology can provide a rich, valuable, diverse, and unique opportunity for students and educators when used in a responsible, respectful, and safe manner. Technology connection and resources are provided to ISF students and staff for educational purposes. The goal of educational technology is to enhance delivery of instruction, teach useful trends in technology, provide purposeful lessons on how to incorporate technology into students' academics, prepare students to become problem solvers and critical thinkers, raise awareness of communication tools and their appropriate use, and create lifelong learners.

The intent of this document is to inform the ISF community; parents, guardians, students, and staff about the acceptable use of school technology resources.

Acceptable Use

- ISF provides access to the Internet for educational purposes consistent with ISF's mission, curriculum, Code of Conduct, and instructional goals, which can be found in the ISF Student-Parent Handbook.
- Students must comply with all school policies, school rules, and expectations regarding student conduct.
- Students are also required to comply with all instructions from teachers and staff regarding use of technology.

Educational Technology Terms and Conditions

1. "Privately Owned Electronic Device"

For the purpose of this policy, we will refer, in short, as "Device" to mean any device that is used for audio, video, or text communication or any other type of computer or computer-like instrument that is not owned and issued by the school including:

a) a smart phone;
b) a smart or Internet accessible watch;
c) a tablet;
d) a laptop; or
e) a virtual reality device

2. School Owned Educational Technology

School owned educational technology refers to any computer hardware, software, and education devices or programs to facilitate learning that is property of and owned by the school.

3. User Personal Safety

It is possible that students will come across inappropriate material via the Internet. It is the responsibility of the parents to acknowledge this possibility by signing the policy agreement. It is the student's responsibility to be respectful, accountable, and safe when using all school technology.

4. Copyright

Any copyrighted material may not be placed on the computer system without the author's permission. Distribution or replication of copyrighted material via school owned educational technology without the author's consent is prohibited.

5. Plagiarism

ANY material submitted by a student that is not his/her own work will be considered plagiarism and will result in immediate disciplinary action. All work submitted by a student as his/her work needs to be properly sourced, cited, and/or referenced when referring to another's ideas or work.

6. Internet Safety
   - Websites: No downloading files, sharing/opening/bookmarking inappropriate websites.
   - TEAMS: Students are given a Microsoft 365 account for access to TEAMS for Education when enrolled in school. It is the responsibility of the students to use the account for educational purposes only. School accounts are monitored by ISF and are not a private form of communication. Any harassment, bullying, or misuse of a school provided Microsoft 365 account which includes email, messaging and Teams, will result in immediate disciplinary actions.
   - Social Networking: If social networking is required for educational purposes, it may only be used during school time under the direct supervision of a teacher or advisor.
   - Other Internet activity not permitted:
     - Displaying or accessing offensive messages or pictures
     - Harassing, bullying, attacking others
     - Gaming
     - Online gambling
     - Damaging school-owned computers, computer systems, or networks
     - Using others' passwords
     - Trespassing in others' folders, work, or files
     - Anything else deemed by the teacher or school as inappropriate technology behavior

Disciplinary Misconduct Actions

Device use shall conform to the school mission, vision, Code of Conduct, and policies at ISF, which can be found in the Student-Parent Handbook. Disciplinary actions for misconduct may include one or more of the following:

- Suspension of user account
- Loss of device privileges
- Detention
- Suspension from school
- Expulsion from school

On-campus Device Use

- Students are not allowed to bring electronic devices to school with the exception of the tablet comprising the e-books that are required from Grade 3 (Level E) and laptop or notebook from Grade 11.
- Mobile phones and devices are permitted for use only outside school hours and are not allowed to be used during the school day.
- No electronic devices, including mobile phones, are allowed in the exam halls.
- Students may not access the Internet except through the school network.
- Only one personal device can be connected to the school network (tablet, laptop or phone)
- Any personal device not for educational use must be kept out of sight or in cubbies.
- The school is not responsible for lost, broken, or stolen devices.
- Grades 11-12 may only listen to music through suitable headphones and only when in their assigned study halls. They may not listen to music in public spaces, including the Library and Cafeteria.
- Grade 11-12 students may use devices in study hall for educational purposes. No gaming or social media allowed.
- Students may only use the phone to call parents or guardians in case of emergency and must do so in the presence of a teacher, supervisor, or receptionist.

Guidelines for Student Acceptable Use

- Use of the ISF school network constitutes agreement to comply with this policy.
- These rules apply to the use the ISF school network whenever a user is connected, using either personal or school-owned devices.
- Students are given a user account and WiFi access to enable them to use their device on campus for educational purposes only. Use of this account is monitored. It is neither private nor privileged.
- Students are given a Microsoft 365 account for access to TEAMS for Education. The account is monitored and filtered. The user is responsible for the content on his/her account and is permitted to follow the generally accepted rule of network etiquette and school Code of Conduct. These include, but are not limited to:
    - Users are not allowed to reveal their date of birth, personal address, or contact number, nor the date of birth, personal address, or contact number of other users.
    - Users are not allowed to distribute images of themselves or others.
    - Users will be polite and use appropriate language. Do not swear or use vulgarities. Do not harass or bully.
- Students must not use someone else's username to gain access to the school network, and others may not use another student's account.
- Students must not write down their password, nor share their password with another.
- School technology resources are provided for students to conduct school-related, educational, authorized learning.
- Software cannot be installed or used on school-owned computers
- No school content or software can be copied for personal use.
- Personal technology, social media, and computer games are not allowed to be used during the school day unless specifically instructed and monitored by a teacher.
- Students may not attempt to circumvent security of any host, network, or account, or penetrate security measures ("hacking") on or accessed through the ISF School network.

- Students must not create fake or fraudulent identities.
- Students must not probe, scan, or test the vulnerability of the network or other networks.
- Students must not use the network or their own property to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the network.
- Students must not send, share, re-share, publish, or store material on or through the ISF School network that is considered bullying, threatening, abusive, hateful, indecent, or defamatory.
- Students must report any bullying, threatening, abusive, hateful, indecent, defamatory, or unpleasant material or message sent to you or someone you know. This report will be confidential.
- If a student witnesses someone vandalizing or misusing any school technology, it is his/her responsibility to report the abuse. This report will be confidential.

Remote Learning and using Microsoft Teams

- Students are unable/may not attempt to call, chat, or set up private groups between each other on Microsoft Teams.
- Students are unable/may not attempt to start or record a meeting/lesson.
- Students are not permitted to share recorded videos/lessons made by teachers within or outside of the ISF Teams Account.
- Students should blur their background and mute themselves if in a conference meeting that involves a camera and audio, except when in examination conditions.
- Students will not record or take photos of classmates or teachers during a face-to-face session.
- Students will always use acceptable language with regard to what they type and post.
- Students must hang up at the end of the lesson once instructed to do so. The teacher must be the last person in the meeting to hang up.
- Students will not share any school-related content on social media platforms.
- Students will be responsible for their behavior and actions when using technology (Microsoft Teams and other interactive applications). This includes the resources accessed and the language used.
- Students understand that when using Microsoft Teams and other applications provided by the school their use can be monitored and logged and can be made available to teachers, administration, and/or parents.

If a student/user account breaches the above rules, his/her account may be inspected and access stopped.

ISF TECHNOLOGY ACCEPTABLE USE POLICY AGREEMENT - GRADE 3-12

Please complete one form per child.

Student's Name (please print)_____

Grade Level and Class _____ Homeroom Teacher_____

Please read the ISF International School Frankfurt Rhein-Main Technology Acceptable Use Policy before signing and completing this document. By signing this document, you are agreeing to all terms, conditions, and guidelines stated in this policy. If this document is NOT completed and returned, your child will NOT be permitted access to school computers or networks.

STUDENT

- I have read and discussed the Technology Acceptable Use Policy with my parents or guardian and understand the importance of the policy.
- I will respect and adhere to the terms, conditions, and guidelines stated in this policy.
- I understand that if I do not follow the acceptable use guidelines, disciplinary measures will be taken against me per the ISF Code of Conduct, which can be found in the Student-Parent Handbook.

Student's Signature _____ Date _____

PARENT/GUARDIAN

- I have read and discussed the Technology Acceptable Use Policy with my child, and I understand the importance of the policy.
- I have discussed with my child the importance of respect and adherence to the terms, conditions, and guidelines stated in this policy.
- I understand that if my child does not follow the acceptable use guidelines, disciplinary measures will be taken against him/her per the ISF Code of Conduct, which can be found in the Student-Parent Handbook.
- I am aware that the use of technology in the classroom is strictly for educational purposes, and it is the student's duty to use the technology resources responsibly, respectfully, and safely,
- I understand that the school will do its best to restrict access to inappropriate material, but I also understand that it is impossible for the school to completely restrict access to inappropriate material, and I cannot hold the school responsible for inappropriate material obtained on a schools' network.
- I accept full responsibility for all material my child obtains outside of school.

Parent or Guardian Name (please print)_____

Signature_____ Date_____