

Responsible Use of Digital Technology

Skagerak International School is committed to delivering high quality education in line with the current best practices regarding the integration of technology. We believe that students thrive in an environment in which technology is used to positively enhance their educational opportunities. Our Bring Your Own Device (BYOD) program enables students to take ownership and responsibility of their learning as well as continue their growth as digital citizens. At SIS we believe in a balanced and holistic approach to technology use and purposefully encourage students to be mindful of living a healthy digital lifestyle. Outlined below are the BYOD expectations of an SIS student. If these expectations are not upheld, the SIS Behavior policy will be used as a guide for consequences.

Technology for Education

During the school day, students will primarily use technology for educational purposes only. This includes but is not limited to school devices, Wi-Fi, and BYOD devices. These devices should only be used during agreed upon times.

Respect

In the digital world, students will conduct themselves as they would in real life. This includes being respectful to all people on any website, social network, or other forms of communication. They will not post disrespectful/vulgar comments, images, videos, or music. They must remember they are ambassadors of the SIS community at all times. Any decision made in the digital world that affects the SIS community, on or off campus, falls under the school's Behavior Policy.

Permission

Students must gain permission before photographing, recording, or posting personal details, such as names and addresses, of a teacher or a student. They will follow SIS's academic integrity policy by giving recognition of all digital sources used. Students should use open source material whenever possible. As well, students need to be thoughtful about who they share their own files and material with online as this allows others to claim these items as their own.

Responsibility

Students will take full ownership and responsibility for their digital life. This includes caring for their devices appropriately, having a responsible, respectful, and safe online presence, and managing their electronic documents, videos, photographs, or other data. They will come to class prepared with a charged laptop which meets the minimum specifications and required access.

Privacy

Students will keep all of their account details and passwords private and will lock their device when not in use. Students will not use the accounts/login details of other students or teachers. They will not use, share, or post the account details, or credentials, of any other SIS community member. This includes but is not limited to internet/Wi-Fi access, ManageBac, and Microsoft products.

Safety

Students will do their best to remain safe by not posting personal information such as addresses, phone numbers, and photos attached to their full name. Additionally, they will only visit appropriate websites and communicate with trusted people online. Teams is the only official SIS social media platform for student communication. If at any time a student feels uncomfortable with the content they have seen, heard, or feels threatened online, they are encouraged to talk to a teacher, counselor, or parent.

Living the Learner Profile as a Digital Citizen

Balanced

The use of technology should be balanced. This means considering how much time you spend on schoolwork and personal screen time. To be a healthy digital citizen means you should also have device-free time to balance out your social and family activities.



Caring

At SIS we appreciate each other and are caring towards each other online as well as offline. Being a digital citizen means thinking about others as well as yourself and appreciating the impact your decisions online can have on others.

Inquirer

Curiosity is about inquiring in a safe and responsible way. Being curious online means exploring new ideas and investigating problems. This includes trying out online applications and experimenting with new digital tools.

Principled

To be a digital citizen means that you should be trustworthy and honest and act in an ethical way. What you post on the internet is permanent, you should think about how it will affect other people. Principled digital citizens also take ownership of their technology choices and use self-management skills to enhance their learning. If they encounter concerning material online, responsible digital citizens share this with a trusted adult (parent, counselor, teacher) so they receive the appropriate support.

Thinker

Technology provides problem-solving opportunities. By persevering to ask questions, seek answers, and be creative, digital citizens can use technology to persevere in their in their learning journeys.

Device Guidance

All SIS students in MY1 - DP2 are required to bring a laptop to school each day. Laptops must meet or exceed the minimum specifications noted here. Students using computers that do not meet the specifications may have difficulty participating in learning activities designed by teachers and may be required to upgrade or replace their machine.

Hardware	Specifications
Platform	Windows PC or Mac
Operating System	Mac OSX or higher Windows 10 preferred
Screen size	11 inches or higher
Processor	Intel i3 or faster
RAM	8 GB or higher
Hardware	256 GB or higher
Wireless	802.11n or higher

It is recommended that students have headphones and mouse with them at school each day that connects to their device. Those younger students who may choose tablets must have an external keyboard.

Software

The following software is available for free to all students:

Microsoft Office	Adobe Creative Cloud
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Laptop Care

Care and Maintenance

Each device is the property of the student's family and each student has the responsibility to manage it. In the event of loss, theft, or damage - whether on or off school grounds - students are solely responsible for the repairs and/or replacement. Laptops that are deemed too damaged for effective learning - including cracked screens - may require replacement.

Transport of Laptops

It is highly recommended that laptops be enclosed in a protective sleeve or case within a water tight bag or backpack for transportation. Laptops are fragile and setting anything heavy on the top case may result in a cracked screen or other damage.

Laptop Visual Appearance and Responsibility

Inappropriate media may not be used as a screensaver/desktop backgrounds or attached to laptop accessories, including display of weapons, pornography, inappropriate language, alcohol, drug, gang-related or hate symbols or pictures.

Batteries and Charging

Batteries should be fully charged overnight before arriving at school in the morning. Sufficient access to power outlets are provided in most instructional spaces at the school. Students should bring their charging cables with them to school every day.

Responsible Use Agreement

Each year, students and parents are asked to read and acknowledge our Responsible Use Agreement and Behavior policy and discuss it with their child. Students who do not follow these policies may have their privileges restricted or removed. Once students confirm that they agree to follow these policies to ensure their safety, access to the following will be granted:

School wifi	school email and Microsoft accounts	Adobe Creative Cloud	ManageBac
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Additional Services

Printing

The copy and print machines are located in the MS student lounge and on both top floors of the HS building. The purpose of this system is to allow students to print straight from their computers to the printer and retrieve them using their ID cards when needed.

Black/White and color printing have marginal costs which counts down from student cards. All student accounts have 200 at the start of each academic year. If more credits need to be purchased, it can be done digitally.

For more information about printing services, visit our IT help page: <http://support.skagerak.org/>

Borrowing devices

With a BYOD program in the HS and MS, we understand that, on occasion, circumstances may arise in which students may forget their personal laptop or temporarily be without due to repair, etc.

In the event that a student is unable to use their own device, SIS MS students may inquire into the option to check out an iPad from the Design lab for a temporary period of one school day if available. Please note, since we are a small school and our iPads are heavily used by the primary classes, this option is rarely available. The iPad may not be taken off campus. Students must bring their student ID and return it by 15.15 on the same day.

In the HS, much of our digital platform access is also available through well-developed phone apps which students could use with teacher permission.