



# California America School

## Digital Learning & Acceptable Use of Technology Policy

## Purpose of Policy

Digital Learning is embedded in the school curriculum and is an integral part of all Teaching and Learning. The 21<sup>st</sup> Century classroom has no 'walls' and prepares all young people to participate in a rapidly changing society in which work and other forms of activity are increasingly dependent on an array of technologies. When we embed technology pedagogically, we make it part of all learning experiences, which in turn, develops pupils, information skills, including the ability to use information sources to help them find, explore, analyze, exchange and present information and to support their problem solving, investigative and expressive work. An essential part of Digital Learning is the ability to discriminate information and the ways, in which it is used, and making informed judgements about when and how to use different technologies to achieve maximum benefit. Pupils also develop an understanding of the implications of technology for working life and society. Recognizing the rapid way technology develops, digital safety has been embedded into the curriculum to ensure appropriate and up to date coverage of all aspects of online risks. Digital Learning significantly enhances teaching and learning across the curriculum by enabling rapid access to knowledge, information and experiences from a wide range of sources. It encourages critical thinking and innovation, imagination and creativity, problem- solving, initiative and independence, teamwork and reflection.

## Aims and Objectives

Technology is changing the lives of everyone. When we make technology an integral part of every subject, we equip children to participate in a rapidly changing world where work and leisure activities are increasingly transformed by technology. We also focus on developing the skills necessary for children to be able to use information in a discriminating and effective way. Digital Learning skills are a significant factor in enabling children to be confident, innovative, creative and independent learners.

Digital Learning aims to enable children to:

- Promote choice and personalize learning;
- Improve investigation skills;
- Enhance creativity;
- Improve collaboration skills;
- Encourage and support real, student-centered, independent learning
- Facilitate language and communication skills;
- To connect with others on a global scale to discuss common interests and work collaboratively on shared projects;
- To develop sound digital citizenship skills in which to help foster safe online learning participation;
- To explore their attitudes towards technology and its value to them and society in general. For example, to learn about issues of security, confidentiality and accuracy.
- To explore a range of ever changing skills and to spark children's passions.

## Learning and Teaching style

Effective Learning: As the aims of Digital Learning are to equip children with the skills necessary to use technology to become independent learners, the teaching style that we adopt is as active and practical as possible. While at times we do give children direct instruction on how to use hardware or software, the main emphasis of our teaching is for individuals or groups of children to use technology to help them in whatever they are trying to do. So, for example, children might research a history topic or investigate a particular issue on the Internet.

Children who are learning within science might use the computer to model a problem or to analyze data. We encourage the children to explore ways in which the use of technology can improve their results, for example, research on the internet, collaboration with peers, enhancement by video using an iPad, which can all be brought together digitally using iBooks or iPad and made available for teachers, peers, family and friends to read interactively anywhere in the world. It means exposing learners to a vast array of applications, programs and systems that will help them explore problems and share their knowledge and findings through a more interactive and shareable platform.

Effective Teaching - We recognize that all classes have children with widely differing experiences and abilities using technology. We also understand that they are the digital natives and that much of what we do is commonplace and part of the 'norm' in their lives. The role of the teacher is to facilitate this in the classroom through focused learning experiences, where peers collaborate and share knowledge. It is still true, however, that some children have access to technology and the Internet at home, while others do not. We provide suitable learning opportunities for all children by matching the challenge of the task to the ability and experience of the child. We achieve this in a variety of ways, by:

- Setting common tasks which are open-ended and can have a variety of responses;
- Setting tasks of increasing difficulty (not all children complete all tasks);
- Grouping children by ability in the room and setting different tasks for each ability group;
- Providing resources of different complexity that are matched to the ability of the child;
- Using classroom assistants to support the work of individual children or groups of children.
- Providing a variety of activities to develop key skills.

## School Platforms

- Microsoft Teams
- Google Classroom
- ZOOM.
- Clasdojo

## Using iPad in Class

### Procedures:

1. Students in Grades 1 - 9 will bring their personal tablet that they are expected to use according to this Acceptable Use Policy, and the Acceptable Use Agreement.
2. Each student will be required to review with his/her parent the Acceptable Use of Technology Policy and the Acceptable Use Agreement and return these to the school signed.
3. To enhance learning, students are expected to bring their tablets to school each day fully charged and in good working order. These books are to be used in accordance with the directions and under the supervision of classroom teachers.
4. Students are forbidden to transmit test, quiz, or other information in a manner constituting fraud, theft, cheating or academic dishonesty or to access and/or share inappropriate online material.
5. Wireless Internet access will be provided for each student to use for educational purposes. Failure to utilize the wireless network for any education use or any of the following unacceptable behaviors will result in termination of wireless internet access. Access to the internet is filtered through our school network in accordance with the Children's Internet Protection Act (CIPA).

The following are unacceptable use of technology and will result in consequences ranging from removal of privileges to referral for other forms of discipline as per the school's discipline policy:

1. Posting information that, if acted upon, could cause damage or danger to students and/or the faculty.
2. Engaging in personal attacks, threats to any person, harassment, and cyber-bullying.
3. Attempting to hack any of the school's networks, or databases to which the student has not been granted permission.
4. Making attempts to disrupt any of the school's technology.
5. Using the school network to acquire, save, install, download, illegally acquired or inappropriate files, including games, music, photos, and video game files.
6. Taking picture of others without permission.

## The Contribution of Digital Learning to Teaching Across the Curriculum

Digital Learning is a major contributor to the teaching of English, Math and Science. Through the development of keyboard skills and the use of computers, laptops and iPads, children learn how to create, edit, revise text and mathematical skills. This is done through a range of programs and software. Movie making and sound recording applications have provided a means for tracking and recording Speaking and Listening skills as well as making it more fun and interactive for learners.

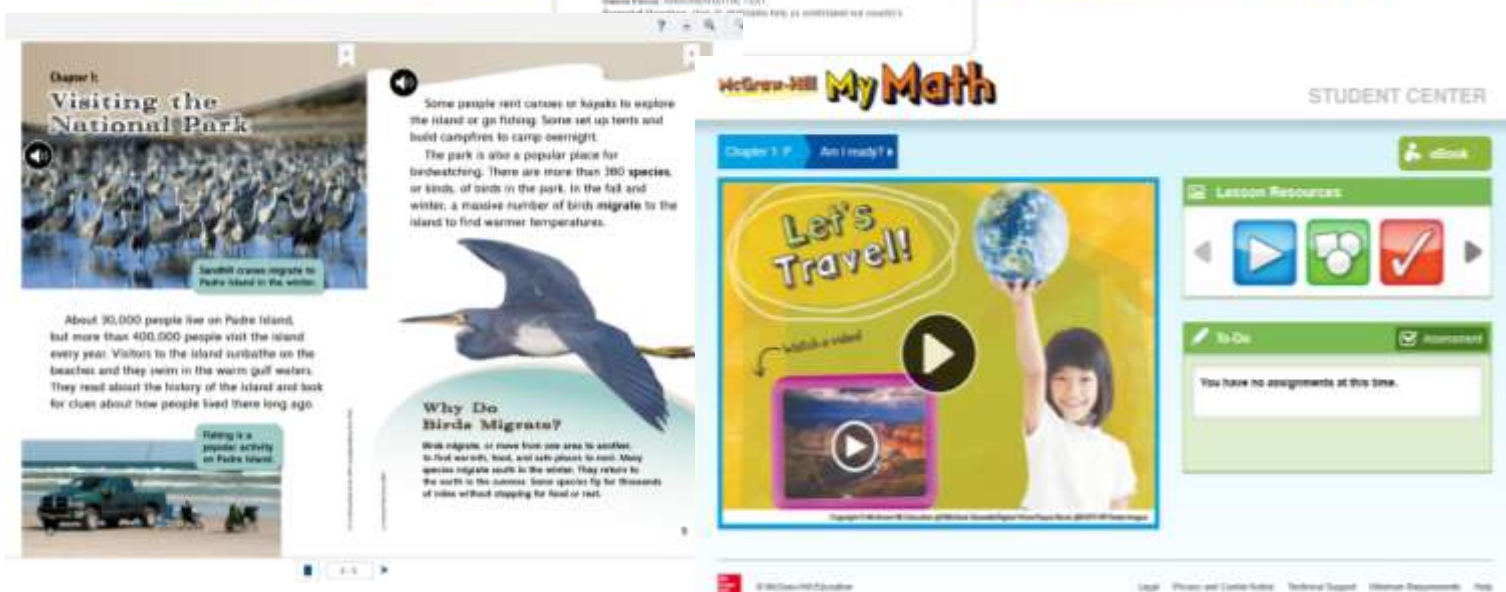
Using McGraw Hill Education website.  
Kutubee Platform

Technology is invading the field of education at an ever-increasing rate. Time has passed and, with it, there have been many changes and advances in the field of learning. It is the era of tablets, iPads, and digital training in the classroom.

The learning process has been effectively evolving in recent years. And so it is that online teaching in schools has already become more than a reality. Devices such as tablets or iPads have already made an impact on schools and the traditional way of teaching. The reason? They are powerful tools that enrich training and knowledge using an intuitive touch screen.

### Advantages of classroom learning with tablets

1. increase students' engagement. With good direction from the teacher, tablets can emulate natural social interaction and interactivity.
2. offer problem-solving activities; as well as set achievable goals and provide instant feedback.
3. tablets allow us to bring the real world into the classroom at the tap of a screen.
4. provide students with authentic materials via level-and-age-appropriate videos and real-life communication
5. Promoting creativity, communication, and inclusion
6. Enabling online assessment
7. Access all the digital textbooks through McGraw Hill website.
8. Access all the digital learning resources.
9. Using Microsoft Teams for Online Learning.
10. Using Classroom to share resources, course notes, diagrams, and classwork.



## Classroom Resource

Our classrooms resources are produced in tandem with leading educational professionals to offer your students a well-rounded international education. As a result, our resources teach students new skills and broaden their horizons using various modern teaching practices.

**Starter activities:** These activities are a good way to bring new school partners together as both schools work on the same topic and share their findings.

**Videos:** Using videos really brings stories to life and students are able to connect with people by seeing their home environments and hearing their voices.

**Education packs:** Education packs introduce particular topics and themes to students in a variety of ways. They can be used in class over a number of weeks and help build up a solid knowledge base surrounding the subjects covered.

**Lesson plan:** Lesson plans set out who the resources are for, what values they cover, what subjects they can be used in, key skills and learning outcomes. They usually contain a series of activities that can be used in one lesson and cover the same topic.

### Learning resources include:

Textbooks (print and digital)	Apps	Study guides
Workbooks	Websites	Teacher guides
Worksheets	Software	Labs
Manipulatives (blocks, beads, etc.)	Online courses	Models
Smartboard	Activity books	Safety Equipment (Scissors, Gloves ...)
Data show & Projector	Graphic novels	Maps & atlases
Flashcards	Reference books	
Educator workshops	Magazines & periodicals	
Non-fiction books		
Posters		
Educational games		

## Internet Acceptable Use Policy

The aim of this Acceptable Use Policy is to ensure that Students will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. Therefore, if the school Policy is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the Policy – will be imposed.

### School Strategies

The school will employ a number of strategies in order to maximize learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

#### General Structures:

- ❖ Access to internet will always be supervised by a teacher.
- ❖ The school will regularly monitor Students' Internet usage.
- ❖ Students and teachers will be provided with training in the area of Internet safety.
- ❖ Uploading and downloading of non-approved software will not be permitted.
- ❖ Virus protection software will be used and updated on a regular basis.
- ❖ The use of personal USB or CD-ROMs in school is not allowed.
- ❖ Students will observe good "netiquette" at all times and will not undertake any actions that may bring the school into disrepute.

### World Wide Web

Not all of the information freely available on the Internet is reliable or helpful. Students and staff must evaluate the source of the information, as well as the information itself, to determine its appropriateness and usefulness. In addition to providing information, the Internet is capable of providing the means to communicate directly with others via "instant or private messaging" programs, video conferencing programs, and other means. Also, there are many places and software technologies that will allow for the free exchange of files between computers over the Internet, such as email. Not all of these methodologies are appropriate for an educational environment as outlined in this document.

Downloading or loading of software on computers is prohibited. There is an enormous quantity and variety of free software available on the Internet. However, widespread downloading of such software on the School's computers has a cumulative negative effect, and can result in the substantial degradation of performance, additional maintenance time, and increased threat of virus infestation. Students may not use school computers to access any Internet site or sites that contain information that is inappropriate for educational purposes or sites that teachers, staff or administration deem inappropriate for the instructional program. Examples of inappropriate information and/or content include, but is not limited to, the following:

Students may not access, upload, download, transmit, display or distribute:

- ❖ Offensive material – content that is in poor taste or could be considered obscene; abusive or sexually explicit language, racist, illegal, harassing or inflammatory.
- ❖ Distribute dangerous material – content that provides direction in the construction of explosives or similar devices or instruction or practices that could injure the students themselves or others.
- ❖ Inappropriate contacts – materials that can lead to contact with strangers who could potentially threaten the student's health or safety.
- ❖ Students will use the Internet for educational purposes only.
- ❖ Students will be familiar with copyright issues relating to online learning.

- ❖ Students will never disclose or publicize personal information.
- ❖ Students will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.
- ❖ Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials
- ❖ Students will be taught appropriate use of the internet, using teaching materials.

### Email

Students will not have access to email facilities at school. Any emails to other children/schools, will be sent through the school email address.

### Internet Chat (Very restricted use only)

- ❖ Students will only have access to chat rooms, discussion forums or other electronic communication forums that have been approved by the school.
- ❖ Discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
- ❖ Usernames will be used to avoid disclosure of identity.
- ❖ Face-to-face meetings with someone organized via Internet chat is forbidden.

### School Website

- ❖ Students will be given the opportunity to publish projects, artwork or school work on the school website.
- ❖ The publication of student work will be coordinated by a teacher. Students' work will appear in an educational context on Web pages.
- ❖ No photographs, audio or video clips of individual Students will be published on the public gallery of the school website. Instead photographs, audio or video clips will focus on group activities and children's work. Photographs, audio or video clips in the Parents Gallery will include individual Students; parents may only access this gallery via password. It is school policy that this password must be kept secure and not shared with others.
- ❖ Personal pupil information including surnames, home address and contact details will not be used on school web pages.

### Social Networking Sites

While California American School respects the right of staff, students and families to use social media and networking sites, as well as personal websites and blogs, it is important that any such personal use of these sites does not damage School's reputation, its staff, or its students or their families. Student use of social networking sites is prohibited on school computers.

California American School strongly encourages all staff, students and families to carefully review the privacy settings on any social media and networking sites they use (such as Facebook, MySpace, Twitter, Flickr, LinkedIn, etc.), and exercise care and good judgment when posting content and information on such sites. When using a social media site, an employee may not include current students as "friends," "followers" or any other similar terminology used by various sites. Additionally, staff, students and families should adhere to the following guidelines, which are consistent with School community standards on harassment, student relationships, conduct, professional communication, and confidentiality:



- ❖ Users should not make statements that would violate any of School policies, including its policies concerning discrimination or harassment;
- ❖ Users must uphold School value of respect for the individual and avoid making defamatory or disparaging statements about the School, its staff, its students, or their families.
- ❖ Users may not disclose any confidential information of School or confidential information obtained during the course of his/her employment, about any individuals or organizations, including students and/or their families.

This is a list of the more common things students, faculty and staff are specifically NOT permitted to do.

1. Download any files, especially music and videos, from the Internet, unless the material is free for commercial use and royalty free.
2. Use any form of "instant or private messaging" software on student owned devices.
3. Install any applications or software onto Carroll School computers.
4. Disable or modify any running tasks or services.
5. Transfer and/or store music files from any personal devices to Carroll School systems.
6. Play games, unless directed to by an instructor or supervisor for educational purposes, at any time on Carroll School computers, including Internet-based games.
7. Use proxies or other means to bypass the content filtering systems in place and or defeat any settings that prevent the access of material deemed and flagged as inappropriate by the blocking devices.
8. Use remote accessing software or hardware to take control of any network attached device or workstation.
9. Remove License decals or inventory control tags attached to the systems.
10. Disrupt its use by other individuals by connecting to other Carroll School networks to perform any illegal or inappropriate act, such as an attempt to gain unauthorized access to other systems on the network.
11. Everyone must honor copyrights and licenses, as well as the legal rights of the software producers and network providers.  
Use of another person's user account and any access of credentials is prohibited.
12. Anyone who inadvertently accesses an inappropriate site must immediately leave the site and report it to his/her instructor or supervisor.
13. Attempt to log onto the network as a system administrator.
14. Any user identified as a security risk may be denied access to the network.

### **Support Structures**

Teachers will give instruction on appropriate use of the internet and how to use it safely.

### **Sanctions**

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension. The school also reserves the right to report any illegal activities to the appropriate authorities.

### **Review**

This policy was developed in 2015 and updated regularly as developments in technology continue to impact on education in particular. Over the past year, we have installed Interactive Whiteboards in all classrooms. We will be undertaking a full review of the policy during the next academic school year. This review will involve input from teachers, parents, Students and Board of Management.