



Technology Policy

Al Ittihad National Private School – Khalifa

AY 2023-2024

Table of Contents

<i>Vision</i>	1
<i>Mission</i>	1
<i>Purpose</i>	1
<i>iPad/MacBook ownership and management</i>	2
<i>Ownership</i>	2
<i>Management</i>	2
<i>iPad warranty and maintenance</i>	2
<i>Responsibilities</i>	3
<i>School</i>	3
<i>Parents & Students</i>	3
<i>Acceptable iPad Use</i>	4
<i>Overview of unacceptable behaviours which may lead to sanctions</i>	5
<i>Personal Health and Safety</i>	6



Vision

To transform the learning community through creative, digital innovation.

Mission

Stretching student and teacher thinking and imagination beyond traditional classroom walls through innovative digital learning.

Implementing student centered instructional design in order to create an environment to nurture the 21st century learner.

Creating a deeper emotional and cognitive connection to unique challenges so that students experience relevant learning

Fostering outside the box thinking to lead a global citizen's mindset.

Purpose

This agreement outlines the responsibility of students, parents and the school for the use of and care of their iPad/MacBook.

Learning is an ongoing interaction between students, teachers, administrators, and parents. Using iPad/MacBook within education can help augment the curriculum while allowing students to better learn and comprehend the material.

The policies, procedures, and information within this document apply to all iPads/MacBooks used in school. Teachers and administrators may set additional requirements for use in their classroom.

An iPad/MacBook User Agreement must be signed and handed in to your supervisor before the iPad/MacBook will be received.

iPad/MacBook ownership and management

Ownership

The iPad/MacBook is a students' property. If your child leaves school or graduates, the school will wipe the iPad/MacBook of any apps or software purchased by the school and return it to you.

Please note that if your child leaves the school, you cannot return the iPad to us and we cannot refund you for the iPad/MacBook. The school will wipe the iPad/MacBook and return it to you.

Management

The school will manage the iPads/MacBooks through a central system. The purchase of apps and other software will be managed by the school. Applications should not be installed or uninstalled by the student. It is the responsibility of the school to install and uninstall all applications.

The school will provide every student with an Apple ID, through the school account.

At the end of each academic year, the IT department may delete all work, videos and photos from the iPad/MacBook for the new school year.

iPad warranty and maintenance

To implement the one-to-one Apple iPad/MacBook program at Al Ittihad National Private School, the school facilitated the parent purchase of iPads/MacBooks through Apple authorized reseller/Apple Solution expert for Education. It is the parents' responsibility to purchase the AppleCare+ extended warranty program (Total two years). AppleCare+ provides repair or replacement coverage, for both parts and labor from Apple authorized technicians

In case any damage happens, it is the parents' responsibility to visit an Apple Store for replacement or maintenance. It is not the school's responsibility to fix damaged devices.

Each device will be fixed/replaced for up to two incidents of accidental damage. Starting from the third incident, if any, parents are liable for the full repair cost.

For more details, please read the AppleCare+ service agreement located in the below link:

<http://www.apple.com/legal/sales-support/applecare/applecareplus/docs/applecareplusaen.html>

Responsibilities

School

The school will ensure that appropriate educational apps and software are placed in the iPads/MacBooks, and also that the devices are used prudently in the classroom for maximum benefit.

The school will ensure that any damage or issues (not including negligence, abuse or malicious damage) are dealt with expediently.

Cyber Safety and Internet Usage Awareness campaigns will be conducted through different sessions across the school

Enrichment programs such as Alef Education, Bravo Bravo, IXL, Asafeer, Learning A-Z, etc... will be downloaded and personalized accounts will be created for students

Al Ittihad National Private School is responsible for training all staff in all technology tools used in the school, to ensure the quality of in-class usage.

A safe Firewall Network Security System that monitors incoming and outgoing network traffic will be used based on Al Ittihad National Private School's Online Security Rules.

All devices in the school will be monitored, managed and secured by the school MDM (Mobile Device Management) and the Apple School Manager.

Parents & Students

Parents and students should ensure that:

Students bring in their devices to school every day. Leaving your device at home when it is part of the learning process in a given class is comparable to leaving an assignment at home.

Establish a routine or checklist at home to bring all of your materials for school.

Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the supervisor and the IT Department. Parents and students should not ignore issues with the device, even if they seem relatively minor. These must be reported as soon as they are noticed, as this could affect the warranty and insurance of the device.

Only a clean, soft cloth is used to clean the iPad/MacBook screen, and not cleaning fluids. Students should not write or draw on the device and stickers should not be applied directly to the iPad/MacBook.

A screen protector and an iPad cover should be purchased for students iPads.

All students should submit their devices for updates and weekly checking reports.

Acceptable iPad Use

The iPad/MacBook is for educational use only and should not be used for recreational purposes. It is an educational aid to learning and must be treated as such.

In lessons, the device should be left on the desk, face down, until the teacher instructs the use of the device. Students should not let other students use their device. This is a serious breach of policy, and will be dealt with accordingly.

Students are not to create, participate in, or circulate content that attempts to undermine, hack into and/or bypass the hardware and software security mechanisms that are in place. This includes any profiles added to the device that link the device to the school and allow for delivery of apps provided by the school. Teaching staff have the right to look at any application or file on the device at any time.

Students are not permitted to sync the iPad with any computer, or clear or disable browsing history on the device. They are also not allowed to modify the settings of the device.

The camera feature should only be used at the appropriate times (e.g. when asked by a teacher during an educational activity). **By law, any pictures taken need the permission of teachers and students being captured on camera. Capturing pictures or videos for any teacher/staff at Al Ittihad National Private School is a second level conduct offence and actions will be taken based on the School Discipline Policy**

Inappropriate media may not be used as wallpaper/screensaver/background photo. Presence of guns, weapons, inappropriate language or materials, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.

Students are prohibited from using their devices in any manner which goes against the UAE's cultural or religious values.

Overview of unacceptable behaviours which may lead to sanctions

The following is not an exhaustive list, but outlines some of the behaviours which need to be avoided when using the devices.

If any of the below were not followed actions will be taken based on the School Discipline Policy.

I will use my device as a learning device

Games, Music, Videos and other entertainment resources are not to be used during school times.

I will follow the classroom rules for the device set up by my teacher.

I will be on task in the class and am aware of the off-task consequences.

I will bring a fully-charged device every day.

I will handle my device carefully and respectfully.

I will never leave the device unsecured.

I will never loan it out to another individual without teacher permission.

I will report loss or damage immediately to the supervisor and the IT office.

I will always update to the latest IOS and Mac OS Version

I will never Synchronise my iPad to a computer.

I will take frequent breaks when using the device for long periods of time, and look away from the device approximately every fifteen minutes

I will never share my personal information with anyone over the internet, or share passwords with anyone except school teachers and administrators, and parents

I will always Be careful! Once it's said, the web is fed.

I will always say No to Cyberbullying

Personal Health and Safety

Families are encouraged to create their own home user agreement. Many examples can be found online at sites such as commonsensemedia.org. Parents are encouraged to set a checking time for their children's mobile electronic devices to encourage a restful night free of gaming, text

messaging and or other social media exchanges.

Please keep the device in a secure location when it is not at school, and the school recommends that when using the device at home, it is used in a family or common area, and not in the bedroom.