



**BRITISH
INTERNATIONAL
SCHOOL**
HO CHI MINH CITY

BIS HCMC Learning Technologies Statement

A. Overview

1. BIS recognises that digital devices¹ are valuable resources adding value to student learning. In addition they are an integral part of secondary students' lives. The purpose of this agreement is to support the school in nurturing a productive environment for the use of these resources whilst ensuring that the boundaries for their use are widely understood.

B. School Commitments

The school will

1. Work with all school community members to develop policies which support the use of learning technologies.
2. Provide educational opportunities for students to learn about the use of technology in safe and appropriate ways.
3. Provide students with access to appropriate resources to support them in their learning.
4. Provide a robust and secure wireless network to facilitate the use of digital devices.
5. Provide limited charging facilities on the school premises.
6. Provide technical support in accessing the wireless network.

C. Student Guidelines

I understand that

1. This agreement covers the use of all digital devices on school premises.
2. Appropriate use of learning technologies can enrich and enhance my learning.
3. At all times the use of digital devices should be in line with the school values present within our Aide Memoire. This agreement is meant as a clarification of these values in the context of learning technologies.
4. This agreement applies to all my actions with reference to the school whether on school premises or not. Specifically, but not limited to any communication or action which may prejudice the standing of the school, the reputation of the school or other students.
5. I am ultimately responsible for the management of my personal digital devices.
6. My actions and behaviour in online environments or through digital communication are no different from those carried out face-to-face. As such they are governed by exactly the same set of expectations and norms.
7. My actions with digital devices are governed by Vietnamese and international law. Any breaches of these laws may invoke legal action above and beyond any sanctions imposed by the school.

D. Principal Agreements

I agree that

1. During lessons my use of digital devices will be exclusively for the enhancement of my own or others' learning.
2. Any actions with these devices which distract me or others from our learning during lessons is unacceptable. This may include but is not restricted to: browsing websites unrelated to lessons, checking or updating social networking sites, checking or sending messages or playing games.
3. I will ensure that my devices are ready to be used for learning purposes. Specifically I will ensure they are charged, installed with appropriate software and possess sufficient disk space for effective use.
4. I am responsible for ensuring my devices are sufficiently configured to prevent the jeopardising of the school network. Specifically, I will ensure that all personal digital devices used within the school premises are both protected and free from viruses and malicious software.
5. I am responsible for ensuring regular backups of all of my data and any device. I will work to establish habits of securing against hardware or software failure.
6. I am responsible for taking care of all of my devices through the safe and responsible transport of them to, from and around school.
7. I will seek an appropriate balance in my use of digital devices in order to maintain a healthy lifestyle.
8. Any use of devices on school premises, outside of lesson time, will be for educational reasons. This use will always remain respectful and not impinge on or cause nuisance to others.
9. Any use of devices on school premises is at the discretion of teachers and teaching assistants. Teachers are the final decision makers on what can be termed appropriate use and I will cease use should I be asked. I will remain flexible and accept that different situations may demand different interpretations of acceptable uses.
10. I will use the school network responsibly, making no effort to subvert or hinder the network. Improper use extends to, but is not limited to downloading files not related to school work, trying to bypass security measures or trying to introduce malicious programs or malware onto the network.
11. I have the responsibility to ensure the security of all my login details and never to share them with anyone else. Should I become aware of the compromise of other students' password or details I am responsible for making them aware.
12. I have a responsibility to secure my own safety online. This extends to the management of privacy settings and the management of personal information online.
13. When communicating with others I will demonstrate integrity, respect and care, abstaining from the use of threatening, abusive, harassing or harmful language. Should I receive or become aware of such conduct I will report it accordingly.

14. I will respect other members of the school community. I will not distribute, or post media of other community members without obtaining appropriate permission. Even with relevant permission I will not distribute or post media which may bring offence to others or bring the school or members of the school community into disrepute. Should I become aware of the distribution or posting of said material by others I will report it accordingly.
15. I am responsible for material contents on the devices I bring to school. I will ensure that nothing which could be deemed unacceptable is present. Where I consider there may be a disagreement I will seek clarification from a school staff member before bringing these into school. Examples of unacceptable materials include but are not restricted to: age inappropriate media or games, pornography, racially insulting or insensitive material or profanity.
16. In addition to my own actions I will not act as a bystander if I become aware of online behaviours which could be deemed inappropriate or unsafe. Should it be apparent that these may bring harm or disrepute upon others, the school or members of the school community, I will inform an adult so that it does not continue.
17. I will observe copyright law, restraining from the downloading or the use of illegal software or media. When using resources created by others I will follow the protocols of academic referencing and honesty.

E. Points of note

I am aware that

1. The school employs a variety of remote monitoring software whereby websites visited, the content of emails and other usage data may be viewed by designated members of the senior management team. This facility will only be used if it is deemed that there is a high probability of inappropriate use.
 2. There may be situations where the school may ask to examine the contents of any device I bring into school. This will only be necessary if there are reasonable grounds to suspect the breach of this agreement. In the event that this occurs the request will be made by a member of the senior management team. I understand that a refusal to allow the examination of contents will be interpreted as evidence that this agreement has been breached. I understand that I cannot refuse such a request.
 3. Any breach of this agreement is subject to sanctions as outlined in the school behaviour policy.
-

¹ Laptops, desktops, phones, tablets, personal music players, storage devices, handheld games consoles.