

European Azerbaijan School



Technology Acceptable Use Policy for staff and students

Revised by the Director, Principals, Deputy Principals, IB coords, Teachers 30/05/2022

Introduction and Aims

At The European Azerbaijan School (EAS) the welfare and well-being of our pupils is paramount. The technology acceptable use policy aims to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice by establishing clear and robust acceptable technology user guidelines. This is achieved through balancing protection against potential misuse with the recognition that technologies such as mobile phones, ipads, and smartwatches are effective communication tools. It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, offering distractions and disruption to the working day, and which are most susceptible to misuse. However, as it is difficult to detect specific usage, this policy refers to all communication devices.

When reading this policy, particular attention must be paid to the phrases “Student” and “User”. “Users” include all school community members who use our technology infrastructure, including students, parents and employees. Independent contractors, consultants, volunteers, temporary workers, visiting scholars, campus visitors are also subject to the same rules and policies.

Code of Conduct

A code of conduct is promoted to create a cooperative workforce, where all work as a team, have high values and respect each other; thus, creating strong morale and sense of commitment leading to increased productivity. Our aim is therefore that all users::

- Have a clear understanding of what constitutes misuse
- Know how to minimise risk
- Avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations.
- Understand the need for professional boundaries and clear guidance regarding acceptable use
- Are responsible for self-moderation of their own behaviours
- Are aware of the importance of reporting concerns promptly

Personal and Business Mobiles – Staff

- Staff are not permitted to make/receive calls/texts during contact time with students.
- Staff are only permitted to use their mobile phones during break and lunch time in a space where students are not present.
- Emergency contact should be made via the school office and/or via landlines located in the primary or secondary campus, whenever possible.
- Staff should have their phones on silent or switched off and out of sight during class time.
- Mobile phones should not be used in a space where students are present (eg classroom,

corridor, playground).

- Staff must security protect access to their phone.
- Should there be exceptional circumstances then staff can ask permission from the Primary/Secondary Principal
- Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take recordings of students/teachers, or to share images. Legitimate recordings and photographs should be captured using school equipment.
- Staff should report any usage of mobile devices by other staff that causes them concern to the Primary/Secondary Principal.
- Mobile phones should not be used to contact parents during school time.
- Staff are not permitted to use their phones for sharing non-related content via WhatsApp or other social media.

Personal Mobiles/Devices - Students

We recognise that mobile phones are part of everyday life for many students and that they can play an important role in helping pupils to feel safe and secure. However, we also recognise that they can prove a distraction in school and can provide a means of bullying or intimidating others. Therefore:

- Students are not permitted to have or use their mobile phones during school time.
- Mobile phones brought to school without permission will be confiscated and returned at the end of the day. In Secondary mobile phones are given to advisors at the beginning of the day and are returned at the end of the school day.
- In Secondary school, students are permitted to bring their mobile phones into school but must hand them to their Advisory Teachers on entry and they will be returned on exit. They have no access to their phones during the school day.
- Smart watches (with communication capabilities) are not permitted and are considered as mobile phones.
- Unauthorised use of a mobile phone during the school day will be considered for subsequent infringements.

Internet and Network access is not a public service, so the school may monitor the use of computer systems, networks, internet access and services etc. Action may be taken against users who do not comply with The European Azerbaijan School policies.

Parents' communication with teachers

EAS uses Managebac as the main school administration and communication system.

- Parents should use Managebac or email to contact teachers.
- WhatsApp groups are used only for Advisors and Homeroom teachers to share urgent

information.

- WhatsApp groups should be used only for clarifications and important information.
- Class Dojo in Primary is used to share only class activities, news, and post related to teaching and learning
- Parents should contact teachers only after school for urgent communications.
- Parents should contact the school's office to take appointments

Cyber Security

A firewall and filtering strategies are in use, and the school takes all reasonable precautions to ensure that users access only appropriate material; however, it is not possible to guarantee that unsuitable material will never appear on a school computer. The European Azerbaijan School cannot accept liability for the material accessed, nor any consequences of internet access.

Personal Security

- Students and teachers may not befriend each other on social networking sites.
- Users will ensure that all videos and photographs shared using Google Apps are shared only with a link and cannot be found by any search engines.
- Electronic communication between all users must always be professional, respectful and with an academic focus.

Cyber Bullying

- Users should not use The European Azerbaijan School technology resources to post defamatory, inaccurate, abusive, profane, threatening, offensive, or illegal material on the internet.
- Users should not re-post a message that was sent privately without the permission of the person who sent the message and should not post private information about another person.
- Teachers and Students shall not post/upload videos filmed in school on interactive websites such as "YouTube".
- Users shall not use the internet to bully or harass fellow users with the use of inappropriate language or labelling, directly or indirectly. We take all forms of bullying and harassment very seriously.

Computers Used in School

- Students should only use a teacher's classroom computer when the teacher has authorised it and is present.
- Users should not take screenshots, photographs of, or record from, a teacher's computer screen without permission from the teacher.
- Students may not use the school laptops or iPads unless authorised by teachers
- Users should not make deliberate attempts to disrupt the computer system or destroy data by, for example, spreading computer viruses or altering the configuration of the system.

Computer Network Accounts

- On first use of a network account, students will be provided with a temporary password that they must change.
- Students may also be periodically required to change their password at login.
- Network logins are personal and private and must never be shared with anybody.
- If students experience a problem and forget their password, or it simply does not work, they should go to the IT department.

EAS Google Accounts

- All staff and students are provided with European Azerbaijan School Google accounts.
- The account is personal and private. Students must not share their password with any other user.
- If students believe somebody has access to their account they must change the password immediately and inform the IT Department immediately.
- Unless permission is given, all content online can only be shared within the European Azerbaijan School community.
- Students must make sure that the privacy settings are set to share with link only. If students do not understand this, they may ask a member of the IT Department for help.
- Students' Google accounts are for academic purposes **only**.
- Students must always use respectful language, with a respectful intention.

The Head of the IT Department with the Director's permission may monitor the account and its content whenever required. If any misconduct is detected in relation to the account use, it will result in the suspension of the account and further sanctions may be taken.

Saving Work

- Students should use their Google Drive account to save their work. This is the only way to ensure that work is backed up and secure.
- Students are encouraged to have a personal backup of their work; this is best facilitated by using Google Drive to store work, but a USB drive may also be used for this purpose. Google Drive has unlimited free storage.

Bring Your Own Device (BYOD)

- Approved devices for student use must be in silent mode while on the school campus unless otherwise allowed by a teacher. Headphones may be used with teacher permission.
- Devices may not be used without permission on assignments, quizzes, or tests.
- Devices may not be used during lessons for non-instructional purposes (such as making personal phone calls and text messaging).
- Devices may only be used to access resources on internet sites that are relevant to the classroom curriculum.

- Devices may not be used during breaks and after school.

Sanctions Against Misconduct or Inappropriate Use

European Azerbaijan School will deal with any incidents of misconduct, inappropriate use or wilful damage on a case-by-case basis. With the authorisation of the CEO, we reserve the right to access all accounts operated by The European Azerbaijan School.

This is to certify that I

Name _____

Position _____

understand that any text, photo, video, audio information related to EAS (school, staff, students, parents) is the property of EAS, must remain EAS property and cannot be shared outside the EAS.

I understand that any intended, unintended, unauthorized release and carelessness in the handling of this information is considered a breach of regulations and EAS could take legal action caused by this data breach.

Signature _____ Date _____

References

DBS, 2019. Mobile phone policy

NSW Department of Education and Training Policies and Procedures