NORD ANGLIA INTERNATIONAL SCHOOL
SHANGHAI, PUDONG

Digital Use Policy

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Section A – Introduction to the Digital Use Policy

Our school endeavours to be at the forefront of education and technology, and stands as a benchmark for technology in the classroom. The school has a range of hardware, software, and internet technologies that allow students to collaborate and learn at a truly global scale. We like to encourage our students to take full use of the Internet, Forums, Blogs, The Global Campus, and Mobile technology. E-safety is an important issue for all students. We want our students to behave safely and responsibly online, both inside and out of school. We therefore require you to support us in our efforts to make sure this technology in school is used safely and to the best educational benefits for all.
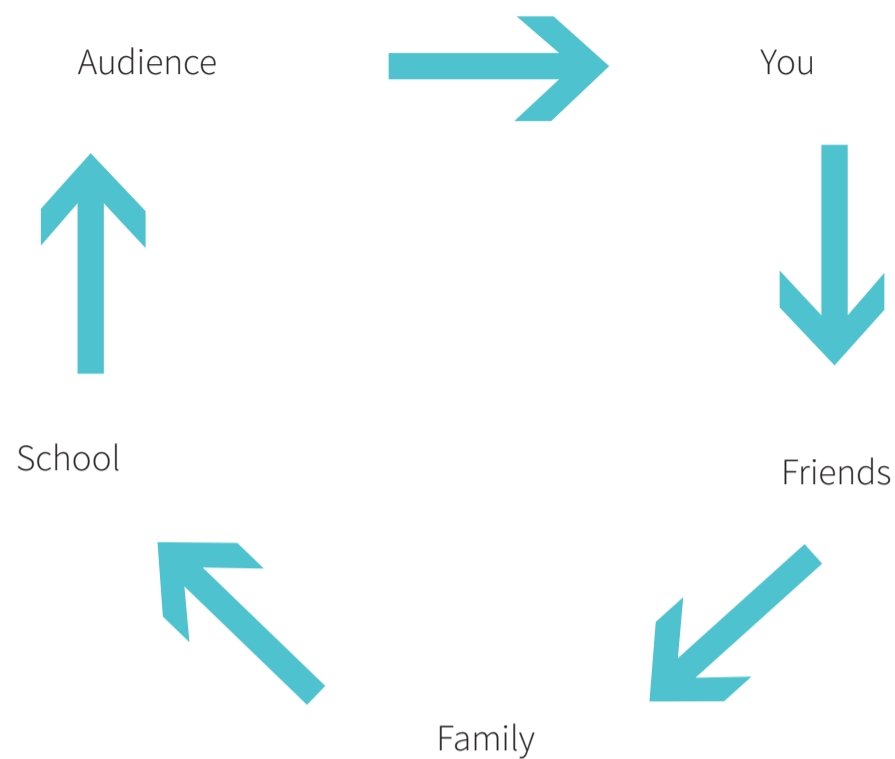
Section B – Digital Use Policy Guidelines

At Nord Anglia International School Shanghai, Pudong we aim to:

1. Support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment.

2. Have a behaviour policy that clearly states our school's values and the expected standards of student behaviour, including sanctions and who is responsible for carrying out those sanctions.

3. Educate our students to be safe and responsible users of digital technologies.

4. Raise our students' awareness of issues such as online privacy, intellectual property and copyright.

5. Supervise students when using digital technologies for educational purposes.

6. Provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed.

7. Respond to issues or incidents that have the potential to impact on the wellbeing of our students.

8. Make students aware that some online activities are illegal.

9. Make available the Digital Use Policy to parents/guardians.

10. Support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child.

Section C – Full Circle Digital Use Policy

Audience → You

School

Friends

Family

A Full Circle Policy ensures that students are aware of the audiences of their online activity and it guides students to safe and responsible practice.

1. Students of NAIS Pudong will respect and protect yourselves, the school, and the school community in your use of mobile technology.

2. Every time you use technology or connect to the internet you need to be aware of the possibilities that are available to you, how to behave responsibly and how to stay safe.

3. It is important that your actions show respect to anyone that could see your presence online, whether they are directly known to you or not.

4. Equally you must ensure that you limit your audience only to those that you want to view your content wherever possible.

5. Your online presence (digital footprint) should be a positive one, as should your use of technology in school.

6. No matter where you are using your device, content that you get from the internet or publish to the internet can impact upon some or all of the groups above in the **'full circle'** icon. It is important that you follow the simple rules outlined below to keep yourself 'full-circle safe'.

Section D – Student Guidelines for General Digital Use

1. Students will not do, write, or publish anything using their internet-enabled device that they would not be prepared to show to parents, teachers or future employers.

2. Students will choose usernames that are appropriate and consider carefully what personal information they give out about their life, experiences and relationships.

3. Students will not be obscene either in the words that they use or the content that they view. This includes material that is violent, racist or adult in nature.

4. Students will not share content that puts them at risk in any way, this includes revealing passwords, personal details, photos or their location and will tell an adult should someone ask them for these details.

5. Equally, students will never use their device to bully or upset anyone and will report any instances of bullying that they come across.

6. Students will use devices as directed by their teachers and will do nothing to bring the school into disrepute.

7. Students will follow these guidelines both in and out of school hours for as long as devices are being brought into the school environment.

8. Students may only be connected to the 'NAISPD-BYOD' Wi-Fi.

9. Students must only ever use their own account. Please note that sharing logon details with others will be dealt with as an equally serious offense as using another person's account.

10. Students must maintain system settings, especially for virus protection and spam.

11. If a device is damaged and the damage is not covered by the manufacturer's warranty or any of the school's insurance arrangements, the student will pay the costs of repairing the damage or if necessary the costs of replacing the device.

In addition, when students use a personal mobile phone, they agree to be a safe, responsible and an ethical user at all times by:

1. Respecting others and communicating with them in a supportive manner; never verbally or in writing participating in bullying (for example, harassing phone calls/text messages, supporting others in harmful, inappropriate or hurtful online behaviours by forwarding messages).

2. Keeping the device turned off or on silent-mode during class times; only making or answering calls or messages outside of lesson times upon approval from staff.

3. Respecting the privacy of others; only taking photos or recording sound or video at school when formal consent has been given or it is part of an approved lesson by the teacher.

4. Obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces.

Section E – Digital Use Policy Specific to iPads

1. Students must provide and use protective covers/cases for their iPad.

2. The iPad screen is made of glass and therefore is subject to cracking and breaking if misused: never drop or place heavy objects (books, laptops, etc.) on top of the iPad.

3. Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the iPad screen.

4. Do not subject the iPad to extreme heat or cold.

5. Do not store or leave unattended in vehicles.

6. The iPad is subject to routine monitoring by the School. Devices must be surrendered immediately upon request by any member of staff.

7. Users in breach of the Home School Agreement may be subject to but not limited to; school sanctions including confiscation.

8. Nord Anglia International School Shanghai, Pudong is not responsible for the financial or other loss of any personal files that may be deleted from an iPad.

9. If an iPad is left at home or is not charged, the user remains responsible for completing all schoolwork as if they had use of their iPad.

10. Malfunctions or technical issues are not acceptable excuses for failing to complete school work, unless there is no other means of completion.

11. iPad batteries are required to be charged and be ready to use in school daily.

12. Items deleted from the iPad cannot be recovered.

13. Memory space is limited. Academic content takes precedence over personal files and apps.

14. The whereabouts of the iPad should be known at all times.

15. It is students' responsibility to keep their iPad safe and secure.

16. iPads belonging to other users are not to be tampered with in any manner.

17. If an iPad is found unattended, it should be given to the nearest member of staff.

18. Jailbreaking is the process which removes any limitations placed on the iPad by Apple. Jailbreaking results in a less secure device and is strictly prohibited.

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

Section F - Definition of Digital Technologies

This Digital Use Policy applies to digital technologies, social media tools and learning environments established by our school and/or accessed using school owned or private networks or systems during school time and/or on school premises, including (although, not limited to):

- School owned ICT devices (e.g. whiteboards, desktop computers, laptops, tablets, printers, cameras, scanners, and any other electronic device/hardware)

- School software and apps

- School owned websites and online tools (Global Campus, Moodle, Facebook pages, and other internet or intranet tools)

- Mobile phones

- Email and instant messaging

- Internet, Intranet, and Virtual Learning Environments

- Social networking sites (e.g. Facebook, Google+, Bebo, Hi5, etc.)

- Video and photo sharing websites (e.g. Picasa, Instagram, and Youtube)

- Blogs & Micro-blogs (e.g. Twitter and Snapchat)

- Forums, discussion boards and groups (e.g. Google groups, Whirlpool)

- Wikis (e.g. Wikipedia)

- Vod and podcasts

- Video conferences and web conferences

- Any other technologies or devices not presently listed here

This Digital Use Policy applies when using any of the above digital technologies at school, at home, during school excursions and co-curricular activities.