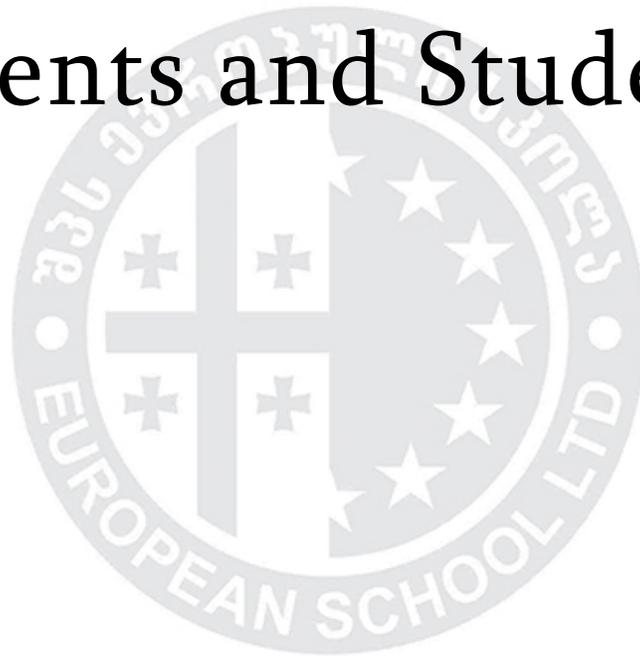




# Technology Handbook for Parents and Students



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## **Technology Handbook for Parents and Students**

### **ManageBac, Edupage and QuickSchools**

ManageBac, Edupage and QuickSchools are the ES curriculum management systems and a vital communication tools for all members of our community. Students, teachers and parents all have individual accounts (IB students – ManageBac account, AHS students – QuickSchools account and Georgian program students – Edupage account) and the system provides the following services for them:

- a) Curriculum details, including teaching units, unit plans, files
- b) Current courses and teachers
- c) Student's calendar
- d) Student's portfolio
- e) Student's academic progress
- f) class attendance
- g) Homework schedules
- h) An online grade book, with all final unit (summative) grades recorded
- i) Students' semester grades and reports
- j) Curriculum resources for students
- k) school-to-home communication with students & parents
- l) Messaging systems between students and teachers and parents.
- m) And other similar or/and different functions.

Students are expected to access their account frequently, to maintain effective communication with their teachers and to check for assignment deadlines. All three systems have an online storage for assignments, and many teachers require students to use this as the sole means of submitting their learning. All assignments are then stored in each individual student's account. All systems allow teachers to upload resources to support learning.

Please note that parents and students have separate accounts. Parents use the system to access their children's homework calendar for all major summative (end of unit) assessments, summative grades, to review the intended curriculum, and to collect school reports.

### **Google Email, Apps and Online Storage**

The school provides every student from grade 1 to grade 12 with a personal Google Email account, recognizable by the @europeanschool.ge address. This account is an essential communication tool between students and teachers, especially as it integrates with a range of Google applications that are in frequent use in the classroom.

Most importantly, the @europeanschool.ge account provides each student with online unlimited storage. This allows students to keep documents in "the cloud" and so access them from any location. Students are strongly encouraged to store their learning documents using their Google account.

To ensure students are using these tools and the internet safely and responsibly, we teach our students about Digital Citizenship before they start to use Google accounts.

ES follows the ISTE (International Society for Technology in Education) Standards for Students which

are designed to allow students and ensure learning is a student driven process. The standard on Digital Citizenship states students recognize the rights, responsibility and opportunities of living, learning and working in an interconnected digital world, and they act and model in ways that are safe, legal and ethical.

- A. Students encourage and manage their digital identity and reputation and are aware of the stability of their actions in the digital world
- B. Students engage in positive, safe, legal and ethical behavior when using technology, including social interactions online or when using networked devices
- C. Students demonstrate an understanding of and respect for the rights and obligations of using and sharing intellectual property
- D. Students manage their personal data to maintain digital privacy and security and are aware of data-collection technology used to track their navigation online

Students are responsible for appropriate behavior on the internet and school owned Google accounts just as they are in the classroom or on the school grounds. The student will only use computers, devices and the internet at ES for school related tasks.

All teachers have a @europeanschool.ge/@americanhighschool.ge account and the same storage space. All teachers keep learning resources in “the cloud” and share these with students and colleges. Teachers also use the Google interactive environment for a range of e-learning activities and use it for the submission of assignments.

### **Bring Your Own Device: Laptops and Tablets**

The school introduces into practice a Bring Your Own Device (BYOD) program throughout the Secondary and High School (from grade 6 to grade 12). This means that students may bring a laptop or tablet for use in the classroom - to carry out research, or take notes, or follow e-learning classroom activities.

If a student brings his/her laptop or tablet the device should be fully charged at home. Students may not charge their laptop batteries in the school. Additionally, students must follow teacher instructions with respect to their personal laptops.

From 2022-23 academic year we plan to make mandatory this program for each secondary and High school student.

### **Information Storage and Maintenance**

As students keep more of their learning in electronic files, they have responsibility to ensure the secure storage of their learning. Students should consequently ensure they have effective back-up systems in place and, both for hardware and software, their devices are well maintained. The school cannot retrieve information that has been lost on student’s personal devices, nor do we have any service facility to fix computers or tablets.

### **Internet Access**

The school offers high-speed LAN and wireless internet access in both its buildings. Students are issued with a password and can use their own devices laptops or tablets to access the internet as well, as they can

use school computers connected to school LAN.

Each student can:

- a) Connect to the internet using his/her devices.
- b) Use school computers according to school regulations.
- c) Use their own device in classrooms (with the teacher's permission) to take notes or undertake research.
- d) Work using their own software, as long as this is compatible with the requirements of the classroom teacher.

## **Security**

We do all our best to offer a secure and safe environment to our students and teachers. The school provides lockers for all students, and we strongly advise students to store their electronic devices in their lockers. We have security cameras in all our buildings, and a secure pass system on all external doors. However, students who bring computers or tablets to school do so entirely at their own risk. The school cannot be responsible for any cost arising from the loss or theft of personal items on the school.

## **Use of IT**

All students who log on to the internet using their own device at school will have to agree to the European School Acceptable Use of ICT Policy. Students and parents should please read through the conditions, to be sure that everyone understands their responsibilities.

The aim of this policy is to foster appropriate use of digital technologies and to establish attitudes and behavior that will protect the students, the ES community and the school's IT resources.

The policy is in two parts:

1. Acceptable use of IT at ES: Specific rules relating to the use of the school's IT systems and resources.
2. Guidelines for the use of digital technologies: General advice relating to the use of all digital technology, including social media, both inside and outside of the school environment.

The technologies and resources covered include but are not restricted to:

- Personal digital learning resources provided by ES.
- Shared classroom technology.
- Local and wireless network resources.
- Cloud-based systems and resources provided by ES.
- Use of other digital resources.
- Data protection and security.

All students and parents should read the ES Acceptable Use of ICT Policy. Parents, please discuss the policy rules with your child to ensure that they understand them thoroughly.

## **Electronic Devices**

During school activities, students should not use portable music devices, electronic games or other non-educational electronic devices except when this has been agreed by the teacher in charge. Students may

use portable music devices at lunchtime, break time or during a study period, as long as this does not interfere with their safety or that of others. When in the library or in any study rooms, students may listen to music if this does not interfere with the learning or work of others. At all other times, students should keep personal equipment in their lockers or in their bags. The school cannot be held responsible for the loss of or damage to personal electronic equipment.

### **Shared Classroom Technology**

The school provides a wide range of classroom technology resources including, laptops, workstations, interactive whiteboards, projectors and various hardware to support all subjects in our ES curriculum.

Students are expected to treat these resources with care and respect. Damage to any equipment should be reported, as soon as it is detected, to the class teacher.

Students must not change physical connections or alter in any way the configuration of the classroom technology, without the express permission of the teacher and then only on the clear understanding that it will be returned to the original settings after use.

### **Local and Wireless Network Resources**

Access to the LAN and the wireless network is permitted for students. Accessing the network implies that students have read and understood our Acceptable Use of ICT policy.

Under no circumstances should any student install, or attempt to install, any software or change or adjust any of the security permissions for any device.

### **Cloud-Based Systems and Resources Provided by ES**

ES provides a wide and constantly developing collection of online systems and resources, many of which require users to log in with personal account names and passwords. Such account details should be carefully protected and should not be told to, or shared with, any other person.

It is extremely important to ensure that you are properly logged out from any secure system that you access through a shared ES device. If you do discover another user has left a personal account open, please close the account immediately or, inform a teacher or the IT support team.

Sending an inappropriate message from another user's email account is considered a serious breach of the Acceptable Use of ICT policy.

Please do not synchronize personal data from an online system on an ES shared device.

Should you have any reason to suspect that one of your personal accounts may have been compromised, please inform the IT team immediately.

### **Use of Other Digital Resources**

The following points relate specifically to use of the internet and are intended to cover the areas where there might be serious, and possibly legal, implications for the student and/or the school.

Students should:

- Not deliberately access, transmit, copy, or create material that would be considered inappropriate; This includes but is not limited to, messages or materials that are pornographic, threatening, rude,

discriminatory, or meant to harass.

- Respect and protect the intellectual property of others. This includes, but is not limited to making and/or distributing of illegal copies of music, games, movies etc.
- Not use the resources to further any acts that are criminal.
- Not use the resources to send spam, chain letters, or other unsolicited mass mailings.
- Not buy, sell, advertise, or otherwise conduct business through ISP resources or systems, unless approved as a school project.
- Not plagiarize. Always give full acknowledgement of the sources for any materials or ideas submitted as course work or assignments.

### **Data Protection and Security**

Students should:

- Only use assigned accounts to access ES systems or resources.
- Not attempt to view, use, or copy passwords, data, or networks to which they are not authorized.
- Never attempt to install unauthorized software.
- Report any suspected violations or vulnerabilities immediately to the IT team.
- Observe all network security practices, as posted.
- Not delete, edit or move data or other resources that do not belong to them.

### **Privacy and E-safety**

Students should:

- Communicate with ES Staff only through their assigned Google Apps email addresses, Management Systems or other approved channels.
- Respect and protect the privacy of others. Do not post online or otherwise distribute private information about others or themselves.
- Report immediately to a teacher any incident which gives them any cause to feel threatened or uncomfortable.

### **Supervision and Monitoring of IT Resources**

School and IT administrator monitor the use of IT resources to help ensure that use is secure and conforms to the school's mission. The school reserves the right to examine, use and disclose any data found on the school's networks or information systems in order to further the health, safety, discipline or security of any student or other person, or to protect property.

The school can monitor user accounts and internet access and keep logs of inappropriate activities. Please use our IT resources thoughtfully and responsibly.

The school may also use this information in disciplinary actions, and will, where appropriate, furnish evidence of crime to law enforcement agencies in line with Georgian and international law.

## **Consequences for Violation**

Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's IT resources.