



PaRKIS Policies

TECHNOLOGY POLICY & ACCEPTABLE USE AGREEMENT

PaRK INTERNATIONAL
SCHOOL

Technology Policy and Acceptable Use Agreement

The policies, procedures and information within this document apply to all devices used in PaRK International School. Teachers and administrators may set additional requirements for use in their classroom.

This acceptable use agreement is provided to make students, parents and teachers aware of the responsibilities associated with the efficient, ethical, and lawful use of technology resources. In the event of any breach to this agreement, student privileges may be terminated and disciplinary action could be applied, in accordance with the PaRK iPad Usage Procedures (effective on the day of breach).

All PaRK IS teachers and students are given a Google for Education account that is managed by the school. Students from grade 6 onwards are given an Office account (A1) that is managed by the school.

All students need to sign and deliver a copy of the Student Pledge before they can use their device at the school.

The Student Pledge can be found at the end of this document.

After reading and accepting the required agreement, students can begin using their iOS/Windows devices in the classrooms, and if necessary, create and/or continue school work at home.

Internet and device use will be monitored by an institute level administration and software management (only iPads have [MDM](#)) to gauge the use and effectiveness of the device in the classroom. Moreover, contents on the device can be viewed by a teacher upon request, with parents and student consent.

Teachers reserve the right to restrict device use during class if misuse is suspected. Students must bring their device every day with full battery life to ensure activity for an entire school day, **without the need to recharge**.

All devices are checked by the IT School Field Manager at the beginning of the school year or when a student has a new device, to ensure the minimum requirements are fulfilled.

Purpose

- PaRK International school's Technology Policy aims to improve student learning experiences both in and out of the classroom. The school requires students to purchase a personal **iPad** (Grade 4 to 5) or **Windows** or **MacBook laptop** (Grade 6 to 12) with the expectation that they will make good decisions in regard to personal use of technology.
- Students and Parents/Guardians must carefully read the Acceptable Use Agreement prior to signing it. Any questions should be addressed to the [Head of EdTech](#) and clarification obtained before the Acceptable Use Agreement is signed. Signing the document indicates that the student and Parents/Guardians have read and understood the expectations of the school.

Goals

- To prepare students for a 21st Century environment
- To increase the productivity and engagement of all learners
- To make student-centred learning a priority
- To increase student collaboration, creativity, critical thinking and communication

Equipment Grade 4 & 5: iPad

Apple ID

- Every iPad must have an active and verified Apple ID prior to its use on school premises. An Apple ID is a personal account used to access Apple services such as App Store, iTunes Store, iCloud, iMessage, the Apple Online Store, FaceTime, and more, and is available for all users over thirteen years of age. An Apple ID must be created by the Parents/Guardians using the 'Family Sharing' feature of the device or by the student (if already aged 13+).
- Parents/Guardians with a valid Apple ID can use the "Family Sharing" feature to create a Child Account. Parents/Guardians without a valid Apple ID must first create one for themselves before creating one for their child and introducing it to the device. The "Family Sharing" feature can only be accessed on an iOS/Mac device - instructions [HERE](#) and [HERE](#).
- The school is not responsible for creating an Apple ID, including it in the "Family Sharing" functionality, or managing and activating the "Screen Time" option. If the Parents/Guardians need help, the EdTech team will provide the necessary support and material, in the Survival Kit, available [HERE](#).
- The EdTech Team also provides a support guide for in-app purchases that may happen on the App Store, [HERE](#), in order to help Parents/Guardians.

Device

- PaRK IS recommends the iPad 64GB 10th generation (2022 - 10,9"). Students can use another model as long as it is a version equal to or greater than the iPad 7th generation (2019).
- The iPad screen must only be cleaned with approved soft, lint-free cleaning towels. Spray cleaners or liquids should not be used.
- If a stylus is used (optional), it must be capacitive (purchased by the student).
- While the iPad is scratch-resistant, the iPad will scratch. Avoid contact with sharp objects. Tempered-glass screen protectors are mandatory.
- Hands should always be clean before using the iPad.
- Food and drink should be kept away from the iPad.
- The iPad must use an approved and appropriate case cover at all times.
- Students must bring the iPad fully charged to school every day. **Chargers should be left at home.**
- When not in use, the iPad must be stored safely inside the student's school bag.
- The iPad must return to the student's home at the end of each day.
- All material on the iPad is subject to review by school staff.
- All iPads and batteries are covered by the manufacturer's warranty. The warranty covers the manufacturer's defects and normal use of the iPad. It does not cover negligence, abuse or malicious damage.
- Families may wish to purchase personal insurance to protect the iPad in cases of loss, theft, or accidental damage. For the iPads acquired through the school, insurance is mandatory.

- All iOS devices must have the “Find My iPad” feature switched on at all times.
- Unless permission is obtained, sound must be muted at all times. Students can use their personal headphones when instructed by the teacher.
- Any problems, vandalism, damage, loss or theft of the iPad must be reported immediately to the [Head of EdTech](#).
- Students will be required to replace lost or damaged chargers/covers.
- All iOS devices that make part of the BYOD Programme must be enrolled in the school’s Mobile Device Management system prior to their use on school premises. This process installs an enrollment profile in the iPad that allows the school to manage, secure and update the device. In order for the profile to be installed correctly, the device needs to be restored to factory settings and set up as a new one. This enrollment profile is only removed by the Head of EdTech and the EdTech Team when the student leaves the school.
- Synchronizing an iPad enrolled in the school’s MDM system to a home computer is limited to only music and photos. Physical backup can be done on any computer that runs iTunes. For safety reasons, the automatic iCloud backup must be active at all times.
- In case of changing the device, the student is responsible for informing the [EdTech Team](#) to install the MDM profile on the new device.
- The iPad’s Bluetooth connection must always be kept on when on school premises. Bluetooth is required for the proper functionality of the Apple Classroom app, used by teachers to monitor and manage the students’ devices.

[Equipment Grades 6-12: Windows 10/11 or MacBook laptop](#)

Device

- The device should be a Windows 10/11 or MacBook device. Buying a device model is a personal choice. Ultimately, each Parents/Guardians will need to choose the device that works best for his/her child.
- These are the requirements we suggest for the device:
 - Operating system: Windows 10/11 OR MacOS
 - Processor: i5 or equivalent/similar
 - 8GB RAM
 - Intel Iris XE Graphics or equivalent/similar
- **As a rule of thumb, we may suggest that a device bought in the last 3 years should be sufficient.**
- The screen size and resolution will need to be large enough to work effectively and comfortably all day (we suggest 14” or bigger).
- The device should have a battery life of at least 6 hours. Students are allowed to charge their devices at school only in exceptional cases, and after requesting permission from a teacher or member of staff.
- The device must be able to access a WiFi network. The school has a site-wide wireless network for students to use.
- The device should be portable and light enough to carry around all day.
- The device must be able to access and create documents with a Google/Microsoft account, such as Gmail/Outlook and Google Drive/OneDrive.

- Providing a padded bag or protective sleeve is suggested. This will provide more protection for the day to day use of these computing devices.
- Device insurance is not mandatory but strongly recommended.
- **The school highly recommends Parental Control - instructions [HERE](#). At the beginning of the school year, our team will configure this setting to ensure the online safety of our students.**

Phone Usage

To help Parents/Guardians when collecting students by the end of the day, PaRK INTERNATIONAL SCHOOL allows students from Grade 5 to bring mobile phones to school, at the owner's risk.

Incorrect use of mobile phone: Mobile phones should be kept switched off and in bags or lockers. If a mobile phone is seen on campus before school or at any time during the school day they will be taken immediately. Students can only use mobile phones after they have ended school for the day. If a student needs to make an urgent phone call during the school day, they must go to the reception. Any mobile phone taken will be given to the student's Class Tutor/Head of Year (HoY). The consequences for the use of mobile phones are laid out in the Behaviour Policy.

PaRK INTERNATIONAL SCHOOL will not monitor phone calls and is not liable for any damage or loss of mobile phones.

Headphone Usage

Incorrect use of headphones / earbuds: If a student is found to be using this technology without permission then the item will be confiscated and given to the Class Tutor/HoY.

Student Responsibilities

The students must:

- Use the device in a responsible, ethical manner and in accordance with the Acceptable Use Agreement.
- Obey general school rules concerning behaviour and communication that apply to the device use - [iPad usage procedures](#).
- Comply with trademark and copyright laws and all license agreements. If unsure, consult a teacher or Parents/Guardians.
- Backup all data securely through iCloud Backup and Google Drive:
 - iCloud Backup Storage comes with 5GB of free storage and is used for backing up purchase history and information, photos and videos, device settings and home screen organization. Students are asked to manage their storage by reducing iCloud backup size, deleting photos or videos, or deleting files stored in iCloud. If necessary, extra storage can be purchased by the student.
 - Google Drive comes with unlimited free storage, as part of the Google For Education programme, and should be used for backing up user-created content, such as pictures, videos, presentations and projects.
- Not 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, but is not limited to, **removing the Mobile Device Management profile and/or certificates**, as well as installing VPN software, hotspot

connections and/or unauthorised app managers and synchronous assistants that can allow access to pirated and unofficial apps.

- Not use screensavers, avatars, wallpapers or protective covers that can feature inappropriate or provocative images.
- All profiles for Google Apps and integrated apps that use the school's Google SSO, must be either the school's profile image of the pupil or the default 'no profile image'. The choice is with the pupil.
- Set a security passcode on their device. This passcode should be known only by them to ensure the device is only used by the designated student. The Head of EdTech and the EdTech Team reserves the right to bypass the security code with justifiable reason.
- Keep the device's operating system up-to-date by always downloading and installing available updates. This activity should take place at home to ensure that the device is always fully functional when at school.
- Students are responsible for their personal devices at all times. The school does offer technical support for students having difficulty accessing the WiFi and/or their school accounts. The school takes no responsibility to search for lost or stolen devices nor is there any assumption of financial responsibility by the school for damaged, lost or stolen personal devices.
- Inform the EdTechTeam immediately if any changes to the MDM are made - uninstalling profiles that are part of the MDM service is not allowed.
- In case of changing the device, the student is responsible for informing the [EdTech Team](#) to install the MDM profile on my new device.

Digital Citizenship **(applicable to the use of all personal devices)**

The students will:

- Respect the rights and privacy of others.
- Not access, send, upload, download or distribute information that may be considered offensive, profane, threatening, pornographic, obscene, sexually explicit, inappropriate or antisocial inside and outside the school environment.
- Use all modes of electronic communication with integrity, be honest and sensitive to others and reliable in what they communicate. Nothing that is sent through or posted on the Internet can be guaranteed to be private and can be traced, printed off and given to the school or police.
- Not be involved in harassment when using the Internet or other communication devices such as mobile phones at school, at home or at any other location. Harassment is defined as the annoyance to another person or the interference with another person's work. Harassment includes, but is not limited to, the sending of unwarranted messages or messages that are derogatory, defaming or hurtful comments via emails, text messages, posting comments on blogs, social networks, chat rooms or on other websites, SMS or MMS messages and any other modes of electronic communication. If students experience harassment, they should print off the offending material and give it to a member of staff if the incident occurs at school or to their Parents/Guardians if the incident occurs out of school. After discussion with their Parents/Guardians, the incident should be reported to a teacher if the harassment involves other students, teachers or members of the school community. The matter can also be referred to the police.

- Not make comments on the Internet or send comments via SMS, MMS, memes or other means of electronic communication that could hurt the reputation of the school.
- Not use the school's Internet network for chatting or sending messages under any circumstances without the consent of a teacher. Any internal or external communication is only allowed after the completion of the school's daily schedule.
- Not reveal personal details while on the Internet, including email accounts, passwords, home address or phone number, or the address or phone number of others.
- Be aware that information published on the Internet may be inaccurate or may misrepresent a person or situation.
- Not plagiarise or violate copyright law.
- Not impersonate others when using the Internet.
- Not log in using someone else's account.
- Not remove, edit or replace their Apple ID for any reason, without the consent of the school and/or their Parents/Guardians. Any changes to these accounts must be immediately reported to the Head of EdTech.
- Notify the EdTech Team if they identified security or any other problem with the school's network.
- Use social networking sites in a responsible and cyber safe manner by not revealing personal details, by limiting access to their social networking pages to people whom they know and can trust and by not posting offensive or harassing information on websites.
- Act responsibly when taking photographs and videos, sending them using electronic devices and posting them on the Internet. It is expected that students will:
 - Not take photographs or videos at school or school-related functions or activities without the permission of the teacher.
 - Not distribute or post photographs, graphical images or videos of students, teachers or their relatives on the Internet without their permission.
- Read and follow the [iPad usage procedures](#).

Rent Your Own Device Agreement

A. iPad Lease Contract

New students enrolled at PaRK International School can rent their own device for an annual fee, not refundable, for the purposes of facilitating education, in case parents decide not to buy their own device. The rental plans available are:

Device	Extras included	Annual rental fee
Apple iPad 10th Generation (2022)	Hardcover	300€
Apple iPad 9th Generation (2021)	Hardcover	240€
Apple iPad 8th Generation (2020)	Hardcover	200€

The School leases the iPads on behalf of its students for one year (3 terms); the iPad must be returned by the end of the school year or if the student withdraws. The School retains all ownership rights of the iPad; the School may inspect the iPad and all stored information at any time with or without notice, and the student should not have an expectation of privacy as to anything stored on, sent by, or received through it. At the end of that term, students will return the iPad to the school, and all personal data will be deleted.

B. Customization

Any preference settings, such as the wallpaper, screen brightness, or location services, may be changed by the student. The purchase of some apps will be required by course instructors, and with their parent or guardian's permission, students have the option to buy other apps from the Apple iTunes Store and download them to their iPad. Hacking or jailbreaking an iPad is not allowed; if a student's iPad is found to be hacked/jailbroken or if it is deemed that the iPad is being used inappropriately in any manner, the student will be subject to disciplinary action and possible financial penalties associated with harming the device.

C. Damage or Loss

Students should report any damage or loss to the EdTech Department, which will determine necessary action. All iPads are covered by a warranty which covers manufacturer's defects. The warranty does not cover loss, negligence, and abuse. For example, carelessly dropping the iPad, throwing the iPad, or using the iPad as an umbrella would be considered examples of neglect and abuse.

Students pay an annual fee of 200€, 240€ or 300€, depending on the rental plan selected, not returnable, which will cover the first incidence of damage or loss. See the section below, Financial Responsibility, for further details.

D. Standards for iPad Care and Usage

Usage Rules

- Bring the fully-charged iPad to school every day.
- Make sure you keep your iPad with your belongings at all times
- Keep the iPad secure in its protective case or covering, ensuring that corners are covered properly and do not remove it.
- Other than parents or guardians, do not let anyone besides yourself use the iPad.
- Read and comply with the terms in this document - **Technology Policy and Acceptable Use Agreement** and the [iPad usage procedures](#).
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- Report any problems, damage or theft immediately to the EdTech Department.
- Create a Passcode on the iPad and keep it confidential.
- Any apps or data stored on the iPad must be consistent with school policy, the mission and spirit of the school.

General Care

- Do not do anything to the iPad that will permanently alter it in any way.
- Do not remove any serial numbers or identification placed on the iPad.
- Keep the equipment clean. For example, do not eat or drink while using the iPad.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only. Do not use paper towels, which may scratch the screen.

Personal Health & Safety

- Take frequent breaks when using the iPad for long periods of time. Look away from the iPad approximately every fifteen minutes and focus on a distant object to prevent eye strain. Keep track of how long you spend using the iPad.
- Do not provide your personal information to anyone over the Internet.
- Do not share your passwords with anyone.

Financial Responsibility

Students pay an annual fee of 200€, 240€ or 300€, not returnable, which will cover the first incidence of damage or loss. Subsequent damage will be repaired by the School when possible, and the cost billed to the student. In the case of a second iPad's destruction or loss, the student will be billed for the full value of the replacement iPad, 450€.

Parents/Guardians

- Parents/Guardians are responsible for supervising their child's use of the device when not in school.
- Take extra steps to protect your child:
 - Encourage your child to use and store the device in an open area of your homes, such as the kitchen or family room so you can monitor what your child is doing online.
 - Use the Internet with your child to help develop safe surfing habits. Children often model adult behaviour.
- Go where your child goes online:
 - Monitor the places that your child visits.
 - Let your child know that you are there, and help teach them to act appropriately as they work and socialize online.
- Review your child's friends list.
- Report unwelcome or malicious online threats.
- Help your child develop a routine in the use and care of the device.
- Take a look at the apps or programmes installed and try to have a working understanding of the programmes and student work found on the device.
- Read and share the PaRK International School Acceptable Use Agreement to create a clear set of expectations and limitations for your child.
- In case of changing the device, the parents should inform the [EdTech Team](#) to install the MDM profile on the new device.

STUDENT PLEDGE

- I understand that the care of my device is my responsibility.
- I will never leave my device unattended.
- I will ensure that my device battery is charged nightly.
- I will protect my device by keeping it in an approved case at all times.
- I will keep food and beverages away from my device as they may cause damage to the device.
- I will avoid using objects that may scratch the screen.
- I will not expose my device to extreme temperatures and direct sunlight.
- I will not delete any school installed applications, certificates, profiles or software, without teachers' consent.
- I will be responsible for my behaviour when using the Internet. This includes the resources I access and the language I use.
- I will use my device in ways that are educational, appropriate, polite and sensible.
- I will follow the school's Acceptable Use Agreement at all times.
- I will follow and respect the classroom rules concerning device usage.
- I understand that my device is subject to inspection, with parents and student consent, in case of misuse of the device - Parents will be contacted if this situation occurs.
- I understand that my use of the Internet and other related technologies may be monitored and logged and can be made available to my teachers.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I will only use my device in school, including the internet, email, digital video, mobile technologies, etc. for school purposes.
- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, pupils or others distress or bring them into disrepute.
- I will not attempt to bypass the internet filtering system.
- I will not take pictures or record videos while I am inside of the school perimeter. I am not allowed to use pictures/videos besides projects or presentations.
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my Parents/Guardian may be contacted.
- In case of changing the device, I am responsible for informing the [EdTech Team](#) to install the MDM profile on my new device.

Dear Parents/Guardians,

We expect all students to be safe and responsible when using their iPads. It is essential that students are aware of the rules and know how to stay safe when using technology at school and at home.

Students are expected to read and discuss the PaRK International School Acceptable Use Agreement with their Parents/Guardian and then to sign and follow the terms of the agreement. Any concerns or explanation can be discussed with the Head of EdTech ([Joana Simas](#)).

Student's Signature

Parent/Guardian's Signature