

Technology Policy

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1. Overview and usage

Technology should be used as a supportive tool towards learning. It should not be used as a substitute for teaching, and **must not be used for 'free/golden time'**. Students should not be directed to a website and given the choice of activity, they must be given the specific activity to do, and how to get to it.

Students need the **highest level of supervision** when they are on technology, as they have access to a much wider range of content than when they are not on technology. Student screens should be monitored by staff whilst they are using devices. Staff must circulate the room when students are on devices.

Primary students should be using devices for a **maximum of 40 minutes per day**. This can be one period a day, or homeroom teachers can book the devices out for a double period one day, and do not use them the next.

Specialists should use devices for a **maximum of 1 period** a week with classes, and only where supportive of learning.

Secondary teachers should use their discretion on device usage. Students must have some lessons each week away from individual screens. A variety of activities in lessons is critical to learning and student engagement. We advise that each subject should have an average of one lesson per week on a device.

Staff must set an example with their technology use. They should not be on their phones (or have headphones in) during duty or whilst walking around school. Where AI is used in planning, this should be cited on the materials and shared with the students.

It is the responsibility of the teacher to ensure that all devices are returned correctly and plugged back in at the end of a lesson.

Movies should not be shown in class except for educational purposes. There are occasionally exceptions to this, which will be indicated by admin (e.g. after a sports morning, or during Enrichment Week).

2. Booking devices

Devices

G3-5 should use the sets of iPads and the chromebooks under the stairs in A block. Art, Music and K-G2 should use the iPads in the cupboard in C block.

Secondary should use the devices closest to where they are teaching.

Booking

- If a staff wishes to use devices, **they must have a booking on the calendar.**
- There is no time limit for making bookings, you can book them 1 minute in advance if they are still available! **NB: So we can monitor breakages and missing devices, we must know who is using the devices at all times.**
- Bookings must be made using the following code: **GRADE SUBJECT TEACHER (e.g. G7 Span JT).**
- Bookings must be made using **exact timings e.g. 9.05-9.45.** You can do this by typing in the time. If the timings are not accurate, others won't be able to book the devices for the next period.
- If a staff member has a recurring booking but they are no longer using it, please delete the booking (either for one week or permanently) so others can use the devices.

3. Usage, safety and damaged devices

Usage

- **Students must use the device corresponding to their register number. Teachers must ensure this.**
- The teacher leading the class must check that every device is put **away correctly and plugged in to charge**. It is easiest to put all devices away, the correct way round, and then plug them all in.
- Ensure there is ONE charger in each computer.
- Devices must be **returned to their cabinet/location before the bell**, unless an arrangement has been made to deliver them directly to the next booking.
- The iPads and primary chromebooks are in moveable trolleys. Staff should wheel the whole trolley to their classroom (leave it outside to avoid the step) and have students get them out there. This will reduce students carrying lots of devices around school and minimize damages. These devices should only be used in rooms AG1-4.
- No altering of any settings.
 - Including desktop photos, passwords, screen time
- No using any apps/features/websites without teacher instruction.
 - Including photos, camera, notes etc.
- Students are to only use apps instructed by the teacher in the way directed by the teacher.
- The home screen and background screen should display the iPad number.

Safety

- Students may **not access any unauthorized sites**. These include, but are not limited to: social media, discord/chat channels, whatsapp, netflix, youtube, inappropriate material.
- If a student is misusing a device, they may be given a warning and a subsequent sanction.
- Students must **not take photographs** on devices.

Damaged/not working devices

- If a device is not working, it should be noted on the IT problems spreadsheet.
- It is unlikely that we will be able to give a replacement or fix it immediately, but we will do so with as much urgency as possible.
- Teachers are asked to be flexible when a student device is not working and get them to share for that lesson. Most device cupboards have 25 devices, so number 25 should be used only in case that one isn't working.

Handling Devices

- No *running* with device in hand.
- No walking while using a device. Devices should be closed and carried with two hands when walking.

- No *eating* or *drinking* near devices.
- Students must use their assigned device number.
- In the case that there is a shortage of devices, rotate the missing number so that it is not the same student missing out each lesson. This should be noted on the IT problems spreadsheet.

Failure to Comply: Student loses device privileges for that lesson, then break, lunch sanctions etc. (see behaviour policy)

4. Device locations

A Block		
Location	Device type	Number
Cupboard under stairs (primary)	iPads Blue Chromebooks	24 + teacher 24
AF2	Silver Laptops	24
AF3	360 Chromebooks	25
B Block		
Location	Device	Number
BF1	Black Samsung Chromebooks	25
BF3	Black HP laptops	25
C Block		
Location	Device	Number
Cupboard	iPads	24+teacher

5. Personal Device Policy

Primary (K-Grade 4)

- Primary students are not permitted devices of any type (smart watches, phones, laptops, iPads) in school. Students are welcome to use the phone in the office if they need to contact parents.
- If parents are insistent that a student must bring in a device, it is at their own risk and it must be kept in their school bag; it should not be visible.

Secondary (Grade 5 - Grade 11)

- **Phones and smart watches** must be **locked in the phone box** at the start of homeroom. They will remain locked away until 2.45pm. The teacher will unlock the phone box at this time for the students.
- They must be **fully turned off** in the phone box. If a phone goes off in the phone box, it will be confiscated for **1 working day**, so will be returned at the end of the following school day.
- The only situations where a phone should be removed before 2.40pm is if a staff member facilitates this.
- If a student is found with their phone when it should be in the phone box, it will be confiscated and kept in the office for **3 working days**. For example, if it is confiscated on a Tuesday, it will be returned to the student at the end of the day on Friday. If it is confiscated on a Friday, it will be returned to the student at the end of the day on Wednesday. This also applies to primary students, if a phone is heard or seen.

IB (Grade 12 - Grade 13)

- IB students must have their phones in the phone box during class, but are permitted them at break and lunchtime. They are never to be out or used in class unless explicitly requested by the teacher.

Other devices

- G10 - G13 students require a personal laptop device in school. They will be provided with student internet access.
- Laptops must be on the students' person or locked in a locker. They must not be on desks unless the teacher has explicitly asked students to use them.
- If a student misuses this privilege, it will be revoked.
- Headphones are not permitted to be worn when students are moving around school or in class.

6. Student Policy on AI Tools and Academic Misconduct

What are Artificial Intelligence (AI) Tools?

Artificial Intelligence (AI) are software tools that can respond to a request (or prompt) with an answer that creates a humanlike conversational dialogue. AI tools such as ChatGPT are different to search engines which direct you to web pages that could answer your question.

Our philosophy on AI tools

We recognize that AI tools are game changers in terms of the skills our students will need for the future. We want students to exercise thinking skills critically when using this type of technology.

When the purpose of a task is to assess the student rather than to support their learning then we need to be sure that what the student is being assessed on is their own work and not someone else's, or the product of AI.

Guidance

Students using AI tools should follow the following guidelines:

- Before writing a piece of work, students should find research material using search engines to get ideas and help shape their arguments.
- Students benefit from having an example of a good essay to look at when drafting their own work. However, the student must be clear that they are only using it to understand what good essay structures and coherent supported arguments look like, not to copy sections of it.
- Students are encouraged to ask the software research questions rather than the essay title, and then explore the sources it provides—ensuring they also explore the inherent bias of the results.
- If students use the text (or any other product) produced by an AI tool—be that by copying or paraphrasing that text or modifying an image—***they must clearly reference the AI tool in the body of their work and add it to the bibliography.***

Students are responsible for:

- Submitting for assessment that is their own – ideas and words.
- Ensuring that work meets the expectations of academic integrity.
- Fully acknowledging the work, ideas and words of others within their work – this includes citing within the body of their work and within a bibliography at the end, all sources referred to in producing the work. This applies, regardless of whether they have used books, websites, photographs, audio-visual material, maps, graphs etc.

Sanctions for misconduct for plagiarism:

Our sanctions therefore provide opportunities for students to be reflective.

First offense:

The student is required to reflect and re-submit a piece of work. They are reminded of the school's academic policy. The teacher does not mark the initial work and students must resubmit work with proper citations. They can still acquire full marks.

Example questions students will be asked to reflect on include:

- Where are your full citations?
- How does the teacher know what you have learnt?
- Where can the AI help you? Where can it not?
- Where do you think it is obvious that AI has been used?
- What did the AI fail to include/exclude that can jeopardize your grades?
- Are there barriers preventing you from doing the work yourself?

Second offense:

The consequences for the student if there is a second suspected case of dishonesty is that he/she is made to re-submit a piece of work but cannot receive full marks for it. Parents may be notified by the teacher and it is recorded for future reference.

Third offense:

The student and parent(s) are called in to school for a meeting with admin in addition to discuss disciplinary consequences.

Disciplinary consequences could include:

- Receiving a zero or fail for that piece of work.

Depending on the nature and extent of academic malpractice and whether there is any history of similar behaviour, further sanctions could be implemented.

How to cite using AI tools

Students should be clear that if they use the text (or any other product) produced by an AI tool—by copying or paraphrasing that text or modifying an image—**they must clearly reference it in the body of their work and add the reference in the bibliography.**



The in-text citation should contain quotation marks using the referencing style already in use by the school, for example: **“the development of the tools and variables required for.....” (text taken/paraphrased from ChatGPT, 2024).**

The reference in the bibliography should also contain the prompt given to the AI tool and the date it generated the text, for example: **OpenAI. (23 February 2024). ChatGPT response to *example* prompt about example topic.**

7. School Device Rental Agreement

Date: _____

Serial Number: _____

Device Description/Make:

Charger included: _____

Condition:

I, _____, in Grade _____, have received the above mentioned device on rental for the school year _____.

I, _____, parent of the above child, agree to be financially responsible if any damage occurs to the above mentioned device, and agree to the below rental agreement.

Student

Parent

School Laptop Rental

- **The cost to rent a laptop is \$400 EC for a year.** This is a non-refundable fee. If a student receives financial support, they can contact janejack@islandacademy.com to identify if this fee will be reduced. This is only applicable to G10-G13 students.
- Signed agreement for both student and parents to sign.
- On the last day of school in June, the laptop will be returned to the office.
- On the first day of the next school year, the laptop can be rented again to the student. A new agreement will be signed and rental fee paid.
- Laptop is to be used for schoolwork only, no social media or inappropriate sites to be accessed.
- The administration has the right to check the condition of the laptop at any time.
- Any damage that occurs with the laptop will be the sole responsibility of the student and parents. If the laptop can be repaired, **the school will have it repaired and the cost of repairs paid by parents. If it cannot be repaired the parents are required to pay the school \$550 EC to pay for a replacement laptop.**