1:1 Laptop Program

All students in the ICS Middle and High Schools participate in the 1:1 laptop program. Students are expected to carry, use and be responsible for a laptop computer in their school work. Students may use additional equipment in school, including their own devices. These technology guidelines, while written specifically for use of the laptop, also cover student use of other devices.

Responsible Use Policy

Privacy and Safety

It is important that you actively protect your privacy and safety while using a computer. First and foremost, your user ID and password at school should be kept secret and not shared with anyone, including friends and family. Your privacy and the security of your schoolwork are guarded by your password. Make it a strong one that you can remember, but that is hard to guess. Don't share it with anyone. If you think someone has learned your password, change it. (You should do the same with your other passwords – for your email accounts, or accounts on various websites including social networking.) When online, you need to take some basic steps to protect your identity and privacy. Personal information (contact details, phone number, identification numbers, full name, etc.) should not be given out. Don't chat or friend people you don't know.

While using your laptop, you must remember that it and any documents you store on it or on the school network can be accessed by members of the IT Department or school staff if there is cause to think that there is a problem. Do not assume that documents you save, your web browsing history, chats or emails can not be seen by other people. ICS staff will not "snoop" but we do reserve the right to investigate problems.

Should we need to investigate your data on the laptop or on the network, we will do so with the knowledge and approval of school principals and you and your parents will be notified.

Students should also understand that any personal equipment (computers, tablets, phones, flash drives, etc.) that is brought into school can be subject to search if we have reasonable cause to suspect that it may be involved in a problem.

Digital Citizenship

ICS students are expected to respect the intellectual property rights of others by not illegally or without proper permission copying, distributing or sharing materials (including software, music and videos) that are copyrighted by others. If students are unsure about this, they should ask a teacher or parent. Similarly, students are expected to respect the security systems set up by ICS or others. Any attempts to hack the safeguards set up on the laptop, the ICS network, or external networks will face ICS disciplinary procedures and consequences.

Students should not store any type of media (including videos and music) on their laptop unless they have the legal and ethical right to use them. This includes original work of the student, files shared by teachers for academic purposes, or files that have been purchased or licensed. Students are encouraged to store their personal media files on external disks such as USB flash drives.

Academic honesty is a priority at ICS, and students are expected to actively avoid plagiarism or other forms of academic dishonesty. Materials found while doing online research, in any form (written words, pictures or other images, video, music, etc.), must be properly cited in student work. Quoted work must be cited, and even summarized work must be given credit in a bibliography or other reference.

Email, chat, and Netiquette

Students have been given ICS email addresses, and are expected to use this address for schoolwork or school related work. The ICS communication system also includes a calendar and schedules and shared documents.

Students should always use appropriate language, and should not transmit language or other material that is profane, obscene, abusive or offensive. Students should not send mass e-mails, chain letters or spam. Students should remember that ICS email or other communication through the ICS network or ICS property, including the laptop, is subject to inspection by members of the IT Department and/or ICS Administration.

Consequences

The laptop, user name and ICS account are the responsibility of the student to whom they are assigned. Any misuse or violation of The ICS Way in Technology or the Responsible Use Policy will result in disciplinary actions. Consequences may include anything from detention or suspension to loss of computer or internet privileges, or even consequences from parties outside ICS, should the situation merit it.

The ICS Way in Technology

I can make a difference by:

Taking care of myself
1. Protecting my <u>privacy</u>
    a. I will keep my personal information to myself, including my account and password.
    b. I will avoid or ignore people or sites that ask for private information.
2. Keeping myself <u>safe</u>
    a. I will pay attention to where I go on the web and look for safe and appropriate sites.
    b. I will quickly back out if I accidentally access dangerous or inappropriate material or sites.

Taking care of others
1. Being caring and <u>respectful</u> to others
    c. I will respect their privacy and not give out their personal information, nor try to find out or use their password or account info.
    d. I will practice proper *netiquette* and be polite and respectful when communicating online.
    e. I will not download or bring offensive, explicit or inappropriate material into school or share it with others.
2. Respecting other people's <u>ownership</u> of what they create
    c. I will not copy, share or download things without proper permission.
    d. I will give credit and properly cite when I use other people's work.
3. Being <u>considerate</u> of other people's need to use the network and equipment
    c. I will use school equipment for school work.
    d. I will avoid activities that will slow down the network (such as streaming video/audio or downloading large files).

Taking care of this place
1. Respecting and protecting the <u>equipment</u>
    f. I will use equipment safely and carefully.
    g. I will immediately report any problems or damages to the IT Department staff.
2. Respecting and helping to preserve the <u>network</u>
    f. I will use the network properly and not do things that might harm or damage the system, including attempting to bypass security or crack into systems or accounts.
    g. I will work in a positive way on the network and Internet, doing constructive work that will help make it better.

Student and Parent Expectations

Student Expectations
Students are expected to be responsible for the care and maintenance of their laptop. Appropriate instruction will be given to students as part of classroom activities and via email, online videos and courses. Students are to bring the laptop to school every school day with a fully charged battery. Students must report any problems with the laptop to the IT Help Desk before school on the first morning after the problem becomes apparent or as soon as it develops during the school day. Students are expected to be responsible "digital citizens" by following *The ICS Way in Technology* and respecting their own and others' privacy, intellectual property, and security.

Parent Expectations
Parents are asked to supervise the security of the laptop while at home or in the car, and to assist students with making sure that laptops are stowed securely in the carry case within the student's backpack while in transit from home to school. Parents are asked to assist in ensuring that the laptop comes to school fully charged with the student every normal school day.   We also ask parents to supervise student use of the laptop and any internet connection while at home. Parents are encouraged to take an active interest in students' activities online and on the laptop. Parents are also encouraged to have frank and honest discussions with their children about staying safe and avoiding inappropriate material online. While the school network is filtered to screen out inappropriate materials, no such filtering is foolproof and the school cannot control access outside of our network.
Parents will be asked to pay a refundable deposit of 1,500Birr as security for any repair costs for damage to the laptop or loss of the laptop. Additional deposits or costs for replacement or repair of the laptop, AC adapter, battery, or carry case will be billed to the family in case of loss, theft or damage.

Care & Troubleshooting
Students are expected to be responsible for the laptop throughout the school year – both within school and outside. Any damage, loss or theft to the laptop will be the responsibility of the student and families will be charged for repair or replacement.

Students are not to bring laptops to the sports fields, gymnasium, cafeteria tables, or other places where the laptop may be damaged or lost. Laptops are to be locked up in the student's locker during meals, PE classes, sports practices, etc. Any damages or difficulties with the laptop should be reported to the IT Help Desk in room C042 immediately, or email help.desk@icsaddis.edu.et

More Information
There are support sites on the school's Moodle portal for both care of the hardware and use of the software.

Parents or students who have further questions can contact Traci Chanyalew, the Director of Technology Operations, at traci.chanyalew@icsaddis.edu.et