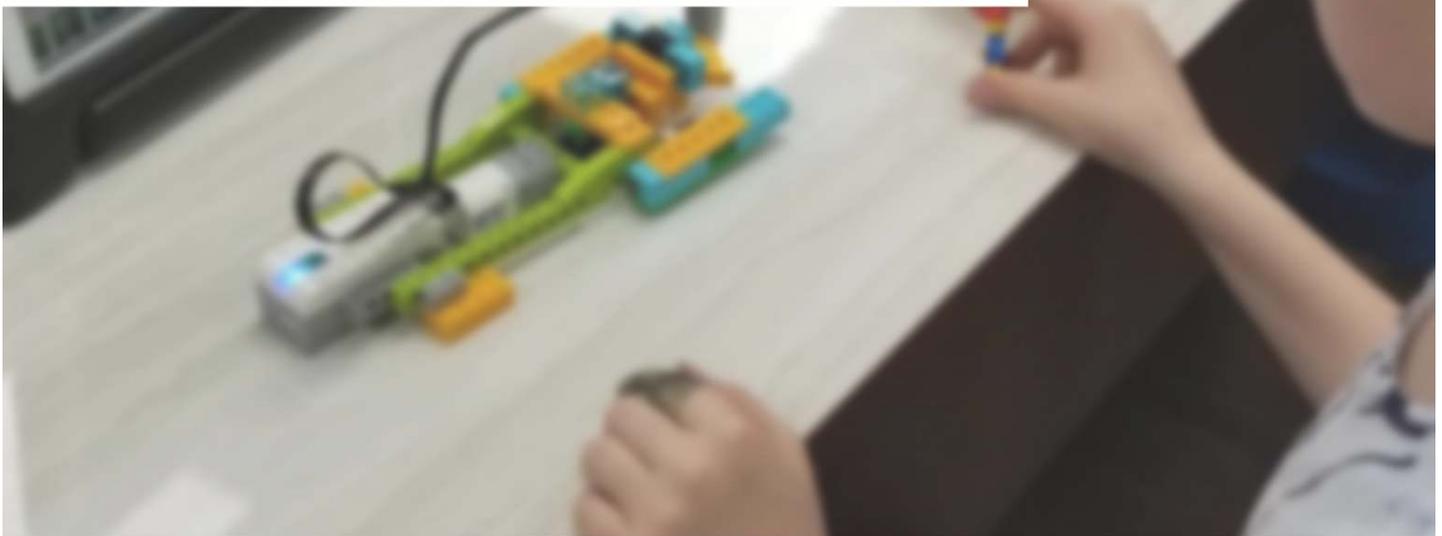


# MOUNT ZAAGKAM SCHOOL



## TECHNOLOGY: USER GUIDEBOOK Policy / BYOD Program / Expectations



**Mount Zaagkam School (MZS)**

Kuala Kencana & Tembagapura

Mimika, Papua, Indonesia

*Updated May 2022*



# Technology Use Policy

The mission of the Mount Zaagkam School is to ensure a learning culture of critical thinking, collaboration, and creativity that empowers all students to achieve their potential as lifelong learners in a global society.

**Technology Vision:** To embrace the power of technology to reimagine the learning environment, personalize learning journeys, and cultivate collaboration, communication, and innovation within and beyond the MZS walls.

Students at MZS are expected to use technology appropriately as defined within this document. School-managed devices and BYOD devices associated with MZS accounts can be checked by MZS or parents at any time. The use of technology resources, including networks, computers or mobile devices, and the Internet is a privilege, which may be denied, revoked, or restricted at any time for misuse or abusive conduct. Should a student fail to meet the following user expectations, appropriate consequences will be determined as defined in the Student Discipline section of the MZS Student-Parent Handbook.

<b>Attributes of the Student Profile</b>
<b>BALANCED</b>
<p><b>We understand the importance of balancing different aspects of our lives to achieve well-being for ourselves and others.</b></p> <ul style="list-style-type: none"> <li>• Students access devices when invited to do so by a teacher.</li> <li>• Before School / Lunch / Recess: No device use on campus during these times unless it has been arranged by a teacher.</li> <li>• Chat messaging, gaming, and accessing social media apps during class is not permitted, unless directed by the teacher.</li> <li>• Students may request a screen-break if needed.</li> </ul>
<b>CARING / RESPECTFUL</b>
<p><b>Help foster a school community that is respectful, kind and supportive.</b></p> <ul style="list-style-type: none"> <li>• Use technology to build community, not to isolate, offend or hurt others. <a href="http://www.mzs.sch.id">Bullying Policy (www.mzs.sch.id)</a></li> <li>• Protect yourself and others by reporting misuse and not forwarding inappropriate materials or communications.</li> <li>• We help one another take care of and protect our devices (student / school) and all other technology tools and resources being used for teaching and learning at our school.</li> <li>• Carefully consider whether or not the information/images/videos that you want to post of other students would violate their individual privacy rights. Ask for permission first!</li> </ul>
<b>PRINCIPLED</b>
<p><b>We act with integrity and honesty, and take responsibility for our actions and their consequences.</b></p> <ul style="list-style-type: none"> <li>• Talking regularly with teachers, counselors or parents helps resolve uncertainties and supports you in making good choices.</li> <li>• We give credit when using others' information.</li> <li>• Only access, manage and edit your own accounts and accounts assigned to you by teachers.</li> <li>• Students only have applications and tabs open that are relevant to current learning.</li> <li>• Use technology with transparency; hiding online activity is not permitted.</li> </ul>
<b>THINKER</b>
<p><b>We use critical and creative thinking skills to analyse and take responsible action.</b></p> <ul style="list-style-type: none"> <li>• Keep safe and consider carefully before publishing personal details online.</li> <li>• Keep personal accounts and passwords private and secure.</li> <li>• Only search for, view, create and share content that is appropriate for the academic environment.</li> <li>• If you see a message, image or other material that makes you uncomfortable, report it to a trusted adult.</li> </ul>



## Bring Your Own Device Program

MZS is committed to developing contemporary innovative teaching and learning spaces that empower students to be effective lifelong learners. Whether we are engaged in Distance Learning, Blended Learning or Face-to-Face, our commitment for teaching and learning spaces remains constant: incorporate readily reliable technology tools and resources that promote flexibility, differentiation, making, and support social interaction and cognitive skills development.

The MZS BYOD program is derived from this commitment, our remote location, and unique school community. Our BYOD program requires that all grade 2-8 students bring a family purchased mobile device to school each day. The device must be an Apple iPad and should be no more than three years old. Student iPads will be administered by the family, using a family Apple ID account. The benefits of implementing a single device program versus a multiple device program is primarily related to the idea of maintaining consistency and device management.

Teaching & Learning / WorkfLow / Apps / Collaboration / Overtime Support

<b>Family Purchasing</b>
<b>iPAD</b>
<p>The device must be an Apple iPad and should be no more than three years old and be able to effectively run the most recent iPadOS (iOS) 14+</p> <ul style="list-style-type: none"> <li>● <b>iPad Model:</b> iPad (Minimum) iPad Air (Recommended) / iPad Pro (High-end option for MS Students)</li> <li>● <b>Storage:</b> 32 GB (Minimum) / 128 (Recommended)</li> <li>● <b>Wi-Fi/Cellular:</b> Wi-Fi (Required) / Cellular (<b>Not Recommended</b>). While cellular enabled devices will allow for access to the internet outside of our Wi-Fi coverage area and during internet outages, it also allows students to access content that may not be covered by the school's network security.</li> </ul>
<b>PROTECTIVE CASE</b>
Students are <b>required</b> to have a protective case for their iPad. While we do not require a specific case, it is strongly recommended that you purchase a rugged protective age appropriate case which protects the corners of the device.
<b>KEYBOARD</b>
<p><b>RECOMMENDED G4-8:</b> Students are <b>not required</b> to have a keyboard for their iPad. However, the current trend in education recognizes the increase of 2-in-1 (Laptop / Tablet) devices as being the preferred choice for Elementary 1:1 and BYOD programs due to learning adaptability. This will ultimately be a personal decision on your family's part. Purchase considerations for families who do choose to purchase a keyboard include...</p> <p><b>age appropriate / component of the protective case / bluetooth connection / battery vs. charger / keys: layout - feel</b></p>
<b>HEADPHONE / EARPHONES-BUDS</b>
Grade 2-8 students are <b>required</b> to bring their own personal headphones/earphones (clearly labeled) to school, and not to be shared with other students. <b>Grade 2-3:</b> Headphone - Headset Recommended / <b>G4-8:</b> Choice
<b>APPS</b>
Student iPads will be administered by the family, using a family Apple ID account. It is important to ensure that core Apple iPad and Google Workspace apps are installed on the student's iPad. At the beginning of each semester, our teachers will share with the parents a short list of apps that will be used for learning activities in the classroom.



## ***Security and Damages***

When an electronic device is brought on to the MZS campus, responsibility to keep the device secure rests with the individual owner. MZS cannot be held liable for any device stolen or damaged on campus. If an issue occurs, it will be handled through the appropriate campus office using the same process that applies to other personal items. Students and parents/guardians choosing to bring electronic devices onto campus must adhere to the Technology Use Policy. The school maintains the right to investigate any situation where a device is suspected of not being used in accordance with the Technology Use Policy.

## ***Child Protection: Digital Citizenship, Safety and Wellbeing***

Our school has adopted [Common Sense Media](http://www.common sense media.org) (www.common sense media.org) as our trusted support system to guide our community as we strive to implement digital citizenship, safety, and wellbeing practices in our lives. Internationally recognized, Common Sense Media is a leading nonprofit organization dedicated to improving the lives of kids and families by providing the trustworthy information, education, and the independent voice needed to help kids thrive in the 21st century.

[Raising Children](http://raising children.net.au) (raising children.net.au) is another distinguished non-profit organization that provides free, reliable, up-to-date and independent information to help families grow and thrive together. The organization is funded by the Australian Government, reviewed by experts and non-commercial entities. Screen time and screen use can be part of a healthy lifestyle when children balance their screen time with other activities, and use quality digital media. The organization has developed a checklist for a healthy approach to screen time. This is a list of questions that can help families check whether their child is using screens in a balanced and healthy way.

## ***Expectations***

Supporting appropriate use of technology is a community effort. The expectations below support our Technology Use Policy.

### **Technology at school is for learning.**

- The iPad must come to school every day, fully charged.
- It is the student's responsibility to keep their iPad secure at all times.
  - **NOTE:** With family approval, grade 2-3 students may leave their iPad at school with their homeroom teacher. Security and charging stations will be provided.
- Students must bring their own earbuds/headphones, clearly labelled.
- Students handle devices with care and respect at all times. Beware of water and food, where you place your device, and how you carry your device - class-to-class / to and from school.
- Students protect their privacy and the privacy of others.
- Students shall report any violations of the Use Agreement to their teacher.

*It is our school community's responsibility to bridge the gap between the way our students learn at school and the way they live and learn outside of school.*