



NADEEN  
SCHOOL  
BAHRAIN

## Devices Policy

### **Vision and Mission**

We are a child-centred, inclusive and diverse family with a shared love of learning. Our mission is to provide a caring, nurturing and empowering environment in which all children can learn and thrive. Our children and team have the skills and mindset to:

- think, explore and grow
- celebrate and respect ourselves and the people around us
- be compassionate and have a positive impact on the world

### **Values**

Respect

Unity

Compassion

Growth

### **Purpose**

At Nadeen School, we believe that the thoughtful and careful use of devices are of great importance to a student's enjoyment at School.

The aim of this policy is;

- To use devices safely

- To provide guidance to all members of the community on the use of devices at school.
- To help students improve their work or understanding towards a learning goal.

## 1. Our Commitment

### We commit to:

- Providing a safe environment for students to learn online in our school.
- Raising awareness of social media issues, how to navigate these and how to make good choices when using technology in and beyond the classroom.
- Using technology wisely and effectively to transform and enhance learning, not as a direct tool to substitute during tasks.

## 2. Digital Citizenship

We define **Digital Citizenship** as:

*The right for all members of the community to use the internet and devices in a safe, responsible and legal way.*

We cover Digital Citizenship through:

- Assemblies
- Circle Time/PSHE
- E-Safety Displays at school
- Tutor presentations
- Articles to parents
- International Celebration Days (SID, Anti-Bullying week, etc.)
- Parent Information sessions (Term 1 each year)
- Computer Science/CCS lessons

## 3. Personal devices:

For guidance on the use of personal mobile phones, smart watches, Kindles and other e-readers, iPads and other tablets, earpods, and other personal electronic devices please see the E-safety webpage on the Nadeen School website. <https://www.nadeenschool.com/esafety/>

#### **4. Safe use of devices**

- The user of the device is responsible for safety.
- The School Wifi is password protected.
- Illegal software is not permitted on the site or on a device on site and will be reported to the relevant authorities if seen.
- Guests of the school may be invited to use the safe network provided by the IT team.
- Recording of students, parents of staff at school is not permitted anywhere on the site without full permission from the individual or directly from the principal.
- Photos of students and staff should not be taken on site without permission directly from the Principal.
- Any misuse of devices will be reported by the School Values, handbooks and terms and conditions of the school.
- Teachers may allow the use of privately owned electronic devices in the classroom for curricular purposes only.
- If any adult is endangering the welfare of staff or students at school with the use of any device, they will be asked to leave the site to give a safe distance away. This will be reported in line with school policies.

#### **5. Reporting of devices used without permission**

Camera or audio recording functions of electronic devices may pose threats to the personal privacy of individuals, be used to exploit personal information, or compromise the integrity of educational programs. Accordingly, the use of the audio recording or camera functions of electronic devices will be strictly prohibited on school premises at all times without permission of the subject. This includes the use of cameras, videos, drones, laptops, and any other device that has a recording function. If a device is discovered being used, the recipient will be reminded of this policy and the learning, lesson, event or meeting will be halted until the device is stopped or the individual leaves the school premises with the device. The safety of members of the community is paramount in every situation.

The violation of one's privacy in such a manner will result in school consequences, including police referral. Any such cases will be investigated and reported. We aim to keep staff, students and parents safe with the use of devices in school.

#### **6. Use of Devices in medical situations**

Electronic devices shall be turned off and kept out of sight during class time and at other times as directed by school staff or by the Principal. School staff may grant permission, in individual cases, for a student to have her cell phone on, for reasons of medical necessity or other serious needs. Students shall not be prevented from using cell phones in case of an emergency unless that use interferes with school staff or others effectively communicating safety instructions.

## **7. CCTV**

The CCTV may be used with the permission of the principal to investigate any school incident.

## **8. Violations and next steps**

Violation of this policy may be treated as a disciplinary offence under the school's Behaviour for Learning Policy for students, staff or parent handbook for adults. All cases will be followed up in writing following a full investigation and reported to relevant authorities.

## **9. School devices:**

### **Use of Chromebooks:**

The Chromebook's function will provide each student access to the required educational materials needed for each student to be successful. The Chromebook allows students access to Google Apps for Education, educational web-based tools, as well as many other useful sites. The device is an educational tool not intended for gaming, social networking or high-end computing.

The policies, procedures, and information within this document apply to all Chromebooks used at Nadeen School by students, staff, or guests including any other device considered by the Administration to fall under this policy.

Teachers may set additional requirements for Chromebook use in their classroom. These will be discussed at the annual 'Meet the Teacher' school event.

### **Taking Care of Your Chromebook**

Students are responsible for the general care of the Chromebook. Chromebooks that are broken or fail to work properly must be taken to Acer's licensed repair shop. If a loan Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced, given that the Chromebook in consideration was purchased through the school.

### **General Precautions**

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should be shut down when not in use to conserve battery life.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Always bring your laptop to room temperature prior to turning it on.

### **Carrying the Chromebook**

The protective shell of the Chromebook will only provide basic protection from everyday use. Carrying the Chromebook in a padded backpack or padded book-bag is acceptable provided the backpack or book-bag is handled with care. For example, you shouldn't toss the bag or drop the bag if your Chromebook is inside.

Screen care - The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fibre cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

## **Using Your Chromebook**

### **At School**

The Chromebook is intended for use at school every day. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

### **At Home**

All students are required to take their Chromebook home each day throughout the school year for charging. Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening.

It is recommended that students not carry the AC Adapter power cord (charger) to school. If fully charged at home, the battery will last throughout the day.

### **Sound**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. It is recommended that students bring personal headset or 'ear-buds' for any audio projects they work on.

## **Software on Chromebooks**

### **Originally Installed Software**

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times. All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted.

From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

## **Virus Protection**

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

## **Digital Citizenship Acceptable Use Policy**

### **General Network Use**

The network is provided for students to conduct research, complete assignments, publish their work, and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Students are responsible for good behaviour on school computer networks just as they are in a classroom. Access is a privilege - not a right. As such, general school rules for behaviour and communications apply.

### **10. Internet/World Wide Web/Email Access**

Access to the Internet, and email for educational purposes when appropriate, will enable students to use thousands of libraries and databases and correspondence with experts in their field. Within reason, freedom of speech and access to information will be honoured. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. Nadeen School believes that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

### **11. Use of Devices outside of school**

Parents and guardians are responsible for ensuring appropriate use of devices used by children when outside of school. For any support or guidance, please see the E-safety webpage on the Nadeen School website. <https://www.nadeenschool.com/esafety/>

### **12. Misuse of IT and Devices**

The school stands by our community message of: **Report It.**

This links to our safeguarding policy, if students are sad, upset or unsure, everything should be reported. If adults at school are unsure about the use of devices or concerned, please report it to any member of staff at school. This will be investigated by the Safeguarding Team, ULT and Principal.

### **Publishing to the World Wide Web**

Student work may be considered for publication on the World Wide Web, specifically on the school's Website or a classroom website. In general, documents may not include a student's full name or other identifying contact information.

### **Review:**

Written by:	PW
Reviewed by:	SA
Reviewed on:	July 2023
Indicative Review Date:	July 2024

All policies will be reviewed as above or as and when needed.