

Yusr International School

Language Policy 2021-2022

YUSR INTERNATIONAL SCHOOL

TECHNOLOGY POLICY

1. Overview

The school board of Yusr International School adheres to the belief that technology should play a vital role within our curriculum. To assure that technology shall play a predominant role, this policy provides guidance for appropriate technology utilization and integration into the curriculum as well as infusion into the school administration and management. Technology is provided to staff and students as a privilege, not a right.

Yusr International School seeks to protect, encourage and enhance the legitimate use of technology by placing fair limitations on such use and sanctions for those who abuse the privilege. By limiting the use of technology abuse provides adequate resources for users with legitimate needs.

2. Staff Access

All staff at Yusr International School have access to the following technological equipment:

- Smartboards and projectors
- Educational tablets
- SMS
- Digital Courses
- Online Classroom Management
- Secure log in and the relevant permissions to the Yusr International School Management System
- Access to online resources
- Access to a @y e-mail
- Access to the school's network printers
- Internet connection for computers, laptops and educational devices

3. Staff Expectations

All staff in Yusr International School are expected to use the technology in several different ways:

- Teaching daily lessons
- Communication
- Teaching Assistances
- Professional Development

At YIS, the school provides incentives for teacher to use the given technology. The employee should use the online resources provided including the educational sites to stay up to date on the latest research and best practices in his/her field. All staff should use adaptive and adoptive technologies with all students.

As a member of staff, it is required that:

- Staff undertake the appropriate training in order use the equipment and technology appropriately.
- Staff are aware and adhere to e-safety issues affecting staff, parents/ and learners.
- Staff are required to report any accidental and inappropriate access to the designated member of staff.
- Staff are required to take extra care when asking learners to search for material.
- If a learner accesses inappropriate material staff will report it following the correct procedures
- Staff will always conduct themselves in a professional way and always protect the online reputation of the school and act in a digitally professional manner.

4. General Guidelines

1. All staff are required to implement the technological resources in their day to day activities.
2. Staff must use the technology software provided in accordance to the training that is provided to them.
3. Staff must use the technology software provided in order to benefit the learning of their students.
4. Staff must use the technology in accordance with the philosophy of the school.
5. All communications and information accessible and accessed is and shall remain the property of the school.
6. Teachers and students must use the system related to the curriculum and the school policy.
7. YIS School Management System system will be used solely for the purpose of research, education, and school related business and operations.
8. All users are required to be good technology citizens by refraining from activities that annoy others, disrupt the educational experiences of their peers, or can be considered as illegal, immoral and/or unprofessional conduct.
9. All staff at YIS are ultimately responsible for his/her actions in accessing technology at YIS. Failure to comply with the guidelines of technology use (as stated in this document) may result in the loss of access privileges and/or appropriate disciplinary action.

5. Unacceptable Use

Yusr International School has the right to take disciplinary action, remove computer and networking privileges or take legal action, any activity characterized as unethical and unacceptable. Unacceptable use activities constitute, but are not limited to, any activity through which any user:

1. Use the digital platforms to add students from outside YUSR ROOSTER.
2. Use the digital platforms to add students from a CLASS ROOSTER other than those you teach.
3. Use the digital platforms to add programs or courses that you do not teach.

4. Violates such matters as institutional or third party copyright, license agreements or other contracts. The unauthorized use of and/or copying of software is illegal.
5. Interferes with or disrupts other network users, services, or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer viruses or worms, distributing quantities of information that overwhelm the system (chain letters, network games, etc.) and/or using the network to make unauthorized entry into any other resource accessible via the network.
6. Seeks to gain or gains unauthorized access to information resources, obtains copies of, or modifies files or other data, or gains and communicates passwords belonging to other users.
7. Uses or knowingly allows another to use any computer, computer network, computer system, program, or software to devise or execute a scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations.
8. Destroys, alters, dismantles, disfigures, prevents rightful access to, or otherwise interferes with the integrity of computer-based information resources, whether on stand-alone or networked computers.
9. Invades the privacy of individuals or entities.
10. Installs unauthorized software or material for use on school computers. This includes, but is not limited to, downloading music, pictures, images, games, and videos from either the Internet or via portable drives.
11. Uses the network and school facilities to access inappropriate materials.
12. Vandalism is defined as any attempt to harm or destroy the operating system, application software, or data.

6. Disciplinary Action

Violations of this policy, or any administrative regulations and guidelines governing the use of technology, may result in disciplinary action which could include loss of network access, loss of technology use, suspension or expulsion, or other appropriate disciplinary action According to Saudi Law.