

EL ALSSON SCHOOL - ICT POLICY

El Alsson School strongly believes in the use of technology in enhancing learning. However, it is important that students are aware of our ICT policy which promotes responsible use of all technology. The full El Alsson School ICT policy is available on Sycamore, but below are the key elements that students should be aware of in ICT use. ***Note regarding Mobile Phones: Students are not allowed to use mobile phones anywhere on campus.*** If a member of staff sees a student using a mobile in the building he/she will confiscate it and immediately turn it into the American office, or the Heads of Schools' office. A student can collect any confiscated devices at the end of the day.

Students who repeatedly use devices without permission, parents will be notified and consequences applied.

School Resources and Facilities

The school has a variety of ICT resources and facilities that are available to students in order to enhance their learning experience. Students will have access to; * School Email * Sycamore * School Network * Computer Labs * Laptops * Ipad's * Internet (Wi-Fi and cabled)

Role of Students

ICT and the related technologies such as the iPads, Internet and email are an important part of learning in our school. We expect all users to be responsible for their behavior when using ICT and the Internet. School Network Users may only access the school's computer network with their own User Number and password. Users should not reveal their password to anyone. Users should log off correctly and leave the equipment set up ready for the next person to use. School Email School Email access will also be available to student which is seen as integral as part of effective communication. It is the student's responsibility to ensure they use their email appropriately. We encourage students to use their school email for Educational purposes only. Anyone found to have misused their email will be acted upon accordingly.

Computers and Laptops

All students will have an ICT lesson where they will regularly make use of the school computers and Laptops. Other subject teachers may also decide to book these facilities in order to incorporate into their lesson in order to enhance your learning.

Printing

Students are encouraged to print any necessary work at home to help manage the school's resources. However, we do appreciate that this is not always possible and have therefore provided the students with an allowance of 25 pages (Per term). This allowance will not be carried over term to term. Student can also purchase additional printing credit at a cost of LE10 for 2 pages. Color printing can be requested through the technician, however there is a charge for this of only 1 LE per sheet.

Personal Devices: Laptops and other personal ICT hardware

Users must be responsible and respectful about the use of their own technology within the school. Students are allowed to use personal laptops in school for educational purposes, staff may encourage student to bring in their own laptops if Computer rooms are not available and they wish to make use of ICT for teaching and Learning Purposes. However, the school will take no responsibility for the loss or damage to any personal devices. If student need to connect their devices to the school's wireless network, the password can be supplied to them by their teacher. Alternatively, they must take their device to the ICT Technicians to have the password set up for the computer/laptop etc. The school does not accept any responsibility for any personal technology equipment damaged or stolen whilst on the school premises.

Violation of the Policy

Permission to use the school's facilities is conditional upon the user agreeing to abide by the "Acceptable Use Policy". Any breaches of this policy will be treated as a disciplinary matter and dealt with appropriately. Sanctions imposed could result in the right to use the facilities being withdrawn either temporarily or, under certain conditions, permanently.