ESS Devices Usage Policy

Encyclopedia of Science Schools — American (Diploma) Section

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ESS is committed to providing a safe and stimulating educational environment that ensures the protection of students, enhances their well-being, and supports their academic growth. The integration of electronic devices into the educational process is done responsibly, aligning with child protection principles. This policy aims to establish a clear framework of rules and procedures that protect children from potential risks due to misuse of technology while enhancing the role of electronic devices in improving education quality.

Policy Objectives

- **Promoting Safe Use of Technology:** Protect students from potential harm, including cyberbullying, exploitation, and exposure to inappropriate content.
- **Enhancing Education Quality:** Leverage technology to support interactive and effective learning processes.
- **Safeguarding Privacy and Digital Integrity:** Ensure the confidentiality of students' and staff members' data while fostering digital responsibility.
- **Defining Responsibilities:** Clearly outline roles for students, teachers, and parents in monitoring and guiding device usage.
- **Adherence to Global Standards:** Follow the best global practices for using technology in schools.

Roles and Responsibilities

Administration:

- Develop and oversee the implementation of this policy in alignment with child protection measures and international standards.
- Provide continuous training for staff on child protection and safe use of technology.
- Monitor compliance with policies and take immediate action in case of violations.
- Provide a secure and effective technological infrastructure to support educational goals.

Teachers and Staff:

- Supervise students' use of devices during school hours to ensure compliance with educational objectives.
- Identify and report signs of cyberbullying or digital misuse to the concerned authorities.
- Promote digital citizenship by educating students about safe and responsible online behavior.
- Provide ongoing guidance on appropriate and ethical device use.

Students:

- Use devices responsibly and strictly for school-approved academic activities.
- Report any unsafe or inappropriate online activity to a trusted adult.
- Respect the privacy and rights of others when using technology.
- Adhere to ethical and responsible behavior when handling devices.
- Students are responsible for the maintenance and safety of their personal devices.

Parents/Guardians:

- Monitor children's use of technology at home and promote safe online habits.
- Cooperate with the school in addressing any incidents related to device misuse or online safety concerns.
- Support the school's commitment to applying policies and following up on developments.

Usage Rules

1. Educational Purposes Only

- Devices may only be used for school-approved educational activities during designated times.
- Non-educational activities (gaming, social media, unrelated browsing) are prohibited unless directed by the teacher.

2. Supervised Use

- Device usage must always be under the supervision of a teacher or authorized staff member.
- Teachers are responsible for ensuring all activities align with educational objectives.

3. Devices Outside Class

- Use of devices during recess or between classes is not permitted unless a specific directive is issued by the school or teachers.

4. Digital Safety Procedures

- Sharing personal information, downloading unauthorized apps, or accessing unapproved websites is prohibited.
- Students must keep passwords confidential and must not attempt to access another person's information.

5. Communication

- Using devices for calls, texts, or communication with parties outside the school is prohibited except in cases directed by the teacher.

6. Anti-Cyberbullying

- Cyberbullying or any form of digital harassment is treated as a serious offense per child protection and disciplinary policies.
- Students must not publish, share, or distribute any inappropriate or unauthorized content.

7. Device Care and Maintenance

- Students are responsible for keeping their personal devices in good condition.
- The school is not responsible for the loss or damage of students' personal devices.

8. Use of School Devices

- Students must maintain the safety and condition of school devices, laboratories, and accessories.
- Any intentional damage or misuse may result in disciplinary action.
- School devices are designated for educational purposes only; unauthorized use results in accountability.

9. Respecting Privacy

- Recording or photographing others without prior permission is prohibited.
- Publishing unauthorized materials is not allowed.

10. Home Use

- Parents are encouraged to set time limits for device use at home to ensure balance between learning and personal life.

11. Device Storage and Management

- Devices are stored in designated external lockers per class. Assigned students ensure proper storage under teacher supervision.

Student Internet Usage Agreement

- The school provides internet access throughout the school day with security measures and protections designed for educational purposes (firewall).
- The use of any SIM cards or external internet services is strictly and absolutely prohibited within the school.
- Internet access is for approved educational purposes only.
- Protection from online harm such as exposure to inappropriate content or cyberbullying.
- Report any problems or unsafe experiences to the teacher or guardian.

Prohibited Actions:

- Sharing personal information (such as name, address, or contact details).
- Accessing or attempting to access offensive, illegal, or inappropriate content.
- Sending anonymous or harmful communications.
- Modifying network settings or tampering with school-provided software or hardware.

Disciplinary Measures for Violations

#	Measure	Details
1	Verbal Warning	For minor or first-time violations.
2	Temporary Confiscation	Devices may be confiscated for repeated violations.
3	Financial Responsibility	Students bear the cost of repairing damage to school devices; additional penalties apply for deliberate acts.
4	Administrative Action	Extended suspension of device use or other disciplinary measures based on severity.
5	Counseling Sessions	Guidance sessions for violating students to raise awareness of the importance of adhering to rules.

Parent Communication

- Parents will be notified of any significant policy violations.
- The school encourages collaboration with parents to ensure safe and responsible use of technology at home.
- Periodic workshops will be organized to educate parents on the latest digital safety practices.

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