

## TECHNOLOGY INTEGRATION POLICY

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QSI International School of Tbilisi believes that the integration of technology into the classroom is an essential component of developing 21<sup>st</sup>-century skills. This applies across all age levels with the commitment to technology by all faculty and staff. QSI Tbilisi will continue to provide opportunities for all students to be exposed and interact with age-appropriate technological devices and software. The use of technology is a privilege at QSI Tbilisi and is aligned with the Success Orientations of Responsibility and Group Interaction.

Computers, the Internet, and related technologies are valuable resources for students and serve as the world's most extensive library and information database. QSI is dedicated to producing students capable of succeeding in today's technology-pervasive society. Students receive technology training, including QSI's Essential Unit on Digital Citizenship. This unit, required for every QSI student from age 5 through secondary, provides a strong background in the proficiencies and ethical competencies for safe computer use, and to succeed in modern society. Students are expected to conduct themselves according to these outcomes, even when not at school. Issues brought to the attention of the staff that negatively affect other students or disrupt the school day will be dealt with by the school.

Every school year, students from 9YO to Secondary 4 are required to complete a QSIT Acceptable Use Policy with parental consent. This document outlines and guides the acceptable grounds for use.

QSI International School of Tbilisi is a Bring Your Own Device (BYOD) school for 11-year-old through Secondary 4 students. Devices will be required for these classes. As the 10-year-old group is considered an Elementary level, a device is not required, but highly suggested as this is a transitional year and would serve students well to begin the year with full integration of technology. QSI does not require a specific type of device for the BYOD stipulation, but we have posted recommendations at the end of this document to help with the decision-making process if you are contemplating a device purchase.

Students will be assigned individual access to the school's network. This allows the school to monitor network usage by personal devices. Our system is secured and setup to have particular websites blocked from access by students and staff.

Students will be provided limited technical support with issues involving personal laptops through our IT Department. Our IT Manager can provide advice and guidance for repairing and solving hardware issues, but the school is not able to provide technical repair services on individual laptops.

All students 9YO through Secondary 4 will have a Microsoft Office 365 account assigned to them, allowing access to the suite of Microsoft products. Quality Schools International uses a closed email system for students 9YO through SEC4. Sending and receiving emails, the use of TEAMS, and any other Microsoft Application used by the student will only be allowed within the QSI Microsoft network.

### QSI Tbilisi Device Recommendations

There are hundreds of devices to choose from for school integration. Mentioned below is helpful advice that this school has taken implementing a BYOD policy for the past three years.

- A "middle of the road" laptop will work for most students. Low-end laptops typically will not last more than a few years of usable life and are generally prone to many more issues.
- Recommended Specifications:
  - CPU of at least an Intel i5 processor
  - RAM of 8Gb
  - HDD with a minimum of 120Gb
  - Windows or MacOS (Apple) will both work as operating systems
- MacOS devices older than 2016 have trouble integrating Microsoft Office 365 functionality.
- Tablet style devices are not recommended (iPad, Kindle, etc.)
- Chromebooks are functional on our system but are not recommended as they are typically set up for a Google / Drive type of environment.
- Parental advice on finding a device;
  - Future-proofing - Do I want to purchase a cheap laptop every 2 years? Or do I want to purchase a "nicer" laptop to last me for 5 or 6 years?
  - A faster processor and faster graphics allow for a speed and performance boost. BUT: the battery life will suffer. This may be perfectly acceptable and necessary, depending upon the laptop task. For most of our students, basic websites and school work will not necessitate this. Spending money on a laptop with more RAM may be wiser.
  - Later-generation laptops (and CPU) are typically more reliable.
  - Stay with "known" brands: Dell, HP, ASUS, MSI, Apple, etc...
  - Solid-State drives (SDD) use less power than a traditional HDD and are typically more reliable.

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### **9YO-SEC4 Email Parental Consent**

All students in the 9YO through SEC4 grade level require parental consent to access and use the QSI Microsoft Office 365 email and suite of applications. By signing below, you allow your student to be assigned and provided with an email address. This document serves as your consent for the student to use this account in accordance with the signed Authorized Use Policy established by QSI and signed by the parent and student. At any time you desire to have your student removed from access to the Microsoft Office 365 account, please inform the QSIT Director.

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Parent Name

\_\_\_\_\_  
Date

\* Typing your name above constitutes your signature.