



## IT Policy

17/10/2023

Technology is pervasive and affects everything we do every day. The dangers associated with children using too much Technology too soon in life are well known. There are, however, significant educational benefits from using Technology. Trident introduces pupils to internet technology on an incremental basis.

At Trident College, the benefits of pupils using Technology outweigh the disadvantages. We monitor exposure carefully and train pupils in the responsible use of Technology.

The College uses several platforms across the school for various purposes.

### 1. Hardware Expectations of Pupils

The hardware that pupils bring to school can access the school network. With effect from January 2024, all pupils will be required to have a laptop available for schoolwork. Sophisticated firewalls are in place to ensure that pupils do not access inappropriate content.

Pupils no longer need a cell phone at school. Pupils in years 7 to 9 who bring cell phones to school must hand them in at reception on arrival.

### 2. Hardware Specifications

Pupils are responsible for looking after their own devices. This regulation requires that the pupils have secure lockup in boarding. Day pupils will have a locker made available to them during the day. The College accepts no responsibility for loss or damage to devices.

We strongly recommend that parents spend as little money as possible but purchase a suitable device.

#### Device Specifications

Feature	Comment
Device	Laptop or Tablet with a keyboard
Screen Size	Minimum 10"
Battery Life	As long as possible, but at least 4 hours.
Processor	Celeron but i3 or i5 is preferred
RAM	8GB
Solid State Drive (SSD)	Minimum 240+GB
Weight	As light as possible but sturdy.
Protection	Laptop bag
Antivirus	Registered Antivirus program
Operating System	Windows or fully Windows-compatible



A Lusaka-based ICT company [Project Digitize | Zambia](#) is offering parents the following options:

**Neo Laptops**

SL NO	Make /Model	Configuration	\$ Price VAT Inclusive/unit
1	Neo Lite-14a	Intel Celeron N4020/ 8GB DDR4+ 512GB SSD/ AC WIFI/ BT/ 14" 1366*768 TN/ 0.3MP/ Grey Brush/ DC charger, normal speed/ Speaker 8Ω 1W/ Battery 7.6v 5000mah/ MIC/ USB3.0*2/ DC 3.5MM/ M.2/ TF SLOT/ Earphone Jack/ Standard HDMI/WIN11 PRO EDU 12 Months Warranty +Laptop Bag	255/-
2	Neo Pro -15m	Intel i5-1035G7-10 <sup>th</sup> GEN/8GB DDR4/512GB SSD/1.0MP CAMERA/Black/15.6 inch FHD IPS 1920*1080/Type C port/USB 3.2 GEN*2/ AC WIFI /4500mAH Smart battery/ Speaker 8Ω 1W /Standard HDMI/MIC/Earphone Jack/ 1.6kg/Windows 11 PRO 12 Months Warranty +Laptop bag	450/-

- Neo lite 14a – In Stock
- Neo Pro 15m – Will be available by 15<sup>th</sup> December

Please get in touch with them at [Info@digitize.co.za](mailto:Info@digitize.co.za) if you want to consider them as a provider. Please note that the choice of a supplier is entirely up to you. This referral must not be seen in any way as a tacit endorsement of the company or its products.

### 3. Communication and Administration: EdAdmin

We are migrating from iSams to EdAdmin in the coming months. We will complete the migration in time for school in 2024. We will keep all the administrative records of pupils and parents on EdAdmin. These records include names, addresses, contact details, subject choices, academic progress etc. We send almost all administrative communication through EdAdmin, including academic reports.

The most convenient way to keep up to date with communication is through the EdAdmin app. This app will be available free of charge from your app store for Pupils, Parents, Teachers and Alumni.

### 4. Teaching and Learning: Microsoft Teams

The teachers delivered all lessons through MS Teams during remote learning. The platform has become the Trident College virtual learning environment and is used daily by all teachers to varying degrees.

Every teacher has every class registered on this platform. It is where lesson materials are stored, where assessments are marked etc. In Teams, each pupil has the electronic equivalent of a separate leaver-arch file for every subject.

MS Teams does not have a parent portal. Only pupils register on Teams. In exceptional circumstances, if a parent would like to monitor their child's progress on Teams, they will need their child's username and password. The parent and child will not be able to access the platform simultaneously.



## 5. Software

The software foundation at Trident is Microsoft Windows and the Microsoft Office 365 suite. In Years 7 to 9, all pupils receive lessons on using the desktop version of the MS Office 365 suite.

The entire suite is available for [free in an online version](#). Should you wish to acquire the desktop version, we suggest purchasing an [annual family license for \\$79.99](#) annually.

It is crucial to keep all devices protected from viruses and other threats. Microsoft offers Windows Defender as part of the Windows operating system. You can get one of many programs online for additional protection, including [McAfee | Antivirus, Mobile Security and VPN - Download for Free](#).

## 6. Responsible use of Technology

As with all Technology, information technology can be very harmful. We do all we can to stop pupils from accessing inappropriate sites on the internet. It is just as important to steer children away from the dangers of IT by teaching the responsible use of Technology.

The dangers and disadvantages are frequent talking points at school and are intentionally addressed in IT lessons and during Life Orientation classes. During these lessons, pupils explore the safe use of social media at school and amongst their peers.

Topics covered include:

- Social Media platforms.
- The good, bad and the ugly of social media.
- Bullying via social media.
- Sexting.
- How to identify and avoid dangerous online platforms.
- Screen and gaming addiction.
- Dangers of and appropriate use of Artificial Intelligence

These lessons lead to exploring how social media can damage your 'personal brand' (online reputation) and how this can impact your chances of gaining entrance to a university or simply getting a job. During lessons, we clean up their social media footprint and look at strategies to keep them clean.

## 7. Helpful Links

If you have any questions relating to accessing the required software, the following links will prove helpful:

[New Students Access Guide](#)

[Microsoft Office](#)

[Microsoft Teams](#)

[Microsoft Teams Download](#)

[Remote Learning And IT Support Guide](#)

[IT Helpdesk](#)