

## DIGITAL CITIZENSHIP POLICY

### 1 Mobile Phone Policy

Mobile phones to be handed in at the entrance to the school.

Before or after school, when traveling in school buses, usage of mobile phones will be monitored by supervisors and/or drivers to assure proper usage.

The mobile phone remains the property of the student and he/she is liable for loss or theft.

Any transgression of the above policy will lead to confiscation of the phone and parents will be requested to pick it up from the school office. Repeated infringement will be treated as a disciplinary offence.

If parents need to reach their child urgently, they should call the school's main office at 01 56 56 60 70.

If the students need to speak with their parents, they will be allowed to call from a school office.

### 2 Mobile Phone Policy for Teachers and Staff

Mobile phones may only be used in the classroom in case of emergency for security measures. Photos/videos are not permitted to be taken on personal devices.

### 3 Connected-Device Policy for Students

Laptops and iPads are to be used for educational purposes only.

Students are expected to use these devices for pedagogical purposes only. They will sign a digital citizen agreement to register their device (one per student) and in return will obtain access to the school's Wi-Fi network.

## 4 iPad Policy for Students

### INTRODUCTION

ICS Paris is committed to using educational technology to improve further the learning experiences and achievements of all our community. iPad technology provides us with opportunities to inspire and motivate our pupils from Grade 4 to 8 to achieve their full potential and engage them fully in their learning. We believe that the use of an iPad will enhance everyday learning and teaching by enabling the school to do the following:

- Raise educational attainment
- Create a student-centered curriculum which will provide engaging student-centered lessons
- Enable student access to the most up to date educational resources
- Raise levels of engagement, motivation and interaction
- Improve facilitation of different learning styles
- Promote remote learning
- Improve self-management
- Promote student welfare

We approve the use of an authorised iPad in a manner consistent with the established learning and teaching objectives of ICS Paris and we recognise and encourage the use of the iPad at school and at home to promote remote learning.

This policy applies to all student users of iPad hardware and software technology in ICS Paris. It applies to all iPads used by our students, wherever they are physically located - within the school. Due to the changeable nature of information and communications technology this policy will undergo periodic review and as such the school reserves the right to amend any sections or wording at any time. The following details define the proper use of the device in school and out of school hours.

[www.icsparis.fr](http://www.icsparis.fr)

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## TAKING CARE OF IPADS

### *General Precautions:*

- iPads must never be left unattended or in any unsupervised area.
- iPads must be kept in student's bag, locker or classroom (for Grade 5 students) at break-time, lunchtime, arrival and dismissal time.

### *Carrying iPads:*

- A protective case provided with the iPad by school and have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. iPads should always be within the protective iPad case when carried.
- The screens are particularly sensitive to damage from excessive pressure on the screen. Avoid placing too much pressure and/or weight (such as folders and workbooks) on the iPad screen. The iPad screens can be damaged if subjected to rough treatment.
- Avoid excessive or violent movement of school bags containing iPads.

## USING IPADS AT SCHOOL

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, planners, calendars and schedules may be accessed using the iPad. Therefore, students are responsible for bringing their iPad, fully charged, to all classes each day.

iPads must be brought home at night and charged.

iPad **must not be left at school overnight** (unless by prior arrangement e.g. maintenance purposes).

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Students should not lend or share their allocated iPad with other students unless expressly asked to do so by a teacher in a classroom situation.

If students leave their iPad at home, they are responsible for getting any assignments or coursework completed as if they had their iPad present. Spare iPads will not be available to students who forget to bring their iPad to school or who fail to charge their iPad. At all times, the teacher's decision is final regarding use, or non-use of any iPad, collectively or individually.

**iPads are not to be used outside of the classroom.** They must be kept in the pupils' school bag and used only when instructed to do so by teachers. Students are not allowed to use them in the corridors, lunch canteen or cafeteria.

## **CHARGING THE IPAD BATTERY**

iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening. This may take up to 3 hours to charge the iPad fully.

## **PHOTOGRAPHS AND IMAGES (STILL AND MOVING)**

The school reserves the right to randomly check any iPad for unsuitable content.

By French law (French Privacy Law), recording, photographing or filming of students and/or teachers is prohibited unless specifically permitted by everyone recognisable in the shot or video.

## **SOUND, MUSIC, GAMES, OR APPS**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Gaming on iPads whilst in school is strictly prohibited at all times. Violation of instructions will result in disciplinary measures (*Refer to the school's Code of Conduct Policy*)

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Apps provided by the school for school use remain the property of school at all times.

## **INTERNET ACCESS**

Students may only access the internet through “school- provided’ access.

Students are not permitted to access the internet via their own mobile connection 3G/ 4G functionality (or otherwise/ personal hot spotting) as this is unmonitored and unfiltered access. ICS Paris is not responsible for any material accessed by student in this manner.

## **HOME INTERNET ACCESS/IPAD USE**

Students are allowed to use their iPads at home for schoolwork and set up wireless networks on their iPads to assist them with homework, coursework etc. It is the responsibility of the Parent/Guardian to monitor and oversee iPad use within the home setting.

## **MANAGING YOUR FILES AND SAVING YOUR WORK**

It is the student’s responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work. All work submitted on ManageBac/Toddle (primary) should be of the following file formats: .pdf,.doc,.ppt unless specified by teachers. Students will be responsible for backing up their work/data on a regular basis.

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## SOFTWARE ON IPADS

### *Originally Installed Software*

The School will provide software on iPads necessary for schoolwork. The Software/Apps originally installed by the school must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add or modify software applications for use in a particular course. The school's remote management system monitors all Apps that are added and may be flagged if inappropriate Apps are added. Periodic checks of iPads will be made to ensure that students have not removed required Apps.

## INSPECTION

Pupils may be selected at random and asked to show the content of their device to ensure their compliance towards the iPad policy.

## PROCEDURE FOR RELOADING SOFTWARE

If technical difficulties occur or illegal software is discovered, the iPad will be restored to the default factory settings. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

## SOFTWARE UPDATES

Upgrade versions of licensed Software/Apps are available from time to time. Students will be expected to download all updates prompted by Apple.

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## IPAD IDENTIFICATION

Student iPads will be labelled in the manner specified by the School. iPads can be identified in the following ways:

- Serial Number also known as the mobile device management system ID
- The Schools UIN (Unique Identifier Number)
- Personalised name stickers on the back of the iPads
- The school will enforce the enabling of Location Services on iPads in order to use the 'Find My iPad' app. This will be used as a security measure to minimise loss or theft.

## ACCEPTABLE USE

The School permits use of the iPad in a manner that supports the School's aims and objectives and is in line with all School Policies.

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the user terms and conditions named in this policy, privileges may be terminated, access to the School's network may be denied, and the appropriate disciplinary action shall be applied.

## PARENT/GUARDIAN RESPONSIBILITIES

Parents are expected to talk to their children about the values and standards that they should follow on the use of the Internet just as they do on the use of all media information sources such as television, telephones, movies, radio, iBooks etc.

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***Parents are expected to:***

- ensure that their child keeps their device safe and uses it in accordance with the school procedures outlined above and school policies.
- allow their son/daughter to use their iPad at home to assist them with homework, coursework etc.
- to monitor and oversee iPad use within the home setting.
- to ensure their son/ daughter's online safety

Parents should familiarise themselves with the details of any iPad Insurance Plan in case of accidents, theft or misuse.

**PUPILS' RESPONSIBILITIES**

***Pupils' responsibilities are to:***

- Use iPads in a responsible and ethical manner.
- Obey general School rules concerning behaviour and communication that apply to iPad use.
- Use all resources in an appropriate manner so as to not damage school equipment.
- Turn off and secure their iPad after they have finished working to protect their work and information.
- Report any email containing inappropriate or abusive language or if the subject matter is questionable.

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## ACTIVITIES SPECIFICALLY PROHIBITED

### *Acceptable Use of iPad Policy*

Students are not permitted to:

- Illegally install or transmit copyrighted materials.
- Lend their iPad to anyone else unless specifically asked by a teacher
- Change iPad settings (exceptions include personal settings such as font size, brightness, etc.).
- Download any App
- Download vault or ghost apps to keep content hidden
- Use or access another student's iPad.
- Leave their device on the School premises overnight.
- Attempt to modify, upgrade or repair iPads issued under this policy.
- Send or display offensive messages or material.
- Use obscene language or content.
- Damage to IOS, devices, computer systems or computer networks.
- Use other people's passwords
- Trespass in others' folders, works or files.
- Download illegal content or material that is suspicious.
- Upload any photo or video content taken in school to any social networking sites.
- Access their iPad on the corridors at break time, lunchtime, arrival and dismissal time.

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## STAFF RESPONSIBILITIES:

We expect our staff to:

- Use the iPad in the classroom to enhance the teaching and learning experiences for their pupils.
- Follow relevant policies and procedures.
- Be role models, display good practice and provide leadership in the use of these devices.

## INAPPROPRIATE USE:

Any pupil who persistently refuses to co-operate or violates any aspect of the provisions of the iPad Policy may face other disciplinary action deemed appropriate in keeping with the school's Code of Conduct.

Violations may result in disciplinary action up to and including suspension/expulsion for pupils.

## APPENDIX:

### RENTAL AGREEMENT – iPad tablet

**It is hereby agreed that:**

**Article 1:** The tablet provided is for school use only. The downloading of any applications, video games or social media sites (Netflix, Facebook, Instagram, etc...) is strictly forbidden. The recipient must bring the tablet to school each morning with its battery sufficiently charged.

**Article 2:** The recipient has received «iPad\_Name» an iPad tablet with the serial number «iPad\_Serial», as well as a charger and a protective cover. The recipient has signed a receipt for these items.

**Article 3:** The above-mentioned items are loaned to the recipient by ICS Paris until the end of the child's enrolment at ICS Paris, at which point the recipient will return all items to the school.

**Article 4:** In accordance with existing legislation, the recipient agrees to keep the items in good working order and to not damage them deliberately in any way. Under no circumstances can ICS Paris be held responsible for any wear and tear relating to these items.

**Article 5:** Before the end of the recipient's enrolment, the recipient must return the tablet without any password. The recipient must clear the tablet of all data and personal application(s). It is the recipient's responsibility to save any data before returning the material. ICS Paris will not save any personal data.

**Article 6:** The recipient agrees to return the items in perfect working order. The recipient alone will be held responsible for any wear and tear on the items.

**Article 7:** Should the items not be returned at the end of the school year, the deposit will not be refunded. If the items returned are damaged in any way, an amount corresponding to the repair costs will be deducted from the deposit.

**Article 8:** Should the items be stolen (either through a burglary or mugging), the recipient must file a complaint with the competent authorities. Any false claim may result in prosecution.

**Article 9:** Should the items be stolen while on school premises, ICS Paris cannot be held responsible for such theft. The recipient must take care to not leave the items unattended at school, particularly during recreation or lunch breaks.

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**Article 10:** A deposit of €400 will be invoiced with the first term's school fees by the school's Accounts Department. This deposit will be refunded once the items have been returned in perfect working order.

Last reviewed : July 2023

Next review : July 2026

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