



WVIS Technology & Digital Citizenship Policy 2023-24

Preamble

In this digital age, technology is becoming a ubiquitous part of learning, and students have become increasingly reliant on it. However, it is clear that technology must be properly managed and moderated in order to mitigate the negative aspects and bolster the positive ones. Some of the risks associated with the use of technology in education are those of decreased interest in the learning material, increased distractions, lack of social interaction, decreased classroom participation, and a lack of the fine motor skill development required for handwriting. Proper management and control of the technology in education can help to manage these risks. Technology should be used only when *it serves a specific purpose or solves a particular problem*. At Westview we view the use of technology as we would any teaching tool: used in moderation to supplement classes is acceptable, but no class should be solely reliant on one single tool or method of instruction.

BYOD policy

Westview is a Bring Your Own Device (BYOD) school, which means that students can bring their own device(s) to school for class work (educational) purposes. Students are expected to bring their fully charged devices to school, together with their chargers, in order to be adequately prepared. Parents are expected to ensure the device they provide is sufficient for school use.

Expectations include:

- Ensuring the device has the required installed applications for school use (Google Chrome, for example)
- Ensuring the latest updates are installed
- Ensuring there is no harmful, inappropriate or confidential information on the device

If there is an ongoing issue with a student's device, the school will contact the parents, who are expected to ensure a more reliable device is provided at the earliest possible time.

Keeping students safe online

Our school IT department has set up a child safe firewall (FortiGate) which acts as a barrier between all students and harmful/inappropriate content online. Students will not be able to access harmful/inappropriate content while in school due to the restrictive settings available via this software.

Students are expected to sign our Digital Citizenship Agreement upon enrollment with us and at the start of each academic year. Students are guided regularly in their subject classes and via the counselor's Digital Citizenship sessions, on the importance of staying safe online, how to



recognize inappropriate behavior, what to do if they come across inappropriate content online and what is appropriate communication online. Westview has a zero tolerance policy when it comes to bullying, both online and in person. Our 'Behavior Management Policy' goes into depth on this.

Data protection

Students at Westview complete most of their work during class time, led by their teachers and TAs. Some digital materials are provided via Google Classroom, but the bulk of the instructional time involves activities beyond the scope of technology. If technology is needed, students log onto the Google learning platform using a personal login and password. Students are reminded to never share their password with anyone. All student online work is stored on our school's Google Drive system which they can access via their password-protected school email address.

Student report cards, grades and other personal information are stored on our school Google Drive Domain, a password protected system that our school staff can access. It has an offline functionality as well as full data retrieval in the event of erroneous deletion.

Expectations surrounding staff confidentiality in relation to our students and parent community is outlined in our Employee Code of Conduct. Staff are not permitted to share any information regarding student grades, work, progress or other information regarding students to anyone outside our school.

Technology breakdowns

In the event of situations where teachers are unable to rely on technology (wi-fi issues, power failures, broken projectors etc.) teachers are advised to have contingency plans in place that do not require technology.

Reviewing this policy

This policy is reviewed annually in order to ensure it is up to date with school practices and protocols each academic year.



WVIS STUDENT DIGITAL CITIZENSHIP POLICY

All students at Westview Cambodian International School must agree to the **WVIS DIGITAL CITIZENSHIP POLICY** in order to use digital devices in school. Failure to comply with this policy will lead to disciplinary action which may include a meeting with the school's academic principal, a meeting with parents and the privilege of using a device in school being revoked. The conditions of this policy are as follows.

- I will communicate respectfully and with empathy on all digital and online platforms.
- I will think before I post online, understanding that my posts are permanent and leave a digital footprint that is recorded for life.
- I will not use any form of social media while in school.
- I will not use a personal email in school.
- I will only use permitted platforms for chatting with my peers. These include my school email address and the Google Suite platforms. I will use these platforms respectfully and courteously.
- I will point out cyberbullying when I see it and inform a trusted adult of what I have witnessed.
- I will not participate in cyberbullying (please see our 'Child protection Policy')
- I will always protect my private information while operating online.
- I will not use a VPN in school to access blocked websites or for other uses.
- I will not watch, share, play or seek the use of violent or inappropriate games in school using my device.
- I will not watch, share or seek violent or inappropriate content/videos online.
- I will not partake in gossip or harmful speech when operating online.
- I will be proactive in learning how to use the digital platforms needed to enhance my learning in and outside of school.
- I will protect the copyright of other people's work and cite my sources accurately.
- I will not purchase any products/materials online.
- I will not install software or download any digital materials without first checking with a trusted adult.
- I will not open emails from someone I do not know.
- I will inform a trusted adult if someone online reaches out to me with inappropriate language or content that makes me feel uncomfortable or uncertain.

As a student of Westview Cambodian International School, I _____ agree to the WVIS DIGITAL CITIZENSHIP POLICY as outlined above. I promise to honor the expectations of being a **good digital citizen** by following the conditions of this policy.

I understand that failure to comply with this policy may result in losing the privilege of using my device in school and the academic principal following up on my behavior with my parents.

Student Signature _____ **Date** _____