



CHRISTIAN ALLIANCE  
INTERNATIONAL SCHOOL  
宣道國際學校

## Technology Policy

Governance Policy		Date Approved	March 2022
Management Policy	√	Date Next Review	March 2026

### Rationale

Christian Alliance International School sees the use of technology as a helpful tool to facilitate and enhance learning. The use of information and communication technology (ICT) provides students with powerful tools with which to engage learning, develop skills in critical thinking, research and analysis, collaboration and communication.

### Guidelines

Computers and other electronic devices are to be used for:

- Training in computer use, computer science and information technology as part of regular courses
- Access to internet and school based resources for research and school related work

Other than stated above, on school campus portable computers, electronic devices, smart watches, and mobile phones should be turned off and out of sight during regular school hours, including breaks, unless permission is granted by a senior leader. This restriction extends to detention periods, band rehearsals or other school meetings occurring before or after regular school hours.

Students not abiding by these guidelines may forfeit privileges to use any computers or other electronic devices at school and may be disciplined further.



Students are not permitted to:

- Use any computer or other electronic device on campus for personal use unrelated to schoolwork.
- Download and install software for their personal use or change operating system settings on school computers in any way without the express permission and supervision of the supervising teacher.
- Possess a mobile electronic device or phone during a test or exam unless it is a mobile device that has been approved by school administration for use during that test or exam. Not abiding by this guideline may result in a grade of zero (0) on the assessment.
- Take any photos or video clips on campus unless permission is granted by the supervising staff.
- Use a computer or electronic device on campus to capture, store or share indecent images or malicious content or to visit sites containing profane or pornographic content. Students not abiding by this guideline will face suspension or expulsion and may face criminal charges.

Students not abiding by the above guidelines may forfeit privileges to use any computers or electronic devices at school and have personal devices impounded as follows:

- First offense: Loss of device for one school day
- Second offense: Loss of device for one week
- Third offense: Loss of device for one month
- Fourth offense: Loss of device for the balance of the academic year



## **Responsible Internet Use Agreement**

These rules help us be fair and keep everyone safe. If a student feels unsafe or thinks that someone is not adhering to these guidelines, they should talk to a trusted adult immediately.

CAIS reserves the right to monitor computer system use, including website access, email interception and deletion of inappropriate materials where it believes unauthorized use of CAIS' computer systems or personal electronic devices may have occurred, especially where bullying or criminal activity or storing unauthorized or unlawful text, images or media is suspected.

By logging into or using CAIS information systems (e.g. Intranet or PowerSchool), or using an electronic device within school facilities, students agree to abide by the following rules and guidelines.

I agree to:

1. Ask a teacher or administrator's permission before using the internet, a computer or electronic device such as a phone
2. Only use my login and password and not share it with other students
3. Only edit or delete my own files
4. Not load software or documents into CAIS systems without permission
5. Only contact people I know or who my teacher has approved
6. Only send polite and positive messages and images that do not offend others
7. Never share my home address, phone number or arrange to meet someone I do not know over the internet
8. Request permission before opening an email or attachment sent by someone I do not know



9. Not use internet style chat unless the purpose is directly related to schoolwork
10. Tell a teacher immediately if I see anything I am unhappy with or receive messages or images I do not like
11. Allow CAIS staff to check my computer files and visited internet sites
12. The suspension of my access to the internet or other computer tools for a determined timeframe or further discipline if I deliberately break these rules
13. Abide by these rules in any web based learning area of CAIS

### **Online Citizenship (Wi-Fi Terms of Use)**

The use of CAIS Wi-Fi is solely for educational purposes. Appropriate online citizenship is expected, which includes demonstrating respect for others, assuming responsibility for one's actions and accepting consequences for violation of school guidelines.

Students wishing to utilize the school Wi-Fi network will be required to read, understand, and indicate agreement by signing the Wi-Fi "Terms of Use Agreement" outlining the School's terms for responsible usage. Only students who have indicated their agreement will be permitted access to the Wi-Fi network. Serious consequences will result for students found in breach of the Agreement.

### **Enforcement**

- First offense: Loss of device for one school day
- Second offense: Loss of device for one week
- Third offense: Loss of device for one month
- Fourth offense: Loss of device for the balance of the academic year

Loss of device also means the loss of privilege to possess a similar device on school premises for the effective dates.