

# ICT & MEDIA USE GUIDELINES



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**INFORMATION AND COMMUNICATION TECHNOLOGY AND MEDIA USE GUIDELINES**

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## **INFORMATION AND COMMUNICATION TECHNOLOGY AND MEDIA USE GUIDELINES**

### **Introduction**

At IPS Hilversum, we recognise that the use of Information and Communication Technology (ICT) and Media is an essential tool for teaching and learning. We understand that the use of ICT and Media can help enhance the learning experience of our students and allow them to develop essential 21st century skills. Technology skills are embedded into the learning process. This model ([SAMR](#)) consists of four functions: substitution, augmentation, modification and redefinition. However, as the use of ICT and Media can also pose potential risks and challenges to the community, these guidelines were developed to outline our expectations as a learning community and the responsibilities that must direct the use of ICT and Media at school as they pertain to our school mission and motto.

### **Our Mission Statement and Motto**

At International Primary School Hilversum, we inspire all students to flourish as internationally-minded global citizens. Through an inquiry-based approach, we provide each student with a safe, supportive and nurturing environment that promotes self-management, agency and academic excellence in learning.

### **WE LEARN, WE EXPERIENCE, WE INSPIRE**

Our motto was developed by students and is representative of what students at IPS Hilversum feel our school stands for and values. This motto is the essence of our school-wide mission statement which in itself encompasses the school's vision and ambitions.

### **1. Purpose**

The purpose of these guidelines is to communicate the expected standards for appropriate use of Information and Communication Technology (ICT) and Media by our whole school community and disclose the results of not adhering to these expectations.

### **2. Scope**

These guidelines apply to any ICT device on school premises, either provided by the school or brought to campus externally. These include - but are not limited to - computers, tablets, laptops, smartphones, internet access, email, and social media.

### 3. Policy Statements

The school expects all students, teachers and staff members to use ICT devices, services and media in a responsible, ethical and appropriate manner, always regarding the legal framework which we abide by under Dutch legislation. Usage must be aligned with the school's values, mission, code of conduct and, as an International Baccalaureate World School, the IB learner profile attributes.

#### **All users must adhere to the following guidelines:**

- a) Respect the rights and privacy of others and refrain from engaging in any behaviour that is harassing, discriminatory, or offensive.
- b) Use ICT devices and services for educational and professional purposes only and avoid accessing or transmitting inappropriate or illegal content.
- c) Protect the security of the school's network and ICT devices by using strong passwords and two-factor authentication (for staff), not sharing login credentials, and reporting any security breaches or suspicious activity.
- d) Follow copyright laws and respect intellectual property rights by not copying or distributing copyrighted materials without permission, as outlined in the IPS Hilversum [Academic Integrity Policy](#).
- Use ICT devices and services in a safe and healthy manner by taking frequent breaks, maintaining good posture, and avoiding eye strain.
- Concerning the use of AI, such as ChatGPT, the school follows the [IB guidelines](#). The use of such a tool will be closely monitored by teachers to ensure the safety and appropriateness of the content.

### 4. Privacy and Data Protection

- Clearly define what personal information is, what types of personal information will be collected from students and staff, and for what purpose.
- Establish procedures for obtaining consent for the collection, use, and disclosure of personal information, particularly for sensitive information, such as health information.
- Ensure that all personal information is collected, used, and disclosed in compliance with applicable privacy laws and regulations, such as the General Data Protection Regulation (GDPR) and the Children's Online Privacy Protection Act (COPPA).
- Provide guidelines for securing personal information, such as password requirements, encryption, and access controls.
- Ensure that all staff and students are aware of their obligations and responsibilities when handling personal information, including the need to report any suspected breaches of privacy or security.
- Establish a process for responding to privacy breaches, including notifying affected individuals and regulatory authorities where required.

- Regularly review and update the school's privacy and data protection policies to ensure ongoing compliance with changing laws, regulations, and best practices.
- By following these guidelines, you can help ensure that your school is protecting the privacy and personal information of its staff and students, while still enabling the effective use of devices and ICT.

By adhering to these guidelines, the school can uphold privacy standards and safeguard the personal information of its staff and students while enabling the effective use of devices and ICT.

## 5. Cyber Security & Digital Citizenship

At IPS Hilversum we believe in the importance of clear guidelines and policies to ensure that students are using devices and ICT safely and responsibly. Below are the steps that adults at the school will take to ensure the digital safety of all learners.

- **Teach students about safe online behaviour:** Explain to students the importance of being careful when sharing personal information online, such as their name, address, phone number, and email address. Encourage them to be cautious and avoid communicating with strangers online and to always tell a trusted adult if they feel uncomfortable or unsafe.
- **Set age-appropriate boundaries:** Ensure that the devices and online services students use are age-appropriate and comply with our school's policies. For example, limit access to certain websites or social media platforms that are not suitable for their age group. Exceptionally, and with parents' permission, students might have access to AI tools under the supervision of teachers.
- **Use strong passwords:** Teach students how to create strong passwords and encourage them to use different passwords for different accounts. Explain why it is important to keep passwords private and not share them with anyone, even friends.
- **Discuss the consequences of cyberbullying:** Explain to students the harm that cyberbullying can cause and how it can affect someone's mental health. Encourage students to be kind and respectful to others online and to report any instances of cyberbullying they witness.
- **Teach digital citizenship:** Teach students about responsible online behaviour, such as respecting others' privacy, being a good digital citizen, and using technology in a positive way.
- **Provide support and resources:** Provide students with resources and support if they experience cyberbullying or any other online safety issue. This can include counselling services.

## 6. Unacceptable Use

The following activities are strictly prohibited:

- Engaging in any activity that disrupts the school's network or interferes with the work of others.
- Intentionally introducing viruses, malware, or other harmful programs to the school's network or ICT devices.
- Using ICT devices or services to engage in illegal activities, such as hacking or cyberbullying. This is also part of the [IPS Hilversum Anti-bullying Policy](#).
- Using school-provided ICT devices or services for personal gain or profit.
- Accessing, transmitting, or storing inappropriate or illegal content, such as pornography or discriminatory and/or derogatory language.

## 7. Consequences of Misconduct

In the event of a transgression, this will be dealt with in collaboration between the class teacher and the Assistant Principal. As our ICT policy focuses on the educating of our learners and aligns with the IB learner profile attribute of being principled, teacher judgement will play a large role when initial incidents occur and are considered and addressed through teachable moments within the classroom context. The class teacher will also inform their Assistant Principal of the incident so a record can be kept for any recurring incidents.

In the event of recurring incidents, steps will be taken to include parents in the educating of our learners with agreements being made between parents, the learner and the school. Any actions will take into account the age of the learner and nature of the transgression.