



**Colegio Gran Bretaña**

# **Colegio Gran Bretaña**

## **Technology Acceptable Use Policy**

### [1. Evolving Learning Vision](#)

### [2. Use of devices in school](#)

#### [2.1. Hardware](#)

##### [2.1.1. Student devices](#)

##### [2.1.1.2. Secondary](#)

##### [2.1.2. Teacher devices](#)

#### [2.2. Use and regulations for devices](#)

##### [2.2.1. School owned devices - Primary](#)

##### [2.2.2. BYOD program - KS3, KS4 and KS5](#)

##### [2.2.3. Other school owned devices](#)

##### [2.2.4. Use of mobile phones](#)

##### [2.2.4.1. Primary](#)

##### [2.2.4.2. Secondary](#)

### [3. School email and Google accounts](#)

#### [3.1. Staff accounts](#)

#### [3.2. Student accounts](#)

#### [3.3. Family accounts](#)

### [4. Technology as a learning tool](#)

### [5. Social Media](#)

### [6. Digital Citizenship](#)

### [7. Responsibilities](#)



## Colegio Gran Bretaña

# 1. Evolving Learning Vision

At CGB we use technology to enrich, enhance and engage with our learning. We are responsible digital citizens who use our creative and collaborative skills to promote a positive and sustainable future.

## 2. Use of devices in school

### 2.1. Hardware

#### 2.1.1. Student devices

##### 2.1.1.1. Primary

CGB uses Apple products for students in Primary in an Apple program as outlined below:

<b>Foundation Stage</b>	Nursery	3 years old	School owned iPad with minimal use (controlled by teachers).
<b>Foundation Stage</b>	Reception	4 - 5 years old	4 iPad set for centre-based activities (minimal use of technology at this age).
<b>KS1</b>	Year 1 - Year 2	5 - 6 years old	1:2 class set of school owned devices, minimal use by students (under the supervision of staff).
<b>KS2</b>	Year 3 - Year 6	7 - 11 years old	1:1 class set of school owned devices. Usage is monitored by staff and is balanced with non-screen activity throughout the day.



## Colegio Gran Bretaña

For FS-KS2 devices will be provided by the school and used at teacher's discretion using a variety of apps and digital resources that enrich and enhance the learning process.

### 2.1.1.2. Secondary

CGB uses Apple products for students in Secondary in an Apple program as outlined below:

<b>KS3/KS4</b>	Year 7 - Year 10	11 - 14 years old	1:1 Bring your own device iPad (BYOD) with student/family controlled accounts*
<b>KS4 and KS5</b>	Year 11 - Year 13	15 - 17 years old	1:1 Bring your own device Laptop (BYOD) with student/family controlled accounts* <sup>1</sup>

For KS3-KS5 the BYOD (bring your own device program) is obligatory for all students as some subjects will deliver their textbooks in a digital format and a variety of apps, paid subscriptions and other digital resources will be requested for students to use both in the classroom and at home. Google Classroom will be used as an essential learning tool in all subjects and permanent access to it will be required. It is vital that all understand that the students' devices are primarily a LEARNING and educational tool, and not a toy.

While parents may feel that the confiscation of the device may be a justifiable punishment, in doing so they are also removing their child's right to learn. The school will support parents in learning how to place restrictions on the iPads to remove access to games and social networks.

For KS3-KS5 failure to bring sufficiently-charged devices to class is equal to failing to bring textbooks and/or exercise books. For this reason, students will incur a warning for not bringing the correct materials to school, unless they have a note from their parents explaining cases of theft or damage.

Students in the secondary BYOD programs will be required to use protective cases to safeguard their devices. We strongly recommend that all iPads have [Survivor cases](#) that

---

<sup>1</sup> \* Smartphones are not considered suitable devices for learning in class. Teachers will require the specified device for each given group.



## Colegio Gran Bretaña

will provide the required care against strong falls and prevent damages.

b) A small number of iPads and Macbooks will be made available to students in case they forget to bring their own to school. These may be signed out with written permission from the student's form teacher during registration time and must be returned at the end of the school day. The student accepts full responsibility for the device.

In the case of loss or long term damage of a personal device, the parents of a child in a 1:1 year group may opt for a short term loan of a school owned iPad/MacBook. The parents will need to accept in writing full responsibility for the school-owned iPad/MacBook and the loan may not exceed 30 calendar days.

### **2.1.2. Teacher devices**

a) All teachers will be issued with a MacBook at the beginning of the school year and will be given the option of entering into a shared purchase "MacBook Plan" on a three year basis. Teachers working within the obligatory iPad year groups will also have the option of being issued a school owned iPad or entering the shared purchase "iPad Plan". Adapters to connect computers to video-beams will also be provided and it will be the teacher's responsibility to care for them and return them at the end of the school year.

In the case of loss or damage (beyond regular wear and tear) of school owned devices (iPads, Macbooks, adapters), the teacher will be responsible for the payment of the repair or replacement of the device.

In the case of loss or damage of Macbook or iPad plan devices, the clauses of each contract will apply.

## **2.2. Use and regulations for devices**

### **2.2.1. School owned devices - Primary**

a) Primary iPads are assigned to specific classes in a 1:1, 1:2 or 4 iPad sets ratio to students. The iPads will be stored and charged in the IT Support Department. Only the class teacher



## Colegio Gran Bretaña

or teaching assistant will be able to collect the iPads and they will be responsible for returning them at the end of the week and/or locking them in the storage cases. The classroom ipad locker keys must be left in the IT Support department at the end of the day.

Specialist teachers will have access to the primary class' iPads. Learning assistants in FS, KS1 will be responsible for bringing and taking the iPads to the specialists classrooms.

For KS2, each student will be assigned one of the class iPads at the beginning of the year and will be responsible for taking their device to the specialist lessons.

The teacher or teaching assistant should return the iPads to the IT Support Department at the end of the week or once they are no longer needed. They may also be stored in the classroom in the locked storage cases. When returned, the IT Support Assistant will check the iPads for number and damage and once a week they will proceed to clean and update them.

b) The teacher accepts full responsibility for the iPads whilst they are in their possession/classroom. In the case where a device is lost under a teacher's care the teacher is responsible for 100% of the replacement of the device.

If the iPads are left unattended at any time, it is the class teacher's responsibility to ensure that they are placed in a locked and secure area to avoid damage or misuse of the devices.

c) All school owned devices have proper casing and protection that should prevent any damage. In the eventuality of a device being damaged the incident should be reported to the Head of Section who will investigate the incident and bring it forward to the comité de convivencia. This committee will analyse the incident to establish whether the damage was intentional or not and determine who will be charged with the resulting expenses.

d) Teachers and teaching assistants should ensure that the iPads are regularly checked for app and system updates. It is the responsibility of the IT (Information Technology) Support Department to store, update, clean and charge the class iPad sets. Apps and digital media requests should be made directly to the E-learning Coordinator. If the request is approved, the E-learning coordinator will instruct the IT Support Department to install the app/resource. Teachers must give three working days for the request of a new app/digital media.



## Colegio Gran Bretaña

### **2.2.2. BYOD program - KS3, KS4 and KS5**

a) Devices can only be used by students when instructed to do so by their teachers. In BYOD programs students must keep their devices safely in their bags or lockers when not in use. It is the students' responsibility to keep their devices safe at all times. All devices must be registered with iCloud and have "Find my iPad"/"Find my Mac" activated to help locate them in case of loss. In case of loss or damage of devices left unattended or unlocked it will be the parents' responsibility to replace the device as soon as possible.

b) In the eventuality of a student's device being damaged by another student the incident should be reported to the head of section who will investigate the incident and bring it forward to the comite de convivencia. This committee will analyse the case to establish whether the damage was intentional or not and determine who will be charged with the resulting expenses.

c) Students must not use their devices between classes or whilst walking through the corridors as this poses a health and safety risk and may cause delays between lessons. This inappropriate use of devices will result in a warning recorded in the student tracker. Students are encouraged to seek balance in their use of electronic devices and staff will promote the value of play and social interaction.

d) Students should ensure at all times that they are accessing age appropriate applications and media and should take special care when there are younger students in their vicinity. If students are found breaking any of these rules, measures will be taken in accordance with the school's handbook.

e) It is the student's responsibility to download any free apps or media at their teacher's request. A list of initial apps and resources will be sent at the beginning of the year for students and parents to download the required resources. Digital textbooks and materials should be downloaded when possible to allow offline work. It is the student's responsibility to keep their devices safe, charged and updated at all times.

### **2.2.3. Other school owned devices**

a) All other school owned devices (including secondary iPads and Macbook mobile sets) should be reserved using the online booking system located in Tools for staff. Reservations must be made at least twelve hours in advance of when the devices are needed. Mobile



## Colegio Gran Bretaña

laptop and iPad suites will be delivered to classrooms according to the reservation. All other devices should be collected directly from the IT Support Department.

b) It is the teacher's responsibility to inspect the devices for any visible damages or defects and report these to the IT Support Department immediately. The teacher must ensure that before a student uses a school owned device that they first complete the sign out form accompanying the delivery. At the end of the lesson, the teacher must check the devices back in, inspecting them for any visible damages or defects.

c) All damages must be reported immediately to the IT Support Department via email with all known details about the damage and persons involved. The IT Support Coordinator will conduct an investigation of the damage and will ascertain who is responsible for the damages and therefore the repairs. If a student is found responsible, the parents will be billed for the repair or replacement of the device. For this reason, it is imperative that the sign out form is completed each and every time a student uses a school owned device.

In the case where a device is lost under a teacher's care, or damaged with no report or completion of the sign-out form, the teacher is responsible for 100% of the repair or replacement of the device.

### **2.2.4. Use of mobile phones**

#### **2.2.4.1. Primary**

Students in primary will not be allowed to bring smartphones, smartwatches or other forms of wearable technology to class unless there are specific circumstances that require it and have been previously informed by parents to the form tutor. We encourage that students in these year groups spend a limited amount of time on screens and devices and that the time invested in technological devices is meaningful and enriching for them. Therefore, the time allocated in school for screen time is directed by teachers using the school owned devices and does not include the use of personal devices/phones.

#### **2.2.4.2. Secondary**

Students in secondary are allowed to bring smartphones, smartwatches and other forms of wearable technology besides their BYOD to school if they wish to do so. However, they must keep in mind that:

- They have sole responsibility for their phones/devices. In case of loss, theft or



## Colegio Gran Bretaña

damage the school will not be responsible for them.

- Phones must be off or on flight mode during lesson time. They will not be able to use their smartphones/devices in class. All classwork will have to be done and submitted through iPads or Laptops depending on the year group.
- Use of mobile phones in class will be considered a misuse of technology and will result in a warning on the student tracker.
- Students should ensure at all times that they are accessing age appropriate applications and media and should take special care when there are younger students in their vicinity. Students are expected to follow the laws according to the age at which social media accounts can be created. For more information, click [here](#). If students are found breaking any of these rules, measures will be taken in accordance with the school's handbook.

### 3. School email and Google accounts

The ICT Support Coordinator and the E-learning Coordinator will act as administrators for the school email accounts and all requests for new email accounts and aliases should be made through the ICT Support Coordinator.

CGB accounts should be used solely for school work, school related activities and for creating accounts with third party applications or websites related to school. The account administrators may access individual email accounts if inappropriate activity has been reported or suspected.

#### 3.1. Staff accounts

a) All CGB staff will be issued with a CGB Gmail account at the beginning of their contract with the school. This email will serve for the duration of their contract. CGB account logins will be used to access their school Gmail, Google Drive, Google Classroom and other applications from the Google suite for education.

b) Staff emails will follow the pattern of initial.surname@cgb.edu.co (e.g. s.jobs@cgb.edu.co) and staff will be able to request additional “alias” email addresses for positions of responsibility.





## Colegio Gran Bretaña

- c) Staff are expected to use their school email and Google Drive accounts for all aspects of school work. This includes sharing and collaborating with other teachers and students. Teachers should not share their personal email addresses or materials from any personal cloud storage services (e.g. Google Drive, Dropbox, iCloud, etc) with students.
- d) Teachers in KS 3, 4 and 5 will be responsible for creating Google Classroom classes for each group and inviting students and parents to join the platform. All homework and class announcements should be posted via Google Classroom to keep parents informed.

### 3.2. Student accounts

- a) All CGB students from Year 3 upwards will be issued with a CGB Gmail and Google Drive account. For students under the age of 13 years old, Google+ and YouTube accounts will be deactivated (in accordance to their Terms of Service).
- b) Student emails will follow the pattern of the first three letters of the first name followed by the first three letters of the (first) surname (e.g. stejob@cgb.edu.co). All student emails will be added to an email group for their school year (e.g. [year7@cgb.edu.co](mailto:year7@cgb.edu.co)).
- c) Students will be expected to use their school email and Google Drive accounts for school work purposes. They should ensure that all work saved within is clearly labelled with their names and the title of the work. (e.g. Steve Jobs Book Comparison Essay)
- d) Students in KS3, 4 and 5 will be expected to sign up for their subjects in Google Classroom and work assignments should be turned in via Google Classroom when required by the teacher. Secondary parents should accept the Google Classroom invitations in order to get homework announcements, missing work notices and upcoming deadlines. Google Classroom is the official system for reporting homework and classwork in the Secondary section. For more detailed information about the use of the platform read the [CGB Google Classroom essential agreements](#).

### 3.3. Family accounts

- a) All CGB families will be issued with a CGB Family Gmail account. CGB account logins will be used to access their school Gmail, Google Drive, Google Calendar and other applications from the Google suite for education.
- b) One family email will be issued per family and it will follow the pattern of surname1.surname2@cgb.edu.co (e.g. jobs.jobs@cgb.edu.co). Parents and guardians are



## Colegio Gran Bretaña

expected to use their school email accounts to synchronise school Calendars and to receive APTOPthe Google Classroom daily or weekly summaries of student's work if they have students in the secondary section.

### 4. Technology as a learning tool

a) First and foremost, devices are used to “enrich, enhance and engage with our learning” in accordance with our Evolving Learning Vision. Teachers follow the SAMR model and the ISTE Standards for students and educators to explore opportunities for the integration of technology into learning activities, to use technology to enhance and transform the way students learn and to teach and practice digital citizenship. Students will develop the skills to use technology across the curriculum in order to support and extend their learning.

b) Digital resources such as apps, subscriptions and software will be supplied for teachers and for Primary and Secondary school owned devices. In the BYOD programs students and parents will be responsible for the download and update of the required resources.

c) The school promotes and encourages the use of digital portfolios as a tool to demonstrate and record student's learning. In the Primary section the tool Seesaw has been selected for this purpose. The primary Head of Section and the Heads of Key Stage will be the administrators of the system and teachers in FS, KS1 and KS2 will be responsible for managing the Seesaw classes and for inviting students and parents to join the platform. All class announcements and weekly newsletters should be posted via Seesaw announcements to keep parents informed. For more detailed information about the use of the platform read the [CGB Seesaw Classroom essential agreements](#).

In the Secondary section Google Classroom is the tool that has been selected to serve as online platform to enhance learning and gather students work. For more information about the use of Google Classroom refer to [section 3.2. of this document](#).

### 5. Social Media

a) Social media offers a variety of learning experiences and tools for students, teachers and parents to explore and collaborate in the digital world. However it is important that it is used with care and at all times in accordance with the school's values and the specific site's



## Colegio Gran Bretaña

terms of service. More information [here](#).

b) The school recommends that students and parents at all times make themselves aware of the specific site's terms of service. In particular students are reminded of the age restrictions of certain websites and should at all times respect and adhere to these rules. At no point will a member of staff request that a student breaks the terms of service of a website or social media service. The school recommends that parents are "friends" or "follow" their own children on social media to be able to monitor their behaviour online.

c) Teachers must always conduct themselves in a professional manner online. All communication between teachers and students should be at the same level as communication in the classroom; including content, language and mutual respect. Conversations between teachers and students must be conducted through official channels that offer a record of messages sent and received; teachers' personal phone numbers must not be shared with students.

d) On private social media websites, such as Facebook, teachers must not add or accept current or past CGB students, with the exception of their own children, to their personal accounts until such time that they leave CGB and the student is over the age of 18.

e) Teachers may choose to create professional social media accounts to use in the classroom as long as they abide by the terms of service of the social media platform. These accounts may be shared with students. In such cases, passwords must be shared with the communications department.

f) It is recommended that teachers regularly review their privacy settings on social media and be aware of the potential consequences of having a public profile.

h) Whatsapp may be used as a tool for communication between the different stakeholders bearing the [CGB Whatsapp Policy document](#) in mind.

## 6. Digital Citizenship

a) The whole school promotes positive and proactive behaviours at all times when using technology. Teachers are proactive digital citizens and are positive role models for all students. The school adopts a programme of Digital Citizenship as part of the Personal, Social and Health Education (PSHE) curriculum. The Digital Citizenship curriculum contains, but is not limited to, internet safety, digital footprints and reputation, ownership



## Colegio Gran Bretaña

and copyrights, classification and age restrictions.

- b) Any behaviour which could be seen as in breach of CGB's values of Digital Citizenship must be reported immediately to form tutors; who will then investigate the behaviour and (if needed) report the incident to the Key stage coordinator, Deputy Head of Section or the Head of Section. Serious incidents will be dealt with in accordance to the school handbook.
- c) All materials, digital or otherwise, used within the school must be used within accordance to copyright laws. Where materials are cited or referenced in assignments, correct and full credit must be given following the Harvard Referencing System.
- d) All materials, digital or otherwise, must be used in accordance to age ratings and classification. Teachers should refer to internationally recognised age rating organisations such as the British Board of Film Classification (BBFC), Motion Picture Association of America (MPAA) or Common Sense Media for guidance of the appropriateness of video, audio or text based media.

## 7. Responsibilities

- a) It is the responsibility for the whole school community to promote and uphold the guidelines within the acceptable use policy. Any breach of these rules should be reported immediately to the class teacher, head of section or E-learning Coordinator .
- b) The E-learning Coordinator shall oversee the implementation and integration of technology in the classroom. He/she shall support the PSHE coordinators in both the Primary and Secondary sections in the design, inclusion and monitoring of the digital citizenship component of this curriculum.
- c) The IT Support Coordinator shall oversee the performance and maintenance of the school's physical and wifi network as well as of all school owned devices.
- d) A Technology Committee will be formed each academic year of a cross section of school stakeholders and will meet on a monthly basis. This committee will advise and assist the school in the making of decisions regarding the use of technology in the classroom and in other areas of school life.
- e) A Student Technology Committee will be formed each academic year of volunteer students from the Secondary section. They will meet periodically to arrange technology events and fundraisers and occasionally will be called upon to address issues raised in the



## **Colegio Gran Bretaña**

regular Technology Committee meetings. One member of the Student Technology Committee (normally a Key Stage 5 student) will be elected as the President of the Student Technology Committee and will sit on the regular Technology Committee board meetings.

f) It is the responsibility of parents and guardians to support and accompany their children in the use of technology and devices, attending parents as partners meetings that address technology issues and support the school's anti bullying policy in digital environments.

**Approved by Technology Committee May 2019**

**Policy revised in May 2020**