



BEIJING CITY INTERNATIONAL SCHOOL
BCIS DIGITAL CITIZENSHIP:
RESPONSIBLE USE OF TECHNOLOGY POLICY

MARCH 2019

BCIS DIGITAL CITIZENSHIP: RESPONSIBLE USE OF TECHNOLOGY POLICY

MISSION

The BCIS mission is to challenge and empower students to be compassionate and inspired people, who act for the good of all and for the sustainable development of the world.

BCIS VISION

BCIS will be widely respected as an inclusive school offering a model cosmopolitan education.

BCIS PHILOSOPHY

文行忠信 (Wén Xíng Zhōng Xìn)

As learners we value...

文 Wén

- curiosity, seeking understanding and enjoyment of lifelong learning
- academic achievement, physical well being, and personal success
- knowledge developed from diverse perspectives
- awareness and understanding of local and global issues

行 Xíng

- inquiry and risk-taking in a safe and caring learning environment
- academically rigorous challenge, achieved through a differentiated approach
- creative thought, critical reasoning, and inspired action
- open and respectful communication

忠 Zhōng

- shared responsibility for learning
- service to local and global communities
- commitment to environmental sustainability

信 Xìn

- respect for self and others
- cultural understanding and linguistic diversity
- the uniqueness of China

THE HOME – SCHOOL PARTNERSHIP

At BCIS, we believe a strong partnership between home and school is fundamental to supporting young people as they navigate 21st century technologies and the digital world. While we appreciate the enhanced learning opportunities provided by various technologies, we ask our families to understand the impact technology has on our daily lives and our interactions with each other.

We understand young people face complex issues connected to access to information, online identity and relationships, cyber-bullying and self-management which affects student learning in profound ways. As we navigate the digital landscape we must empower young people to think critically in order to develop a healthy self-image, positive relationships in the real and digital world, and lead healthy, balanced lives. With a shared understanding of the role parents and educators play in supporting responsible use of technology and digital citizenship, we can work together to support both student learning and well-being.

BCIS will:

- Provide age appropriate lessons for all grade levels in digital citizenship and responsible use of technology
- Provide materials and information sessions to help parents better understand our program and policy
- Train faculty in strategies to support digital citizenship and responsible use of technology.

Date Adopted:

Date for Review:

BCIS DIGITAL CITIZENSHIP: RESPONSIBLE USE OF TECHNOLOGY AGREEMENT

The BCIS community seeks to create a safe and secure learning environment by following the 4 BE's – Be Safe, Be Respectful, Be Responsible and Be Compassionate, respecting the principles of Digital Citizenship and following the Responsible Use of Technology guidelines outlined below.

Internet Safety, Privacy & Security

- use only assigned accounts and networks to which students are authorized access
- manage personal online information and keep it secure from online risks
- set up devices with a trusted adult to ensure strong passwords and age- appropriate privacy settings
- respect the privacy of self and others by requesting consent before posting any images or online information
- understand the concept of a permanent digital footprint
- communicate with a trusted adult- parent and/or teacher should there be breaches to online safety and security
- Devices should be stored properly when not in use and should not be left unsupervised and/or in a public space

Well-being: Self-Image, Identity, Relationships & Communication

- stay balanced by being mindful of daily screen time
- communicate with respect, kindness and compassion to others in all digital communications
- monitor my use of media and the connection to my well-being, seek support if needed
- communicate and/or report unsafe or harmful online communications to a trusted adult

Technology Care, Responsibility & The Learning Connections

- take care and responsibility for all personal learning devices and seek permission before using others' devices
- ensure devices are used as directed for learning purposes, and not a source of distraction to self and others
- report to both teachers and parents should your device be broken or lost

Mobile Phone Use

- ECC phones are to be kept in school bags
- Grade 1-5 phones are to be kept in school bags
- Grade 6-8 phones are permitted in classrooms when requested for specific learning experiences (Phones should otherwise be placed in the student's locker/school bag)
- Grade 9-12 phones may be used to support learning unless otherwise directed by teacher

Information Literacy: Creative Credit and Copyright

- understand their responsibilities and rights as creators in online spaces
- evaluate the quality, credibility, and validity of online sources.
- respect copyright and acknowledge the work of others, through citing our work (i.e. MLA referencing).

Consequences for Inappropriate Use of Learning Technologies

Understanding the importance of responsible technology use and digital citizenship is clearly communicated in the above guidelines. Inappropriate use of learning technologies will be determined according to seriousness of the violation and an investigative process. Consequences may include restorative conversations and conflict resolution, limited access to digital devices and the school network, suspension and/ or in extreme cases expulsion as guided by other relevant policies and procedures.

Supervision and Monitoring

BCIS, school network administrators and their authorized employees monitor the use of learning technologies to help ensure that use is secure and in conformity with this policy. BCIS cannot guarantee nor be held responsible for the accuracy or appropriateness of online resources. Administrators reserve the right to examine, use, and disclose any data found on BCIS information networks in order to further the health, safety, discipline or security of any community member or other person, or to protect property. They may also use this information in disciplinary actions and may be required to furnish evidence of crime to law enforcement officials.

Agreement

On Admission to BCIS students and parents agree to follow the BCIS Digital Citizenship: Responsible Use of Technology Agreement.