

# Laptops and learning at ZIS

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## A. General statement

ZIS believes that students in the Secondary school having personal laptops available at all times and in all classes can enhance their learning.

Although Secondary students use their own laptops at school, how they are used whilst involved with school and school activities is our concern. Students use the school's network, and they need to be aware that the internet network they use at school belongs to the school and therefore all online content they access must be relevant and appropriate for school. The network is provided for students to access information, conduct research, complete assessments, and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Students are responsible for good behaviour on our school computer network just as they are in a classroom, the fields or on excursions. Access to the network is not a right. Individual online activity can be monitored and logged at any time. Students need to log in to our network each day, and so are subject to the restrictions of our firewall. A principled approach to the use of our network is expected. Our firewall is designed to ensure relevant and appropriate online activity for the learning activities at hand.

**Internet:** Access to the Internet and e-mail will enable students to use thousands of libraries, databases, websites, blogs, educational wikis and so on. Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other, unrelated, materials as well. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. We believe that the benefits to students from access to the Internet, in the form of information resources, communication and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources.

## B. What laptops are used for in student learning when at school:

- Internet-based research, viewing websites\*
- E-books and textbooks
- Accessing online newspapers and journals
- School-related email, using their @student.zischina.com address
- Specific software programs – for example Corel Draw in Technology, Adobe Photoshop in Art
- Class and 'core' program websites – information, documents and resources
  - (Resources may include links to websites, videos, maps, recommended software)
- Student ePortfolios
- ManageBac – assessment documents, calendar, submission and feedback; Gradebook reporting; Community & Service journal

### **C. \*Teacher-recommended websites**

AT ZIS teachers specify those websites that students should first view thoroughly before undertaking general independent online research. These are websites that teachers have reviewed for relevancy, accuracy and credibility. Usually they are the best available websites for a given topic or task.

### **D. Handwriting and the use of laptops.**

Students are expected to keep hand-written notes in all subjects, in the workbooks provided by ZIS. (Laptops are not typically used as a note-taking tool, although may be used for this under specific teacher direction.)

### **E. Student responsibilities concerning laptops and learning**

Students are responsible for:

1. The safety, security, charging, working and general readiness of their laptops for school work
2. Their laptops network usage.
3. Data (laptop hard-drive) back up
4. Having:
  - Word processing software compatible with Microsoft Word
  - Spreadsheet software compatible with Microsoft Excel
  - Presentation software compatible with Microsoft Powerpoint
  - PDF reading software
  - PDF creating software
5. A laptop with the following minimum specifications: - To be advised

### **F. Classroom use of laptops**

1. Laptops are accessed upon teacher direction (laptops are not accessed at the beginning of class, between classes or during break times)
2. Teachers will direct when laptops are to be used, and for what purpose
3. Students will thoroughly investigate teacher-recommended websites before any general independent research
4. Students will be prepared to present in timely way - this may involve having files on a USB/flash drive, or stored online
5. Students are encouraged to shut down their laptops between uses, to extend battery charge.
6. Students do not touch other students' laptops, unless specifically asked to do so
7. Students will be mindful of the requirement for their laptop to be safe when asking other students to use/touch their laptop
8. Students will work within the schools' firewall, and will not work around it.

## **G. Student code of conduct regarding laptops:**

1. Students are to use the Internet for instructional, school approved activities. Students are not allowed to use the ZIS internet for:
  - a. social networking, and checking and writing personal emails
  - b. gaming or viewing gaming sites
  - c. viewing pornography
  - d. gambling or viewing gambling sites
  - e. personal commerce and business
  - f. viewing sites that promote illegal activity (according to the laws of P.R.China)
2. Students may only download files with a teacher's permission.
3. Students are expected to keep the network secure and not share their passwords (or those of other people) or accounts with anyone else.
4. Students are not to publish online:
  - Photos or videos taken at school or involving students in school uniform
  - Their name or address or that of any other student or teacher.
5. Altering or damaging the school's network in any way is considered vandalism. Altering or damaging another student's laptop in any way is considered vandalism.
6. Students are permitted to use their laptops, mobile phones and other electronic devices on school buses as long as headphones are used so as to not disturb the driver or other students. Travel to and from school, and excursions, on school buses are considered a school activity, and this Code of Conduct applies at these times.
7. Parents are responsible for the content stored on their own child's device.
8. Students will not share theirs, or anyone else's passwords, of any type or purpose.