



# ICT Policy

Michelangelo International Elementary School  
(M I E S)

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## **Michelangelo International Elementary School**



### **Purpose**

The purpose of this policy is to identify the role of information and communication technologies (ICT) at Michelangelo International Elementary School. Its purpose is to protect students and staff, to educate them of their responsibilities as informed digital citizens.

At Michelangelo International Elementary School, ICT allows students to develop the skills they need to research, create, communicate, collaborate, organize and be responsible for their own learning and actions.

The school community will become responsible digital citizens through guided and self-practice with the goal of making students autonomous, independent learners. Michelangelo International Elementary School motivates students to act and contribute to the local, provincial and global communities.

### **Michelangelo International Elementary School Mission Statement**

Michelangelo School endeavours to successfully integrate students into present and future day life by providing the tools required to play a constructive role in society while developing positive values. The focus is not simply on the acquisition of knowledge, but on fostering in young people the desire to create a better and more peaceful world through respect and understanding of the many cultures of this world. The school provides students with the essentials of lifelong learning by creating environments that arouse intellectual curiosity.

### **International Baccalaureate Mission Statement**

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end, the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.



## The IB Learner Profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet to help to create a better and more peaceful world.

As IB learners, we strive to be:

**Inquirers** – We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

**Knowledgeable** - We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

**Thinkers** - We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

**Communicators** - We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

**Principled** - We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

**Open-minded** - We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

**Caring** - We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

**Risk-Takers** – We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

**Balanced** - We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

**Reflective** - We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

## Beliefs and Values

At Michelangelo International Elementary School, we believe that:

- Global citizens should also be informed digital citizens
- Integration of ICT enhances the learner’s opportunity to connect globally and to explore different perspectives in order to understand evolving cultural and social norms
- ICT can be used to help connect learners within the local and global community by exploring the past, present and think about the future
- Learners become aware, use and appreciation of different ICT knowledge, skills and programs are developed
- Technology helps and encompasses the ability to share, teach and learn
- Every teacher is a “technology teacher”
- Technology literacy is integral for all learners in an IB education
- Every member of the school community shares a responsibility to develop technology literacy in all learners
- School wide professional development enables leaders and teachers to understand how technologies support and enhance teaching and learning in and out of the international community

## ICT and the IB Learner Profile

Developing the attributes of the learner profile and essential elements of the programme through ICT is an important component at Michelangelo International Elementary School. We encourage our students to be:

- **Inquirers** - who use ICT to gain new information or knowledge in order to make sense of the world
- **Thinkers** - who are able to access and interpret information taken from ICT sources
- **Communicators** - who use ICT to understand and express ideas confidently and creatively (reading, writing, speaking, listening, viewing and presenting); solve problems; use appropriate language to work collaboratively
- **Risk Takers** - who use ICT to explore new ideas and innovative strategies and approach uncertainty with determination
- **Reflective** - learners who are able to consider their experiences with ICT and how it can be used to support their learning and personal development
- **Open-minded** - learners who use ICT to seek and evaluate a range of points of view
- **Knowledgeable** - individuals who use ICT to build conceptual understanding of issues and ideas that have local and global significance
- **Principled** - people who use ICT responsibly, honestly, respectfully and with integrity
- **Caring** - people who consider acting with empathy, compassion and respect when using ICT
- **Balanced** - learners who acknowledge and understand that ICT is one of many aspects of their lives that they need to interact with to achieve well-being for themselves and others

## **IB Approaches to Learning (ATL) Skills**

Developing the skills (ATL) of the Primary Years Programme at Michelangelo International Elementary School through ICT is an important component.

We encourage our students to develop the following skills:

- **Self-Management Skills** - Use ICT to organize information, manage time and tasks effectively.
- **Social Skills**- Use ICT to collaborate, problem solve and accept responsibility.
- **Communication Skills** - Demonstrate competent and responsible use of visual, written, verbal and non-verbal communication through ICT in a variety of situations.
- **Thinking Skills**- Use critical thinking skills when evaluating information and media presented in digital mediums. Demonstrate creative thinking skills when using ICT to present what students have learned. Use ICT skills developed throughout the years when learning newly acquired technologies.
- **Research Skills**- Demonstrate ICT skills by presenting information in digital formats and on various ICT platforms.

## **ICT Administration**

Michelangelo International Elementary School is committed to providing all staff and students with the technologically appropriate tools to best support teaching and learning. The ICT user agreement is shared with all students annually through the agenda to support them with safe and appropriate use of ICT at school.

ICT related procedures and guidelines are reviewed annually with employees of the school.

- **ICT Security Procedures:** These procedures ensure that all employees have a common understanding of the ICT use at Michelangelo International Elementary School.
- **Staff Guidelines for Information Safety:** These guidelines support employees with the safe use and treatment of physical and electronic information safety.

## Hardware Provision

- **What the school provides to staff & students (generally)**
  - ✓ All staff members are provided with a personal laptop.
  - ✓ All student classrooms are equipped with age-appropriate ICT equipment – Smartboards, classroom laptops.
  - ✓ All classrooms have access to the following: laptop cart, iPad cart.
  - ✓ All students have access to ICT age appropriate equipment such as; Beebots, WeDo, Makey Makey, Micro:bits, EV3, and Lego Mindstorms.
  
- **Currency of hardware (yearly inventory and assessment)**
  - ✓ All hardware is inventoried and inspected yearly.
  
- **Plan for replacement**
  - ✓ The ICT technician at the school board level carries out a hardware evaluation, replacement and maintenance plan.
  
- **User Agreements**
  - ✓ Specific ICT user agreements are required for all staff and students. Staff and Students that are assigned specific devices, are required to sign a device-specific agreement.

## Legal - Privacy - Reference Privacy Laws

### Personal Data Regulations

Michelangelo International Elementary School conforms to English Montreal School Board (EMSB) privacy regulations. These are reviewed regularly and are in line with the needs of the school. These include:

- Risk Assessment for ICT
- ICT Security Procedures (signed and understood by staff)
- Staff guidelines for Information safety (signed and understood by staff)

## ICT Use Agreements

We have an ICT Use Agreement for parents to refer to in our school. This Use Agreement is found in the student agenda.

It is reviewed annually and are agreed upon and signed when the family joins the school and at the beginning of every school year. The school has Staff Guidelines for Information Safety and ICT security procedures for the staff to review.

## **PYP Information Communication Technology (ICT) Use Agreement 2021-2022**

### **Introduction to the ICT Use Agreement**

#### **Definition of ICT:**

Information and Communications Technology (ICT) is a term for any technology that is used to access, store, transmit, and manipulate any type of information.

#### **Examples of ICT:**

ICT Devices: Computers, projectors, phones, tablets, smart watches, audio players, cameras, robotics equipment, Micro:bits.

ICT Access: Anything using an ICT Device such as internet, computer applications, tablet and phone apps, websites, social media, email, games, and any other digital technology.

#### **Purpose of this agreement:**

A schoolwide Use Agreement which includes Information Communication Technology (ICT) is issued to all students via the agenda and is renewed at the beginning of every academic year when parents or guardians sign the agenda. The agreement itself is kept in the school agenda for future reference. The agreement is non-negotiable. ICT includes all internet-able devices that are used on the school premises. This includes both school and personal devices (iPads, mobile phones, smart watches, including other devices).



## Education – Commitment – Excellence

1. Use of ICT devices in school for personal fun is a privilege, not a right.
2. ICT at school is for learning and is only to be used with the direction of a teacher. Non-directed use is not permitted.
3. ICT access is used respectfully and responsibly.
4. All personal information (passwords, home address, telephone number, full name etc.) should be kept strictly private.
5. You must show school staff what you are working on when asked during the school day.
6. If you have a technical problem with ICT, share this with your teacher.
7. Tell your teacher if you experience anything uncomfortable, scary, inappropriate or violent while using ICT.
8. Computers and other devices may not be used to send threats, to harass or bully others, to spread inappropriate, or racist material.
9. Do not participate in any inappropriate use of computers and other devices in school. Inappropriate use of the computers and other devices includes:
  - Bullying or harassing others.
  - Sending or spreading rumors or gossip.
  - Sending rude, hateful or threatening messages.
  - Illegal copying of music files, movies, pictures or software.
  - Using somebody else's personal device without permission.
  - Letting someone use your username or password.
  - Playing digital games unless approved by a teacher.
  - Downloading software from websites without teacher permission.
  - Visiting websites that are not permitted by the school.
  - Viewing and/or downloading or uploading inappropriate pictures or stories.
  - Chatting and using online chat without explicit permission from the teacher.
  - Using a device to record or film a teacher or other students without their consent.

### **Parent Role:**

To read, review and ensure that their child clearly understands the outlined rules and regulations written in this agreement.

Parents must sign the agreement with their child.

Parents must ensure that their child follows and abides by the rules and regulations outlined in the agreement.

**Consequences:**

Breaking these rules have consequences.

If damaged, lost, or used irresponsibly, Michelangelo International Elementary School may ask that you pay for the damage, repair or replacement of equipment.

There may be other consequences such as losing your device privileges.

**Upon Leaving School**

Any material belonging to Michelangelo International Elementary School must be returned at a deadline provided by the school.

## References

International Baccalaureate Organization. *The Role of ICT in the PYP*. Retrieved from [https://resources.ibo.org/data/p\\_0\\_pypxx\\_mon\\_1106\\_1\\_e.pdf](https://resources.ibo.org/data/p_0_pypxx_mon_1106_1_e.pdf) (Accessed: May, 2021)

Trondheim International School. (2020) *ICT Policy*. Retrieved from [https://www.this.no/PDF%20Files/School%20Life/Policies/ICT-Policy\\_to-be-uploaded-in-HSE-handbook.pdf? t=1592906454](https://www.this.no/PDF%20Files/School%20Life/Policies/ICT-Policy_to-be-uploaded-in-HSE-handbook.pdf?t=1592906454) (Accessed: May, 2021)

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