



AISC BYOL Program Handbook, Grades 7-12

American International School in Cyprus

For Students and Parents

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AISC BYOL Program, Grades 7 - 12

The policies, procedures and information within this document apply to all computers and electronic devices used at AISC. Teachers may set additional rules and policies in their classrooms. Students enrolled in grades 7 through 12 are advised to bring a laptop in order to enhance understanding, increase learning, and be better prepared students for the 21st Century. The laptop will be purchased by the family and will be used as an educational tool during classes and study halls.

USING A PERSONAL LAPTOP AT SCHOOL

Students must review this Handbook with their parents and return it signed on the annual Orientation/Open House Day or on the first day of school, in order to be allowed to use a laptop in the classroom. Students must be responsible to bring their laptop to all classes unless otherwise instructed by their teacher.

1.1. Laptops Left at Home

If a student leaves the laptop at home, they are held responsible for making up any missed work if the work requires a laptop as a tool. It is important to note that learning may be compromised by not bringing the laptop to school.

1.2. Charging Your Laptop's Battery

Laptops must be brought to school each day, fully charged along with its battery charger. In special cases, the parent might be asked to buy a backup charger for their child. In cases where use of the laptop has caused batteries to become discharged, students may be able to connect their computers to a power outlet in class.

1.3. Screensavers

- Inappropriate media may not be used as a screensaver.
- Presence of guns, weapons, inappropriate material and language, alcohol, drug, gang-related symbols or pictures, violent racist or discriminatory symbols, words, or pictures is considered violation of the Human Rights Policy and will result in disciplinary actions.

1.4. Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. If headphones are needed, the student is responsible for having their own pair of headphones.

- Listening to music, watching videos, and Internet surfing are not allowed during class unless used for educational purposes and instructed by the teacher. Using a laptop for gaming is never allowed at school unless the gaming is supervised by a teacher and is part of an educational program or after-school activity.

1.5. Printing and software

Printing options will be installed on the student's laptop for school printing purposes only in the beginning of the school year. Office 2016 can be downloaded and installed for free through student's Office 365 portal (<http://www.portal.office.com>).

1.6. Antivirus and parental control

An antivirus software must be installed on student's personal laptop and regularly updated. Some common antivirus software programs are: Avast, AVG, Bitdefender, Avira. Connecting to the Internet at home will be the family's responsibility.

An internet-filtering or parenting control software is highly recommended for Middle School students. Paid versions are recommended for enhanced security.

If a student suspects that their computer has a virus, they should alert the IT department immediately and next steps will be determined.

TAKING CARE OF A PERSONAL LAPTOP

Students are responsible for the general care of their personal laptop they bring to school. Laptops that break or fail to work properly must be repaired as soon as possible. Low functioning batteries must also be replaced as soon as possible.

1.7. General/ Precautions

- Don't eat or drink next to your laptop while it is in use.
- Cords, headsets, and removable storage devices like usb flash drives must be inserted carefully into the laptop.
- Students should never carry their laptops while the screen is open.
- Laptops must never be left in an unlocked car or any unsupervised area.
- Students are responsible for arriving at school with a fully charged battery.

1.8. Carrying Laptops

Buy a protective case/sleeve with your laptop that has sufficient padding to protect the laptop from normal treatment and provide a suitable means for carrying the computer within the school. The guidelines below should be followed:

- Laptops should always be within the protective case when carried.
- Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the laptop screen.
- The laptop must be turned off before placing it in the carrying case to prevent over-heating.

1.9. Screen Care

The laptop screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.

- Do not lean on the top of the laptop when it is closed.
- Do not place anything near the laptop that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover/ screen.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not bump the laptop against lockers, walls, car doors, floors, or toss it into the corner of the room.
- Do not carry the laptop by the screen.

MANAGING STUDENT FILES & SAVING WORK

1.10. Saving files

Students will be logging onto their school OneDrive in order to back up their work. It is highly advised for **school-related work to be saved on school's OneDrive which has a limit of 1 Terabyte space**. It is the student's responsibility to save their work to the OneDrive at school and at home which contains their personal folders. Students must keep files well organized and structured according to school standards. Students should not rely only on the laptop's storage as you cannot access the files if the device is damaged or lost.

1.11. Saving data to removable storage devices

Students should also backup their devices using a removable file storage or a different cloud service. Removable memory sticks may be purchased at a local retailer. It is the student's responsibility to ensure that their work is not lost due to mechanical failure or accidental deletion.

1.12. Network Connectivity

The AISC makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the school will not be responsible for lost or missing data.

1.13. Submitting work

Computer malfunctions are not an acceptable excuse for not submitting work. Computers are available in computer labs and the library for student use.

SOFTWARE ON LAPTOPS

1.14. Originally Installed Software

Personal laptops must have an Original Windows 7 or Windows 10 or Mac Operating System (OS) 10.8+. Due to viruses and worms that exist online, we have decided to restrict the OS to those three.

1.15. Additional Software

Students can load extra software on their laptops. However, during school time the laptop should be used for educational purposes only. The school may require that certain software be loaded on students laptops, such as a lockdown browser for testing purposes.

PROTECTING & STORING YOUR LAPTOP COMPUTER

1.16. Storing Your Laptop

When students are not using their laptops, they should be locked in their lockers. Nothing should be placed on top of the laptop when stored in the locker. Students are asked to take their laptops home every day after school, regardless of whether they are needed. Laptops should not be stored in a student's or family's vehicle at school or at home.

1.17. Laptops Left in Unsupervised Areas

Under no circumstances should laptops be left in unsupervised areas. Any computer left in an unsupervised area is in danger of being stolen. If a laptop is found in an unsupervised area, it will be taken to the administrator's office.

1.18. Protection

Students or parents may wish to carry their own personal insurance to protect the laptop in cases of theft, loss, or accidental damage by fire. Please consult with your insurance agent for details about your personal coverage of the laptop computer. The warranty of a brand-new laptop does not warrant against damage caused by misuse, abuse, accidents or computer viruses.

LAPTOP TECHNICAL INFORMATION

The laptop that the student brings to school must be:

- Brand New or Used
- Windows 7 with Service Pack 1 installed or Windows 10 with Creators Update installed or Mac 10.8+. *
- Have a 13" inch screen, minimum
- 4GB of RAM memory, minimum
- 120GB Storage Space, minimum
- Have installed an antivirus program
- An internet-filtering software (this applies to middle school students). A free one is available at <https://www.qustodio.com/en/>. NetNanny is another option <https://www.netnanny.com/>
- A charger
- A battery in good condition with up to 8 hours battery life
- A usb flash drive
- Headphones with a built-in microphone
- An external wired/wireless mouse
- Physical protection for the laptop **

*The OS must be original and automatic updates turned on.

**A Sleeve (and/or a carrying case) is highly recommended. Each student is expected to provide protection for their laptop.

PARENTAL RESPONSIBILITIES

Parents will be responsible for reviewing the BYOL Handbook with their child.

Parents are asked to monitor their student's activities on the Internet on a regular basis.

Parents are responsible for overseeing their child's use of the laptop and Internet while at home.

Parents are advised to install a parenting monitor software or an internet filtering software. Outside the school the internet is not always a safe place for kids. See Laptop Technical Information Section for more details. Contact us for further assistance.

STUDENT ACCEPTABLE USE POLICY

The use of technology resources (personal or school-owned) within the school premises is a privilege, not a right.

Students found to have engaged in prohibited activities or who use a device in such a way as to violate School rules and regulations will be subject to disciplinary actions – as outlined in the Standards of Conduct for Students, as outlined in the AISC Family Handbook.

In school, you might be provided with school owned technology resources (for example lab computers, printers, iPads, cameras, headphones etc.), only for educational purposes and use. Treat school-owned technologies with care. Always remember that someone else will be using it after you.

BYOL FREQUENTLY ASKED QUESTIONS AND ANSWERS

1. What is BYOL?

BYOL stands for Bring Your Own Laptop and involves students bringing their own portable internet connected laptop to school as a tool to enhance their learning. Students bring their laptop to all their classes and have access to a broad range of course content stored on the cloud, both in and out of the classroom, enabling “any time, any place” learning. BYOL is about bringing the classroom to the student and not limiting them to a single path of learning or a single place of working. Students are also able to interact with an enormous suite of ICT based learning tools and knowledge that is simply not possible in the traditional classroom, meaning that learning can become even more student-centered. The BYOL is in effect for all grade 7 through 12 students enrolled at AISC.

2. What will students do with these laptops in class?

Students will be accessing information on the internet and using online learning portals and suites to access resources such as subject-specific web sites, videos, podcasts and documents which will enhance and extend their learning. At AISC, students and teachers collaborate around student-learning by utilizing the simple-to-use but powerful productivity platform, *Office 365*. With an internet connection, this platform is accessible anywhere at any time.

3. What are the required platforms and devices?

We understand that the device a student brings to school may not be suited to every task that teachers want students to engage in. To ensure all students have equitable access to learning activities, the school has limited the requirement to Windows or Apple laptops. However, if you have not yet purchased a device for your child, the school recommends that you consider purchasing a MacBook or a Windows 10 laptop. It is important to know that AISC has provided all teachers with a MacBook for their use as they plan and implement instructional activities in the classroom.

4. When can my child use the laptop at school?

Students may use their laptop in class as instructed by the teacher. It is not expected that a teacher will need students to use a laptop every day. Students and parents should refer to the AISC Family Handbook and school rules regarding use of laptop during recess and lunch. Using a laptop for gaming is never allowed at school unless the gaming is supervised by a teacher and is part of an educational program or after-school activity.

5. Are there suggested accessories?

- Providing a padded bag or protective sleeve is highly recommended.
- Parents may also consider a plastic protective cover/case. This will provide more protection from the day-to-day use of these devices.
- A headset or headphones with a microphone is required and can be used when accessing a website with audio and/or video.
- A 3-button scroll mouse is recommended.
- A usb flash drive is recommended.

6. Will there be "charging stations" so my child's electronic device can be recharged?

We expect students to have their device fully charged at the start of each day. This holds students responsible for charging their laptops at home daily. Considering today's electronic device battery technology, the laptop's battery charge should be sufficient for lessons requiring use of the device throughout the day. Please note that there are electric sockets in classrooms but their number is limited.

7. What software will be needed on my child's computer?

No software needs to be purchased. We do encourage you to install Office 2016 and a web browser (Firefox, Google Chrome, Safari). Office365 is a web-based file storage system providing many productivity tools including word processor, spreadsheet, a presentation program, and a note-taking classroom collaboration app (OneNote). Students will be able to use these capabilities provided by their AISC account, through Office365, rather than purchasing software. We will provide parents with information that allows students to sign up to Microsoft Office365 to give them access to a free version of Office 2016 on up to 5 of their own devices.

A parenting control/internet-filtering software is highly recommended for middle school students. For example, Qustudio, <http://www.qustudio.com>, has a free and a paid version. NetNanny, <http://www.netnanny.com>, is another paid option available for Windows and Mac. Please contact us if you need further assistance installing a parenting control/internet-filtering software on your child's laptop.

It is also highly recommended to install an antivirus software. Avast Free Antivirus for Windows and Mac can be easily downloaded and installed, <http://www.avast.com>.

8. Can students print documents from their personal computing devices?

Students will be able to access printers at AISC from their personal computing devices. We provide other alternatives such as printing capabilities from school-provided desktop computers, and work can be turned in by the electronic delivery of documents through Office365 OneDrive for Business, email or other online methods.

9. Where will my child's work be stored?

Students will be encouraged to store their work on their Office365 accounts under OneDrive and to keep backup copies on their own personal storage devices and USBs. In so doing, the student will have access to their work wherever they are.

10. Who pays for the technology brought to school?

These devices will be purchased by and remain the property of each family.

11. How much will I have to pay?

There are a multitude of suitable devices available from suppliers at a range of prices. We have found quite suitable and reliable devices, that will fulfill the school's requirements for as little as 300EUR however, a MacBook retails at a much higher price.

12. Are there group/bulk discounts available on the purchase of devices through the school?

We have looked into this as an option and made enquiries with a few vendors. The prices they have offered, while reasonable can be bettered by commercial retailers. Therefore, the school will not facilitate a bulk purchase of devices.

13. Who is responsible for any repairs or updating to personal computing devices?

Students and/or their families are responsible for their personal computing devices at all times. AISC does not have the technology support staff to repair or update personal computing devices but will facilitate connecting the device to the school Wi-Fi network and the school printers.

14. Who is responsible for damage, loss, or theft of devices your child brings to school?

Families must stress the responsibilities their children have when bringing their own computing devices to school. Any devices students bring to school are their sole responsibility. AISC takes no liability for damaged, lost or stolen personal computing devices. The school provides lockers which is where we encourage students to store any items of value including electronic devices.

15. Does AISC suggest any other considerations?

Discuss with your child the appropriate care and use of the device while at school. We recommend that students do not lend their devices to other students. While there are filters on the school's network, students need to be aware that some inappropriate content may still be downloaded. It is not age-appropriate to be using unfiltered internet. Outside school the internet is not controlled that is why we highly recommend an antivirus and a parent control/internet-filtering software. AISC teaches students Digital Citizenship skills and we rely on collaboration with parents to reinforce these concepts.

16. How much “screen time” at school will a student experience with BYOL?

There is no simple answer to this question as it is dependent on a huge number of factors such as teaching style, current student habits and lifestyle as well as the type of viewing experience for the student in the classroom. Some “screen time” in class will be using the device to write or create a piece for discussion and/or assessment. At other times, this will involve viewing of pictures or video to support learning and/or communicating with peers and teachers about the work being covered in class. It should be noted here that there will be lessons where students are unlikely to be using a device, for example during active physical education activities. Students will also be part of class discussions, debates and presentations by peers, guests and teachers. BYOL will never replace the student-teacher or student-student relationship.

17. Can we stop students from constantly using their laptop during non-teaching time at school?

The short answer is no. Turning off the Wi-Fi during breaks and before/after school is not a feasible option as the technicalities are complex, as well as staff-dependent. Also, to do this would impact the productivity of both staff and students during those times. The school promotes, through its well-being and health programs, the need to be active and sociable with peers. We also encourage students to work collaboratively in and out of the classroom whether they are using technology or not.

18. Will BYOL mean my child will be more susceptible to cyberbullying at school?

Given the already extensive use of personal phones on the school’s Wi-Fi system we do not believe BYOL will make students more susceptible to cyberbullying. Bullying can occur anywhere and at AISC we tackle this issue with prompt action when issues are reported to us. There are also extensive health and well-being programs, as well as Digital Citizenship programs being delivered across the school addressing the issue of bullying, including cyberbullying.

19. Where can I get information and advice on issues relating to cyber safety and the use of ICT?

There are several issues that concern parents around the use of technology by their children. Rather than detail them here we recommend that you start your search for information online. Common Sense Media (<http://www.commonsensemedia.com>) is a great place to start.

20. How will students learn how to effectively access learning through the use of ICT?

Collaborative and ICT based learning is not new to education. Many of our students already come to school with experience, skills, and knowledge about this kind of working environment from their elementary school. Our students also have previous experience with iPads in the classroom. Additional support will be provided through the Middle School Advisory Program. This is a gradual and ongoing process. Our staff and students will learn new skills and as technology changes.

21. What are the AISC filtering systems in place?

AISC uses website filtering, a firewall, email spam filter, and a malware blocker in order to protect our students against illicit or malicious websites and inappropriate content. While every effort is made to protect our students and our systems, we cannot guarantee 100% protection against online threats. Additionally, we must rely on our parent community to work with us in partnership to be diligent about protecting our children and our systems.

ACCEPTABLE USE POLICY FOR BYOL PROGRAM

* Student-friendly version – for full version, see AISC Family Handbook

| General Guidelines | Communication and File Management | Safety & Security |
|--|--|--|
| You may not play games, load or download any software, music, pictures, etc. on the laptop or any other device during class time, except if the teacher allows it for a specific project/task. | Practice good digital citizenship at all times. You are expected to behave properly when interacting online. Your expected behavior is no different than proper behavior in all other aspects of school life and activities. | You are always responsible for your laptop, as well as, other devices you hold in school. Keep them stored and locked when not in use. |
| Any attempt to change data, the settings of a computer, or the files of another student, without the permission of the other, will be considered an act of vandalism. | You may not send, display, or store data that is rude, offensive, hate-based, inappropriate for your age or that could be taken as harassing to others. | Install an antivirus on your computer. Ask for help if you don't know how to do that. |
| You are expected to come to school with a fully charged laptop. Put your personal devices to charge before you go to bed. Do not charge in your bedroom as this is not a healthy practice. | Do not send mass e-mails, offensive messages, or spam which can also be considered as an act of cyberbullying. | If you unintentionally access a web site that contains inappropriate or offensive material, or something that just doesn't feel right immediately report it to your teacher. |
| Leaving the power cord plugged into the laptop while in the laptop bag may cause damage to the laptop. | No private chatting or emailing during class without the teacher's permission. | You cannot take pictures or reuse personal data and information without permission from the other person. |
| AISC is not held responsible for any damaged, broken, lost or stolen personal device and laptop. | Remember that storage is not guaranteed to be private or confidential. | Do not reveal your full name, phone, address, IDs, password or passwords to anyone online even if you think you know him well. |
| Plagiarism is a violation of AISC school policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. | Keep your files organized and make sure to back them up on OneDrive storage provided in O365 and on your laptop hard disk. | You may not engage in any form of "hacking" while using a computer/device inside and outside school. |
| Using a laptop for gaming is never allowed at school unless the gaming is supervised by a teacher and is part of an educational program or after-school activity. | Be an "upstander" in case that you suspect or know of a cyberbullying activity. Report it to your teacher or school principal. The Beat Bullying Policy in the family handbook fully applies to cyberbullying. | Bypassing or attempting to bypass the schools filtering software to access filtered sites is strictly forbidden. |

ACCEPTABLE USE OF LAPTOPS FORM TO BE SIGNED BY STUDENT/PARENT - BYOL

Statements - As a student I accept that...

1. I am focused and on task when using technology.
2. I respect others in my online collaboration and communication.
3. I am responsible for the technology in my care.
4. I use technology to enhance my social relationships.
5. I keep my private information secure.
6. I use technology for appropriate purposes.
7. I respect the privacy of others.
8. I give credit to ideas that are not mine.
9. I think before I post.

Student Pledge for Laptop Use

I accept that computer malfunctions are not an acceptable excuse for not submitting work.

I agree to maintain up-to-date virus protection.

I agree the school is not liable for damage to my personal laptop.

I agree to use my own personal laptop in AISC with the permission of my parent.

I will take good care of my laptop.

I will not use my laptop in a distracting or disrupting way.

I will never leave the laptop unattended.

I will know where my laptop is at all times.

I will charge my laptop's battery daily.

I will keep food and beverages away from my laptop since they may cause damage to the computer.

I will not disassemble any part of my laptop or attempt any repairs.

I will protect my laptop by only carrying it while in an appropriate bag or sleeve/case.

I will use my laptop computer in ways that are appropriate and educational.

I will be responsible for all damage or loss caused by neglect or abuse.

I agree to the stipulations set forth in the BYOL handbook including the Acceptable Use Policy in the Family Handbook and the Student Pledge for Laptop Use.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____