Mashrek International School Technology Philosophy

Mashrek International School offers technology resources for students and staff that accommodate educational purposes. The school provides computer equipment and internet services to promote educational merit that allows users to carry out tasks that are utilized as part of their academic goals and responsibility. The mission of the school is to work together to ensure that the uses of technology encourage users to become knowledgeable and well balanced. Being principled, caring and reflective are vital attributes that are especially expected while carrying out the use of technology, in order to raise a generation that are responsible and proficient. The use of technology should reflect users’ inquiries and strengthen positive communication at the school.

The purpose of this document is to inform parents, guardians, students and school users, the availability of technology resources and the rules that direct them while at school.

Educational Goals of Technology

At Mashrek the goals of technology in education are to enable students to make the best use of technology in their academic studies.

- To teach useful educational trends in technology.
- To provide a variety of information in regards to technology trends
- To expect all users to apply technology in their academics.
- To prepare students to become critical thinkers and problem solvers.
- To raise awareness of communication tools available and their appropriate uses.
- To help students work with a wider range of communication tools
- To raise awareness of the electronic and global society.
- To teach skills that will allow students to become lifelong learners.
Copyright

Copyrighted material may not be placed on the computer system without the author’s permission. Distribution of copyrighted material without the author’s permission is prohibited and a violation will lead to disciplinary action. Parents must be aware of the vast materials available online and understand what is considered inappropriate for K-12 students. Parents also must be aware of the pirated and copyrighted material sold out in the market and prevent their child from purchasing such material such as:

1. Software
2. Videos (DVDs)
3. Music (Audio Cds)

Other examples of copyrighted materials could be images or documents that require credit to the author /source.

Plagiarism

It shall be considered plagiarism for any user to download material that is not his/hers and submit it under his/her own name without proper credit to the author /source.

Computer Use Rules

1. Computer lab equipment
   The use of the computer lab is a privilege, not a right. To keep such a privilege students must handle all equipment carefully and respectfully.

   - Do not move any piece of hardware (mouse, keyboard , headphones etc..)
   - Do not open school hardware
   - Never unplug any device
   - Do not bring food or drink near a computer
   - Shut Down the computer appropriately
   - If a student sits on a computer that is damaged or is missing devices , notify the teacher immediately.
   - If a student happens to break any device notify a teacher immediately.
   - If a student witnesses someone abusing computer equipment, they are also responsible for reporting it.
   - A student must NOT attempt to repair any equipment.
2. Software

- Honor all copyright laws and license
- Students shall not install software
- Do not change, copy or delete software
- Staff may install software in cooperation with the IT department.

Internet

Students are responsible for good behavior on the school computer networks just as they are in a classroom or within the school. The internet is available for students to complete assignments, research or any educational and appropriate purpose.

Internet content

- Sites and material accessed must be for educational purposes.
- Do not download any files from the internet.
- Do not open inappropriate sites
- If an inappropriate site is accidentally opened, close it and notify a teacher
- Do not share inappropriate websites with others.
- Do not bookmark inappropriate websites.

Email

Students will not be assigned or required to have email addresses. K-8 students are not required to have email accounts. K-8 students may access emails with teacher supervision. 9 to 12 students may access their personal email accounts.

When email is accessed, students must abide by the following rules:

- Do not send or display offensive pictures or messages.
- Do not send inappropriate emails that harass or Cyber bully others
- If a student happens to forget to log off their account do not forge a message or use another’s account
Chat rooms & Social Networking

Chat rooms are NOT allowed. All websites that have to do with Social Networking are NOT allowed, (Facebook, MySpace, etc..)

If you access chatrooms or social networking sites off school property:

- Do not use offensive language
- Do not threaten or harass others
- Do not share your personal information
- Do not share personal information about others
- Do not post lies about others
- Do not post inappropriate pictures

BE SAFE!

Other Internet Activity

The following internet activity is permitted

- Research for appropriate content.
- View websites that educate.

Not permitted

- Playing games, do not attempt to download games or any inappropriate program that may disrupt the computer system
- Viewing inappropriate videos (music videos, non-educating videos etc..)
- Purchasing items is not permitted
- Sharing personal information over the internet
- Create computer viruses
Technology Code of Conduct

Whenever a case of misconduct is suspected or reported about a user, he/she will be notified and reported to the Head of School or School Principal with a formal report. As the situation is pending, the administration will determine the course of any investigation or disciplinary action. After such notification and while any inquiry is awaiting, THE SCHOOL has the right to deny access for the use of computers or the network to any person or persons believed to be violating the guidelines set forth here.

Disciplinary actions may include one or more of the following:

- Suspension of user account
- Loss of computer use privileges
- After school detention
- Community Service
- Suspension from school
- Expulsion from school

Health and Wellness

Computer technology comes with great benefits along with some unwanted side effects. Below are the Health and Wellness policy guide to maintain a healthy and well use of computers.

- **Build flexibility into your work environment**
  - Adjust chair, table and monitor and change your position frequently as needed
  - Push your hips as far back as they can go in the chair.
  - Make sure your upper and lower back are supported. Use inflatable cushions or small pillows if necessary. If you have an active back mechanism on your chair, use it to make frequent position changes.
  - Adjust the armrests so that your shoulders are relaxed. If your armrests are in the way, remove them.

- **Rest your eyes**
  - Look up from the screen periodically and focus on a far away object.
  - Blink frequently
  - Take a 15-minute break at least every one hour and the half
  - Look away from the screen every 10 minutes for a few seconds
  - Invest in LCD monitors because they reduce eyestrain
• **Use of equipment**
  o Pull up close to your keyboard.
  o Position the keyboard directly in front of your body.
  o **Use Wrist rests can help to maintain neutral postures.** However; the wrist rest should only be used to rest the palms of the hands between keystrokes and mouse manipulation.

• **Stretch**
  o While taking your rest break do some stretch exercises to lose your tight muscles
  o Listen to your body

If you feel uncomfortable, your body is telling you to change something or take a break. **DO NOT** ignore it!

**How to sit on a computer**
WEB 2.0 POLICY

This policy applies to all Mashrek international School affiliates including Staff, Students and Parents.

1. What is Web 2.0 Technology

Internet-based systems that involve users to sign-up and interact and/or user-generate live web content. **Web 2.0 technologies** refer to Web 2.0 systems being The main purpose of Web 2.0 Technology is the collaboration and information sharing at Mashrek International School for the purposes of education.

2. General Statement

Mashrek International School has decided that appropriate and compliant use of Web 2.0 technologies, is encouraged. However, those organizing the use of such technologies are responsible for ensuring use in compliance with School policy. Mashrek International School wishes to encourage the use of appropriate Web 2.0 technologies as part of its teaching and learning experiences.

3. Staff use of web 2.0 technologies

This Web 2.0 policy aimed for Staff who may carry out the following:

- Staff use of Mashrek International School hosted blogs, podcasts or wikis in the course of their work
- Staff use of externally hosted web 2.0 services in the course of their work for the school.
- Personal use by staff of their own blogs, podcasts or wikis outside the workplace that contain postings about the work of Mashrek International School or their colleagues’ work
- Staff personal or work-related posts about the Mashrek International School on the forums, blogs, podcasts or wikis of others.

4. Students use of web 2.0 Technologies

This Web 2.0 policy aimed for Students who may carry out the following:

- Students use of Mashrek International School hosted blogs, podcasts or wikis in the course of their work
- Students use of externally hosted web 2.0 services in the course of their work for the school.
- Personal use by Students of their own blogs, podcasts or wikis outside the school that contain postings about the work of Mashrek International School or any affiliated Mashrek International school body.
5. **Creating/Using Web 2.0 Technology**

**For Staff:**

Upon creating a wiki, blog or forum Staff must obtain IT committee’s permission by filling out a request form. This form must be finalized by School Principal’s Signature. The tools described within this policy are wikis, blogs, and forums, which are often referred to as components of “Web 2.0" and contribute collaboration.

- Any Web 2.0 tool initiated without the approval of the IT committee will be revoked and disciplinary measures in accordance to the School policy will be applied.
- Any Web 2.0 that serves the School will be subject to random reviews by the IT committee to ensure compliance with the School’s IT policy.
- The IT Department will have full access to any Web 2.0 Tool that is initiated by any teacher by being assigned as Web 2.0 ‘organizers’ for that site.

**For Students:**

Students must get the permission of the associated Staff member in which the Web 2.0 will be used for. Staff member then takes own procedure towards approving the content.

**Policy Rules**

1. Any user who creates content relating to Mashrek International School and its student body using a Web 2.0 Technology are responsible for the content posted, monitoring and maintaining web content.
2. The content must be reliable and legitimate.
3. Users are responsible for posting and using content in accordance with applicable ethics.
4. Information intended for public release must be approved first by the Mashrek International School IT committee.
5. Staff may create wikis to encourage students learning experiences; students may post work and join staff created forums.
6. Staff may not display students /staffs’ personal information such as photos or contact information unless permitted by parent/guardian of students OR staff involved permission and a finalized signature from the school Principal.
7. Students may not display other students /staffs’ personal information such as photos or contact information unless permitted and finalized signature from the school Principal.
8. Creator/User of Web 2.0 tools must moderate frequently to avoid misuse.
9. Upon an incident of misuse, the Web 2.0 creator/user must take General School Policy procedures.
10. The display of constant misuse of the Web 2.0 Technology and display of the creator’s negligence towards it will result in the cancellation of the tool.
**Sample of Web 2.0 Technologies**

<table>
<thead>
<tr>
<th>Web 2.0 Tool</th>
<th>Web 2.0 Creators/generators</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wiki is Web application for collaborative development of documents and communication.</td>
<td>WetpaintCentral.com Wikispaces.com Wikidot.com Webs.com</td>
</tr>
<tr>
<td>Blogs is a type of website or part of a website allowing visitors to leave comments and even message each other via widgets on the blogs and it is this interactivity that distinguishes them from other static websites</td>
<td>Blogger.com Twitter.com WallWisher.com Blogspot.com Blog.com</td>
</tr>
<tr>
<td>Podcast is digital Media that is streamed via the internet. People usually use it create audio files of news broadcasts, events or information sharing.</td>
<td>Podcastalley.com Pods.com Podomatic.com</td>
</tr>
<tr>
<td>Voki are used a tools to be used within blogs or wikis. User created avatar that can speak</td>
<td>Voki.com</td>
</tr>
</tbody>
</table>
MASHREK INTERNATIONAL SCHOOL STUDENT and PARENT /GUARDIAN POLICY & PROCEDURES AGREEMENT -- GRADES 5 – 12 (MYP Y0 – Y5)

Student’s Name (please print) ________________________________________________

School ___________________ Grade Level _________ Homeroom Teacher__________

Directions: After reading Mashrek International School Technology Policy please fill out completely. If this document is not filled and turned in then you, the student will not be permitted to access the computers or network at the school until you do so.

STUDENT

- I have read the Mashrek International School Technology and I understand the importance of this document.
- I have discussed the rules for technology with my parent/guardian
- I understand that I will abide by the rules stated in this policy.
- I know if I violate this contract that disciplinary measures mentioned in this policy will be taken against me.

Student’s Signature _______________ Date ____________

PARENT

- I have read the Mashrek International School Technology with my child and I understand the importance of this document.
- I have discussed the rules for technology with my child.
- I know if my child violates this contract that disciplinary measures mentioned in this policy will be taken against him/her.
- I understand that access to technology is solely for educational purposes and it is the student’s obligation to use the resources in a responsible manner.
- I recognize that it is impossible for the school to totally restrict access to controversial material and I will not hold them responsible for material my child may acquire on the network.
- I accept full responsibility for the material my child acquires outside of school.

Parents or Guardian Name (please print) ________________________________

Your relationship with the student _________________________

Daytime Phone _____________ ___ Mobile phone ________________________________

Signature _______________________ Date ____________________________