

**EDUCATIONAL TECHNOLOGY  
COLLEGE DU LEMAN**

**Vision**

THROUGH CREATIVE TECHNOLOGY  
INTEGRATION, WE WILL INSPIRE ALL TO  
FACILITATE LEARNING AND COLLABORATION.

**Mission:**

The Educational Technology Team facilitates  
learning and collaboration for students, educators  
and parents by integrating cutting edge  
technology into our programmes.

To achieve this we:

- Assist in classroom technology integration
- Advise the school administration on the adoption of new technologies
- Offer professional development
- Inform the community on best practices related to digital citizenship
- Empower leadership within the community
- Share our vision with the CDL community



NORD ANGLIA EDUCATION



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*Technology is just a tool. In terms of getting the kids working together and motivating them, the teacher is the most important.*  
- Bill Gates

While the academic benefits of Technology in the classroom are substantial and exciting, it is also true that students may need guidance and reminders as they learn to manage their devices.

### **Recommended procedures for iPad/MacBook management in your classroom**

*The sooner you can articulate your procedures to your students, the more time you will have to focus on the educational aspect of the devices!*

- Remind students of the CDL Technology Rules. Specifically those regarding in-class use:
  - *3. During class time, use your iPad/MacBook only to enhance your education, as directed by your teacher.*
    - *Bring your device to every class.*
    - *Close all apps you are not using in class.*
    - *Remember that texting, social networking and games are not allowed.*
- Designate a place for technology to be stored (locked and face down) when not in use. It is best if this place is easily seen from the teacher's vantage point.
- As needed, direct working students to lock or close their screens, or turn their devices over, and look up. The 'sleep' function will not cause any work to be lost.
  - Designate verbal or physical cues for this action, such as "screens down, eyes up."
- Identify the Digital Leaders and other "technology helpers" in your classes. These students may be the quickest responders for peer technical troubleshooting, freeing you to maintain lesson flow.
- Conduct "random app checks": students must immediately double-tap the home button, revealing the apps that are open on their iPad. As per CDL Technology Rule #3 (above), students may only have apps open as specified by the teacher. Should that not be the case, please refer to the disciplinary procedures.
- Periodically check to see if students have installed a VPN on their device. (A VPN allows student to bypass all CDL internet filters.) If so it is a Level 2 Concern.
- Strategically place yourself around the room so you can monitor students' screens and progress on coursework.

# Technology Disciplinary Procedures

## Disciplinary procedures

Infractions for misuse of technology should follow the School Behavior Document

- Initial Level of Concern:
  - Possible infractions: No device, not charged, playing a game, general low level incorrect iPad use
    - School procedure:
      - Teacher's discretion whether to allow the student to continue to use the device in the lesson after the incident. (*Avoid making loss of technology a long-term solution*)
      - The behaviour is logged in Skyward with a brief description of incident and the action taken by the teacher
- Level 1
  - Possible infractions: Repeated low level infractions, social media, inappropriate content, refusing to comply
    - School Procedure:
      - The teacher immediately collects the device and deals with the behavior at their earliest convenience
      - The behavior is logged in Skyward with a brief description of incident and the action taken by the teacher
      - An email is sent to the pastoral head with Deputy/Principal CCed
      - A photo, or screenshot, is taken of the material (When applicable)
- Level 2:
  - Possible infractions: VPN, academic dishonesty, sharing images/videos without permission, accessing another student's account
    - School procedure:
      - The teacher immediately collects the device from the student and takes to the office as soon as possible.
      - A photo, or screenshot, is taken of the material to be placed in the student's file. (When applicable)
      - Written warning and possible suspension from participation in all CDL events. The student produces a written letter on a behaviour related topic.
- Level 3:
  - Possible infractions: Cyber bullying, gambling, pornography
    - School procedure:
      - The teacher immediately collects the device from the student and takes to the office as soon as possible.
      - A photo, or screenshot, is taken of the material to be placed in the student's file. (When applicable)
      - Written warning and school suspension. The student produces a written letter on a behaviour related topic. Parents and Director General informed and meeting with Deputy/Principal and Advisor.

In addition to standard disciplinary procedures, students with repeated and/or major Technology infractions may have technology restrictions added as well as more frequent checks by their Advisor and teachers.

## CDL Technology Rules

1. I am responsible for what is on my iPad/MacBook. If a teacher asks to see my device, I hand it over immediately.
2. I follow my teacher's directions and use my iPad/MacBook only for educational purposes during class time by:
  - Bringing my device to every class fully charged
  - Closing all apps I am not using in class
  - Remembering that texting, social networking and games are not allowed
3. I only choose apps that promote CDL's values (RISE) and do not attempt to bypass CDL filters.
4. I communicate responsibly and kindly with others online.
5. I report hurtful communication right away to a teacher.
6. I only take photos/video/audio with permission.
7. I have my CDL email account linked to my iPad/MacBook so I can receive important information from my school.
8. I only use my own CDL device, and keep it in its case.
9. I have my name on the back of my case.
10. I tell a teacher if my iPad/MacBook is broken or stolen and then report it to the IT Service desk.