

Policy

It is the policy of AFNORTH International School that the use of information technology is supported as a productivity enhancement tool for students and staff.

It is the policy of AFNORTH International School that all use of AFNORTH International School equipment, including national and directorate owned equipment, shall support education for classroom activities, professional or career development, or school administrative duties.

It is the policy of AFNORTH International School that personal electronic devices are not to be used during class. Their usage in school is forbidden for students from Kindergarten/IY1 up to M1/Grade 5 between 8:30 and 15:30 hours. The section heads are eligible to extend this rule up to grade 12.

Individual exceptions to the policy are possible at the discretion of a section head and if applicable administrator or the director.

Definitions

DoDEA – American Department of Defense Education Activity

DoD – American Department of Defense

DoDDS- E - American Department of Defense Dependent Schools - Europe

Procedures

1. All AFNORTH International School computer users shall complete a DoDEA Internet Usage Agreement on an annual basis.
2. All AFNORTH International School computer users shall comply with DoD/DoDDS-E password change requirements for all network accounts.
3. All AFNORTH International School adult computer users will complete the Information Assurance Awareness training on an annual basis and provide a copy of the completed certificate to the American District Information Assurance Officer.
4. The school section head or designate has the authority to suspend any student's access to school information and communications technology for a period to be determined by the section head.
5. Classroom telephone numbers shall not be published outside the school
6. Student personal communication devices shall be turned off during instruction, except for learning usage at the discretion of the teacher.
7. Staff on study trips shall have a cell phone in order to quickly be able to communicate with their national office.
8. Regulations for telephone use shall be published in the International Staff Handbook.
9. Classroom telephone numbers shall only be published within the school.

Review

This procedure shall be reviewed in accordance with Policy Development and Review Policy 1020.

Cross Reference
5070 Information Communication
Technology Use Policy

Date Approved
6 May 2014

Legal Reference
BOG 1987, 1991, 1993, 2010,
2011