

Acceptable Use of Technology - Primary School

Mahindra International School – Internal Procedure

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Topic	Essential Agreements
Privacy and Security	<ul style="list-style-type: none"> • Sign into your school's Microsoft account (@misp.org). • Incognito mode is not acceptable. • Protect yourself: lock your system when not using it by logging out or signing out. • Do not share your usernames or passwords other than with your parents or teacher. • Do not sign up for websites, newsletters or download extensions or software without parent/teacher permission.
Digital Footprint and Reputation	<ul style="list-style-type: none"> • Respect your privacy and others' privacy. • Social media is not allowed at school or on your school issued device. • Seek your parents' permission to go on any social media platform – this is not recommended in primary at all. • The digital world is permanent (forever), think before posting online. • Leave a creative and positive footprint: share your work and make a positive impact. • Show academic integrity when creating documents, posts etc.
Self-Image and Identity	<ul style="list-style-type: none"> • Present yourself as you are while online. • Develop an identity that follows the IB Learner Profile, our school's Mission and Vision and the Digital Literacy Curriculum. • Follow the profile image criteria of MIS when you need to upload a profile picture of yourself on an official school platform: <ul style="list-style-type: none"> • a current photo where we can identify the person (not a photo of someone else, not a photo from far away). • the person is alone in the photo (no one else, even in the background). • a formal or semi-formal picture (no sunglasses please, formal/semi-formal, no "fun" picture and no special effects or added elements). • not a photo of "something" or an image taken from the internet.
Creative Credit and Copyright	<ul style="list-style-type: none"> • Do not "copy-paste" unless you use quotation marks and give credit to the author(s). • Give credit to others' ideas even when you paraphrase. • P3 and up, use MLA to make citations (Use MyBib to guide you). • When taking an image from the internet: in Google Image search select "search tools" and "creative commons". You still need to give credit to that image.

Relationships and Communication	<ul style="list-style-type: none"> • Respect yourself and others in using technology and the internet. Any misbehavior, such as taking pictures of others without permission, are subject to serious consequences after discussion with the Teacher, Counselor, and Primary Principal. If deemed necessary, it will be referred to the Director. • Build and strengthen positive online communication. • Greet people when writing emails, use proper punctuation and etiquette, be respectful and expect the same in return. • Use the tech tools (Microsoft Word, Excel, Teams, Toddle, Padlet, etc.) appropriately and responsibly.
Information Literacy	<ul style="list-style-type: none"> • When searching online, make sure your source of information is accurate and relevant. • Use Destiny Discover as a first source. This is our library catalog which will search all library owned and recommended resources. (misp.follettdestiny.com). • Use teacher provided resources and databases before searching for others using search engines. • Use the acronym "C.R.A.A.P" (Currency, Relevance/Reliability, Authority, Accuracy, Purpose) to guide you in thinking critically about your digital sources. • Make use of the Library resources, Destiny and the Librarians in your research.
Cyberbullying and Digital Drama	<ul style="list-style-type: none"> • We expect the same behavior offline and online: respect yourself and others. • Any form of bullying is unacceptable and is subject to serious consequences by the Director and beyond if necessary. • Be principled: take an active role in supporting others on the spot or in a delayed manner by informing a trusted adult. • You can always reach out to the counselor(s) for help.
Internet Safety	<ul style="list-style-type: none"> • Use the Chrome browser and sign into your Google Apps for Education Account. • Your system administrator ensures that you are protected by using firewalls and blocking certain websites. • Use the network responsibly so everyone can work normally at school. • Only download files related to learning and from a trusted source. • Students are not allowed to download games, movies, etc. using the school Wi-Fi. • Students are not allowed to use any VPN services to access restricted websites and applications.

**Safe Sites for Primary
Learners**

Site Name with Hyperlink	Purpose
Destiny Discover	Destiny Discover is the online catalog for our library. Students can search library books as well as online research resources.
Kiddle	This is a search engine created to be safe for learners. We recommended that Learners use school sponsored websites as their first choice but if a search is necessary, use Kiddle instead of Google.
Common Sense Media	Common Sense Media reviews websites, books, video games, movies, apps and other media for kids. If there is a new media a learner wants to use, you can check common sense media for their review.