

## ACCEPTABLE USE OF TECHNOLOGY – SECONDARY SCHOOL

**Mahindra International School**  
(Internal Procedure)

Created: November 2025  
Version: 1.0  
Next Update: 2027–28



Topic	Essential Agreement	Reference from Secondary Student Handbook
<b>Privacy &amp; Security</b>	<ul style="list-style-type: none"> <li>Students must sign in with MIS-issued accounts when using school devices or Wi-Fi.</li> <li>Incognito/private browsing is not allowed. Passwords must be private and protected at all times.</li> <li>Devices must be locked when unattended.</li> <li>Unauthorized software, extensions, or VPNs may not be installed or used.</li> </ul>	<i>Technology Procedures: Internet Safety (p. 38–39)</i>
<b>Digital Footprint</b>	<ul style="list-style-type: none"> <li>Maintain a positive online identity aligned with IB Learner Profile.</li> <li>Social media use on the school network is prohibited unless formally allowed. Understand that digital content is permanent.</li> <li>Avoid posting harmful, unsafe, or inappropriate content.</li> </ul>	<i>Digital Footprint (p. 39)</i>
<b>Self-Image and Identity</b>	<ul style="list-style-type: none"> <li>Present yourself honestly and appropriately online.</li> <li>Do not impersonate another student or individual.</li> <li>Profile photos on MIS platforms must be recent, clear, and appropriate (no filters, group photos, cartoons, or effects).</li> </ul>	<i>Self-Image &amp; Identity (p. 39–40)</i>
<b>Creative Credit &amp; Copyright</b>	<ul style="list-style-type: none"> <li>Use MLA citation format for all research-based work.</li> <li>Credit author(s), creators, and sources for all text, images, videos, and media.</li> <li>When using Google Images, select “Creative Commons” or “Labeled for reuse.” Paraphrasing also requires credit.</li> </ul>	<i>Creative Credits &amp; Copyright (p. 40)</i>
<b>Relationships &amp; Communication</b>	<ul style="list-style-type: none"> <li>Communicate respectfully and professionally online.</li> <li>Emails must follow proper etiquette (greeting, clarity, closing).</li> </ul>	<i>Relationships &amp; Communication (p. 39–40)</i>

	<ul style="list-style-type: none"> <li>• No personal chat apps during class unless permitted.</li> <li>• Taking photos/videos without consent is a serious violation.</li> </ul>	
<b>Information Literacy</b>	<ul style="list-style-type: none"> <li>• Use reliable and relevant sources when researching.</li> <li>• Begin with Destiny Discover and teacher-approved databases.</li> <li>• Evaluate sources using OPVL or CRAAP frameworks.</li> <li>• Librarians are available to support research and citation.</li> </ul>	<i>Information Literacy (p. 39–40)</i>
<b>Cyberbullying &amp; Misconduct</b>	<ul style="list-style-type: none"> <li>• Online behaviour must reflect respect, responsibility, and safety.</li> <li>• Any form of cyberbullying—harassment, threats, exclusion, harmful posting—is prohibited.</li> <li>• Offences may lead to suspension or expulsion.</li> <li>• Students should report concerns to a trusted adult.</li> </ul>	<i>Unacceptable &amp; Consequential Behaviour (p. 40–41)</i>
<b>Internet Safety</b>	<ul style="list-style-type: none"> <li>• Use MIS Wi-Fi responsibly; avoid downloading games/movies.</li> <li>• Only download files related to learning. Copyright-violating downloads are prohibited.</li> <li>• Attempting to bypass filters or restricted sites is prohibited.</li> </ul>	<i>Internet Safety (p. 38–39)</i>
<b>Care and Use of Personal Electronic Devices</b>	<ul style="list-style-type: none"> <li>• Students must bring a fully charged laptop to school every day.</li> <li>• Students are responsible for the safety, upkeep, and security of their personal devices.</li> <li>• Laptops must only contain software and applications appropriate for school learning.</li> <li>• Students must bring their own chargers, headphones, and accessories as required.</li> <li>• The school is not responsible for loss, theft, or damage to personal electronic devices.</li> <li>• Devices may be confiscated if used against digital citizenship expectations.</li> <li>• Students must follow all MIS guidelines for digital safety and device management.</li> </ul>	<i>Use and Care of Personal Electronic Devices (p. 40–41)</i>
<b>Yondr Programme – Phone-Free School</b>	<ul style="list-style-type: none"> <li>• MIS Secondary School is a phone-free campus.</li> <li>• All students must turn off their phones, place them in their assigned Yondr Pouch, and secure the pouch daily upon arrival at school.</li> <li>• The Yondr Pouch must remain locked and stored in the student’s backpack throughout the school day.</li> </ul>	<i>Yondr Programme (p. 41–42)</i>

	<ul style="list-style-type: none"><li>• Students must bring their Yondr Pouch to school every day and keep it in good working condition.</li><li>• Students arriving late or leaving early must pouch/unpouch their phone in the Secondary Office.</li><li>• Random bag inspections may occur to ensure compliance.</li><li>• If a mobile device is found outside the pouch, it will be confiscated and parents may be required to pick it up.</li><li>• Damaged, tampered, or lost pouches may result in additional consequences and replacement fees.</li></ul>	
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## Secondary Digital Tools & Platforms

*Below are examples of tools and platforms used in Secondary.*

Tool	Description	Link
<b>ManageBac</b>	Learning management system for units, assignments, assessment, CAS, PP, EE, attendance, and communication.	<a href="https://managebac.com/login">https://managebac.com/login</a>
<b>Google Suite for Education</b>	Productivity and collaboration tools for learning: Gmail, Docs, Slides, Sheets, Drive, Classroom.	<a href="https://workspace.google.com/">https://workspace.google.com/</a>
<b>Destiny Discover</b>	MIS Library catalog and research portal for books, eBooks, articles, and curated databases.	<a href="https://misp.follettdestiny.com">https://misp.follettdestiny.com</a>
<b>JSTOR</b>	Academic research database with scholarly journals, articles, and primary sources. Used mainly in MYP 5 & DP.	<a href="https://www.jstor.org">https://www.jstor.org</a>
<b>Kognity</b>	Interactive digital textbooks for IBDP subjects with revision tools, quizzes, analytics.	<a href="https://kognity.com">https://kognity.com</a>
<b>InThinking</b>	Curriculum support resource used in MYP & DP subjects. Includes study materials, exemplars, guides.	<a href="https://www.thinkib.net">https://www.thinkib.net</a>
<b>Newsbank</b>	A trusted news database offering full-text articles from international, national, and regional newspapers, magazines, and news wires. Excellent for current events, research projects, and DP Global Politics.	<a href="https://www.newsbank.com">https://www.newsbank.com</a>