



# TECHNOLOGY HANDBOOK



WOODFORD  
INTERNATIONAL  
SCHOOL

# Technology Use Handbook

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## OVERVIEW

Woodford International School has adopted the following guidelines to allow high school students (yr 9-10) to bring personal devices to school, and ES/MS students (yr 3-8) and staff to use WIS owned/issued devices while on campus to facilitate the use of technology integration into the classroom.

Our strategy outlines that parents, students, and staff must conform to certain guidelines identified in this document to ensure a greater learning experience in the classroom, and seamless implementation into existing networking facilities and infrastructure currently established at WIS.

## RESPONSIBLE USE

Responsible use of school owned and personal devices on our network is subject to Woodford International School's Employee and Student/Family Handbooks and code of conduct. Any device, school owned or personally owned, should not contain any illegal or pirated software, movies, music or games, nor any illicit materials in language, imagery, pictures, content, etc. You are responsible for the devices you use while on our network, regardless of ownership:

- Internet Access – Your internet bandwidth usage is monitored and excessive usage of internet resources will not be allowed. Refrain from any and all non-school related activity while on school WiFi/internet.
- Email – Your email access shall be used in a professional and academic manner, refraining from inappropriate keywords, conversations, images etc.
- Educational – Remember that your device is for educational purposes only while on the school network.

## EXPECTATIONS

- Devices must be prepared every day
  - Charged (greater than 80% battery)
  - Able to login
  - Able to utilize necessary software
  - Connected to the network
- Care for and look after devices
  - Keep device in a safe location
  - Handle device appropriately
  - Keep operating system updated to patch security flaws
  - Repair device in a timely manner if broken or damaged
  - Remove viruses, avoid installation of malware
- Manage installed software licenses
  - All school software installed for educational purposes must not be removed or uninstalled and should be fully functional. If software is identified as being tampered with or non-functional, it is the individual's responsibility to have the software repaired.
- Device is used appropriately during school time for educational purposes
  - Classroom teachers reserve the right to define 'educational' use in a classroom based on their lesson and subject.
  - Not exceeding internet quotas with personal use

## CONSEQUENCES

Consequences for not adhering to expectations regarding school owned or bring your own devices include, but may not be limited to:

- In the event that an adult or student refuses to comply with the guidelines and expectations outlined in this document, the school may decide to remove the device from the network and ban the individual from using a device at school.
- Any individual not adhering to appropriate usage of internet or device resources may have network or device access privileges revoked, and in certain cases with persistent and/or gross misconduct will result in appropriate authorities being involved.

## WIS OWNED DEVICES

Woodford International School may provide specific grade levels or staff with a device to use for learning, workflow, and school business only. These devices are the property of the school and each respective owner adheres to the following:

- Any individual using a WIS owned device is responsible for the care, appropriate use and security of the device and accessories.
- Individuals using a WIS owned device shall not attempt to make any hardware repairs to the laptop computer, nor download software without permission from the Director of Technology or Head of School.
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- Any individual using a WIS owned device will be the sole user; not allowing others to utilize the device.
- Any device that is lost, stolen, or damaged will be replaced by the individual, unless deemed otherwise due to reasonable cause. Reasonable cause, liability, and replacement responsibility will be determined by the Head of School based on the following:
  - Individuals may be held liable for damage or theft depending on the circumstances. Therefore Woodford International School reserves the right to charge the full cost for repair or replacement when damage or loss occurs due to gross negligence such as
    - a. Leaving equipment unattended
    - b. Leaving equipment unsecured
    - c. Lending equipment to others
    - d. Using equipment in an unsafe environment
    - e. Using the equipment in an unsafe manner

It is essential that the employee contact the Head of School within one working day of the event if the device is damaged, lost or stolen.

- WIS owned devices are issued to specific grade levels and/or employees for their current situation. The device may be reassigned to other grade levels or employees if deemed to be necessary.
- WIS devices will undergo regular maintenance and upgrades when necessary.

## BYOD - BRING YOUR OWN DEVICE (Secondary Students)

For an individual to bring and use his/her personal devices at Woodford International School, all school policies and handbooks must be understood, agreed to, and adhered to:

- Charging locations are extremely limited and students cannot expect to charge their devices at school. The devices should be fully charged prior to bringing them to school, and should be able to run off battery power while being used throughout the day.
- Personally owned devices should never be connected directly to the school's wired network without IT Department knowledge and permission. Misuse of this provision will result in severe consequences.
- All devices used on the WIS networks must have an up-to-date anti-virus/ anti-malware program installed and enabled at all times. WIS is not responsible for damage or data loss caused by malicious programs accessed through the WIS networks.
- Each teacher has the discretion to allow and to regulate the use of personal devices in the classroom and on specific projects. Teachers may choose to use them on some days and not others, use them every day or not use them at all. Students must comply with the teacher's decisions on the use of devices. While in class, personal devices may not be used for non instructional purposes (making personal phone calls, text messaging, etc.)
- The device volume should be off or on silent mode when in school, unless otherwise authorized by the teacher, so as not to disturb others.
- Students, parents/ guardians, and other users acknowledge that WIS internet access and information gathered while using it will go through the school's content filters which may not be bypassed. Students may only use their devices to access files on internet sites which are relevant to classroom assignments, activities and the curriculum. Some sites may be blocked by WIS' firewall.
- To show respect for the rights of others, and to follow privacy protections, students may not use devices to record, transmit, or post photographic images, audio or video or reference to a person or persons (students, teachers, staff, etc.) on school property or during school activities without the consent of the person/ persons or otherwise allowed by a teacher. Devices must not be used to transmit content of a bullying nature or that violate local laws at any time.
- Games are not permitted without teacher permission.

- Access to school printers is not available.
- Infecting any Woodford property with any virus, Trojan, or malware or the use of a program that damages, alters, destroys, or provides access to unauthorized data/information is considered a serious violation. This includes bypassing network security provisions.
- Students must not share passwords, use others' passwords, access others' accounts, or attempt to work around the school filter, network, or internet. Students are advised not to lend their devices to others.

Note: Devices are brought to school at the students' and parents'/guardian's own risk. The individual owner is responsible for the security and safety of the device. Individuals are encouraged to utilize security methods to protect their devices. Students should label their personal device with a symbol or icon for ready identification. In addition, place and enable secure user access passwords associated with the device, and not loan or allow anyone else to use their personal device at any time. Woodford International School and its employees are not financially or legally responsible for loss or damage of any personally owned device brought to the school. Woodford International School is not responsible for management, troubleshooting, technical support, or repair of personally owned devices.



# Woodford

INTERNATIONAL SCHOOL

PO Box R44  
Kukum Hwy, Honiara, Solomon Islands

+677 30186  
[communication@wis.edu.sb](mailto:communication@wis.edu.sb)  
[www.wis.edu.sb](http://www.wis.edu.sb)



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International Education  
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