Aarhus International School

Educational Technology Policy

Students and families must agree to the following to be allowed to access the school's wireless network and/or school computers and tablets.

Expectations

Responsible

Students will:	Students will not:
• only use online communication for learning • log off at the end of each session on school computers • tell their teacher if they suspect they have received a computer virus or spam or if they receive a message that is inappropriate or makes them feel uncomfortable	• disable settings for virus protection, spam and filtering • allow others to use their Office 365 personal e-learning/email account • write down or share their password with anyone • use unauthorised software and/or download unauthorised software, graphics or music using the school network • watch videos or play games in lesson time without teacher permission

Respectful

Students will:	Students will not:

• follow copyright laws (by not distributing copyrighted material)
• cite sources when using others' work
• only use networks to which they are authorized
  • students may use the student Wi-Fi for their computers or tablets, and they can get the password from a teacher.
  • students may use the guest wifi with permission
  • students may not use the staff Wi-Fi under any circumstances
	• install software onto any school computer or tablet
	• change settings on school computers or change their details on Toddle
	• knowingly send emails or other messages that were sent to them in confidence, to other students

Caring

Students will:	Students will not:
- communicate online in ways that are kind and respectful - report security risks or violations to a teacher or network administrator - report threatening or discomforting materials or messages to a teacher or member of school leadership - report any cyberbullying immediately to a teacher - tell a teacher or network administrator if school educational technology equipment malfunctions - protect school educational technology resources from damage	- damage data, networks, or other school resources - send, copy, publish, knowingly access or create material or messages that: - are against the school's values - are illegal - threaten, bully or harass another person - are sexually explicit or sexually suggestive - spread false information about a person or organization - share private information about others or themselves (e.g. addresses, phone numbers etc) - are photos or videos of others, without permission - spam, chain letters, or other mass unsolicited messages

The use of school-owned information technology resources is not private.

School and network administrators and their authorized employees monitor the use of educational technology resources to help ensure that users are secure and are following this policy.

School leadership reserves the right to examine, use, and disclose any data found on the school's networks or computers to ensure the health, safety, or security of any student or other person, or to protect property.

They may also use this information in disciplinary actions and send evidence of crime or illegal activity to the police.

AIS reserves the right to determine what constitutes acceptable use. The school also reserves the right to limit the time of access and use.

Violations of these agreements may result in disciplinary action depending on the degree and severity of the violation.

Permission Form

Student's Name

Parents / Carer's Name

Parent/carer
I have read and understand the contents of this document and give my permission for my child to have an email account and access to Dropbox and similar web storage facilities.

Signed: Date:

Student
I have read and understood the contents of this document and will respect and abide by it.

Signed: Date:

Expectations and Routines

All MYP students are required to bring their own devices, including a charger every day and carrying case. AIS requires the use of laptops from MYP3 (and strongly recommends them in MYP1 & 2); these are required for certain subjects such as Design, Danish and Maths.

Laptops must be authorized for school communication. Chromebooks are not recommended. Tablets (in MYP1 and 2) should have at least 32GB of storage space.

Communication

Students can only use the school email system or leave messages on Toddle to communicate with teachers and other students.

Office hours are between 8:00 and 16:00, Monday to Friday. Students can expect a reply within 2 working days. Teachers may reply sooner but students must not expect that they will be replied to immediately, especially if they email outside of office hours.

Students are expected to turn all messaging and chat services off while in lessons. For example: iMessage on Macs, the chat function in shared documents, in-game messaging, and social media messaging.

Students are expected to turn their notifications to "do not disturb" on the iOS notification settings or "alarms only" on Window's focus assist during lessons.

Confiscation

Teachers may confiscate devices that are not being used according to this policy. If a student's computer is confiscated, they may borrow a school computer for the rest of the lesson. Devices may be collected again at the end of the lesson.

File Naming

You are advised to set up folders on OneDrive with the names of subjects. You can make subfolders for each unit. When you save files in these folders, please use this formula: File saving protol: name_subject_unit_type_time --> *Caroline_English_And the Oscar goes to_visual devices_April 2026*, so you can find it again.

Listening to Music

Some teachers will allow you to listen to music with headphones during lessons. Here are the expectations:
1. You must use your own headphones. (You will not be given permission to go to another classroom to borrow headphones from the music room or any other teacher/student)
2. You may not use YouTube to find music at all (the videos are too distracting)
3. If you use Spotify, you have your "learning" playlist ready to go. If you spend more than a few seconds on Spotify during the lesson, the teacher can ask you to work without music for the rest of the lesson
4. You use a computer or tablet (and not your phone which will be stored in another location).

Managing Passwords

Passwords must always be kept secure. It is not secure to write passwords down, use the same password for several logins or tell them to someone else. There are password storage websites to keep track securely for users. (For example, LastPass).

In general, the longer the password, the more secure it is. This is why it is a good idea to have a passphrase which is easy to remember.

https://untroubled.org/pwgen/ppgen.cgi is a passphrase generator.

If a student is unable to login into Office 365, the homeroom teacher can reset the password for the student.

Notice of Events

Students will be informed of events on Toddle. They must login to Toddle at least once per weekday and check the calendar.

Resources and Files from Teachers

Teachers will share files on the Office 365 SharePoint groups, Toddle or OneNote. They will let you know where they have placed the files.

School Computers

Teachers may lend computers in lessons. Students need to hand the computer back to the teacher they borrowed it from at the end of the lesson.

Students who need to borrow school computers due to forgetting their own, broken devices or confiscation can do so from the library. School computers from the trolley are only for use during real or practice exams and MAP tests.

Teachers will add homework tasks on Toddle, the date on the calendar will be the deadline.

Technical Issues

Students can tell their teacher if there are software issues. They will refer Office 365 issues to the IT department and Toddle issues to Ms Kathryn and Mr Tobias.

Training for New Students

Students who miss the August orientation week with training on educational technology will have a catch-up session with Mr Tobias.

Using Phones

Phones will be placed in a box in a locked room at the start of the day and can be collected from their teacher in lesson 7 at 1500 each day.

In exceptional circumstances, teachers may allow you to use a phone during the lesson (for example, making a video record of your learning or using the stop clock). This will be notified in advance.

Students may ask for exceptional permission to use their phone in particular cases at morning break or lunchtime.

Chat GPT and Other AI tools

According to IB-wide policies, students may use AI to produce work but all use of the technology must be fully cited, including the source questions.

Word Processing, Spreadsheet and Presentation Software

Office365

All students will be assigned an e-mail address and will be provided with space on the Office365 OneDrive. Students will have access to Microsoft Office for school projects and should be logged in on the different devices, where they are doing school work.

Students must use Office 365 for schoolwork so that teachers are able to troubleshoot and provide help. (That is to say, you must not use Pages, Numbers, Keynote or Google docs for schoolwork)

Each student is permitted reasonable space to store e-mail, Web, and personal files on the OneDrive.

AIS reserves the right to require the deletion of files to regain disk space without warning. Users whose need for the resource is more pressing will have priority of space.

All student work related files may temporarily be stored on school computers, but files must be stored on the Office365 OneDrive. It is advisable to store files as backup on a USB flash drive.

Platform	Used for	How often should students check it?	Who administers passwords
Toddle	Unit information Deadlines Feedback on assessments	Once per weekday	MYP coordinator
Outlook	Communicating with teachers and other students	Once per weekday	IT dept. , HR-teachers
Office 365 in general	School work	In lessons (no checking required)	IT dept.
Quizlet	Learning vocabulary in certain classes	For homework	Quizlet
Gizmos	Supplementing mathematics and sciences material	In lessons and for homework	Gizmos
STAVonline	Danish A+B	When expressed by teacher	IT dept.
Gyldendals webprøver	Danish A+B	When expressed by teacher	IT dept.
MyImaths	Maths	For homework and extension tasks	MyIMaths

IXL	Maths	For classwork	IXL