



TECHNOLOGY INTEGRATION POLICY

PRIMARY SCHOOL

STATEMENT OF AIM

MEF International School is committed to the integration and effective use of educational technologies in the classroom to enhance the teaching and learning experience. The aim is to prepare our students for a digital future by equipping them with the necessary skills to succeed in an increasingly complex, interconnected, and technologically advanced world. Educational technologies will be used to foster critical thinking, creativity, collaboration, communication, and digital citizenship, ensuring that our students are not only consumers of digital content but also creators.

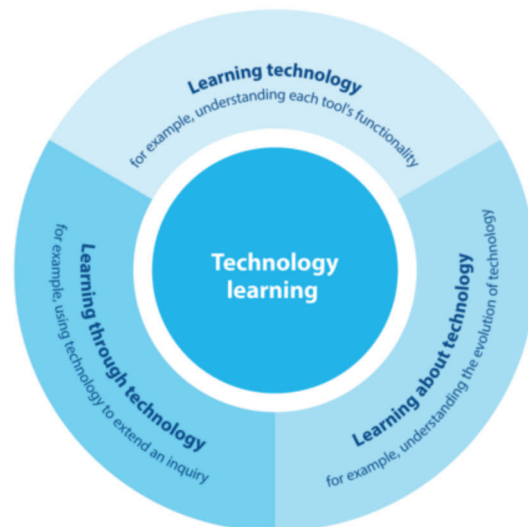
RATIONALE

MEF International School integrates technology into its curriculum to enhance students' learning experience. Aligned with the primary curriculum framework, technology learning and teaching at MEFIS focuses on learning technology (understanding how tools work), learning about technology (understanding its evolution and societal impact), and learning through technology (using tools to facilitate inquiry, creativity, and collaboration).

Technology, in both digital and non-digital forms, facilitates student engagement through:

- **Learning Technology:** Developing literacy and competency with tools like iPads and educational software.
- **Learning Through Technology:** Using technology to drive inquiries, communicate findings, and create innovative projects such as multimedia presentations or documentaries.
- **Learning About Technology:** Encouraging students to explore the ethical, historical, and societal dimensions of technology.

Figure TE01: Technology learning and teaching



USE OF IPADS

The school uses iPads to support personalized learning experiences, inquiry-based learning, digital literacy skills, and higher-order thinking skills. The use of educational technologies engages students with diverse learning styles, provides instant feedback, and fosters collaboration. The school has a policy to ensure that the use of iPads is responsible, safe, and effective. iPads are utilized to enable learners to engage in collaborative endeavors, effective communication, and the creation of innovative products that facilitate the construction and dissemination of knowledge. This approach provides an avenue for both local and global information access and sharing.

SCOPE

This policy applies to all individuals, such as students, staff, and other authorized users, who use iPads, whether they are personal devices or provided by the school while accessing technology on the school campus.

RESPONSIBILITIES

A. As the school leadership team:

1. Provide ongoing professional development opportunities for all staff members to enhance their skills and knowledge related to educational technologies.
2. Support the sharing of best practices among staff through workshops, peer observations, and collaborative planning sessions.
3. Evaluate the impact of professional development on teaching practices and student learning to adapt and improve training programs continuously.

B. As the person in charge of School iPads

1. Maintain and update all iPads, ensuring they have the necessary applications and software.
2. Implement a monitoring and evaluation system to ensure compliance with this policy and track iPad usage.

C. Teachers

1. Teachers and staff have the responsibility of supervising and guiding students during iPad use.
2. iPads should be used to enhance curriculum-based activities and promote learning outcomes.
3. Teachers and staff should ensure that appropriate apps, websites, and resources are utilized to support educational objectives.
4. Any misuse or damage to iPads should be reported to the administrator.

D. Students

1. Use iPads responsibly and for educational purposes, following policy guidelines.
2. Handle iPads with care and promptly report any damage or malfunction to designated personnel.
3. Limit personalization of school iPads to approved options only.
4. Primary students may not use personal devices while at school unless under the supervision of their homeroom teacher.
 - a. Personal device usage outside of class is prohibited. Students may use phones with permission of a teacher.
 - b. All personal electronic devices shall be kept in student backpacks or lockers for the entire day, unless under the instruction of a teacher.
5. Responsibility for personal devices rests with the student. MEFIS takes no responsibility for loss of or damage to personal devices.
6. All students receive instruction on responsible usage of technology. Thereafter, students and parents sign a responsible usage contract.
7. Students may communicate with faculty through Google Chat, Google Classroom, Class Dojo or

the school email system.

8. Students may not communicate with faculty through the faculty member's personal email, personal phone number (including text and chat facilities) or online social media. Exceptions may be negotiated with the Principal.

GUIDELINES FOR USE

A. General Use

1. iPads are to be used for educational purposes only.
2. Students must handle iPads with care to prevent damage or loss.
3. iPads should not be used during recess, lunchtime, or other non-instructional times unless specifically authorized by a teacher or school staff member.
4. iPads are not used in washrooms or other unauthorized areas.

B. Internet Access and Content

1. Comply with the school's iPad Implementation Policy guidelines while using the internet on iPads.
2. Seek permission from a teacher or school staff member before downloading, installing, or accessing any applications, software, or content.
3. Internet usage on iPads for educational activities and authorized websites and resources.
4. Strictly refrain from accessing inappropriate websites or content.
5. Immediately report any accidental access to inappropriate content to a teacher or staff member.

C. Privacy and Security

1. Do not share passwords or login information with others.
2. Avoid accessing, modifying, or deleting files, data, or settings of others without permission.
3. Refrain from storing personal information (addresses, phone numbers, passwords) on school iPads.

D. Care and Maintenance

1. Use protective cases for iPads when not in use.
2. Avoid eating or drinking near iPads to prevent damage.
3. Charge iPads regularly.
4. Use iPads in secure environments, and refrain from bypassing security measures or altering settings.
5. Report any suspicious or unauthorized iPad activity promptly to a teacher or staff member.
6. Follow the school's IT department's instructions for updating software, apps, and systems.

E. Digital Citizenship

1. Adhere to ethical and responsible online behavior to practice good digital citizenship.
2. Adhere to the ethical use of AI technology by following the guidelines in the **AI policy**.
3. Respect others' privacy and avoid sharing personal or sensitive information without proper authorization.
4. Use group chats and messaging apps responsibly. Do not engage in spamming, bullying, or sending inappropriate messages.
5. Report any misuse of chats or group messaging to a teacher or school staff member immediately.
6. Promote a positive online environment on iPads, demonstrating respect for others and their ideas.

7. Comply with copyright laws and intellectual property rights when creating, accessing, and sharing digital content using iPads.
8. Adhere to the **Plagiarism and Academic Honesty Guidelines** when browsing the internet and gathering information.
9. Familiarize yourself with and abide by the school's policies on online safety, privacy, and acceptable content.

CONSEQUENCES OF MISUSE

Any violation of this policy may result in disciplinary action, including but not limited to:

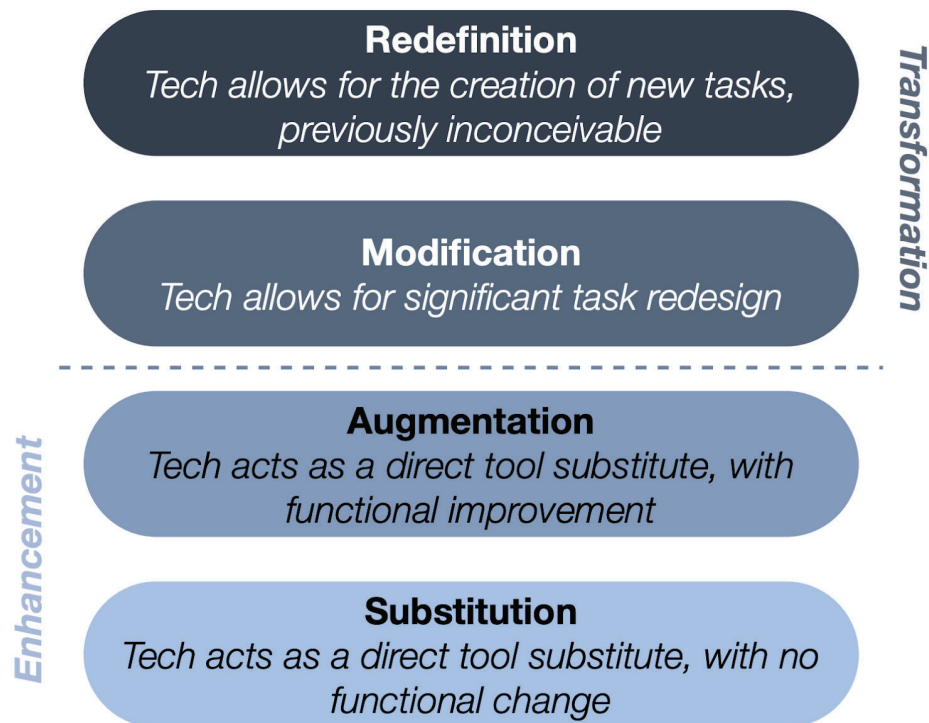
1. Temporary or permanent loss of iPad privileges.
2. Confiscation of the iPad until a parent/guardian meeting is held.
3. Additional disciplinary action may be taken as deemed appropriate by the school administration, following the school's disciplinary policy.
4. Violation of the guidelines may result in disciplinary action, which may include loss of iPad privileges, academic penalties, or other appropriate consequences as determined by the school administration.
5. Continued misuse of iPads may lead to further disciplinary measures, including parental involvement and potential legal consequences.

PLAGIARISM AND ACADEMIC HONESTY GUIDELINES

1. Create original work: Use your iPad to develop your ideas and complete assignments, avoiding copying from others.
2. Cite sources: When using information from the internet, properly credit the original authors or sources.
3. Use school-approved resources: Access only the school's recommended websites and apps to ensure reliable information.
4. Share responsibly: Collaborate with classmates fairly and honestly without enabling plagiarism.

APPLICATIONS FOR LEARNING

In alignment with our Teaching and Learning Policy, the school promotes the adoption of technology integration to facilitate transformative experiences according to the **SAMR model**, particularly focusing on **Modification** and **Redefinition**. We actively support the utilization of applications that foster student collaboration and content creation. As such, any educational website or application that aligns with these objectives will be considered acceptable, provided it has undergone rigorous testing and approval by the designated person responsible for technology integration, the class teacher, or a member of the educational staff.



Ruben R. Puentedura, *As We May Teach: Educational Technology, From Theory Into Practice*. (2009)

REFERENCES

- International Baccalaureate Organization. The Learning Community: Primary Years Programme. International Baccalaureate, 2018.
- Common Sense Education. "Introduction to the SAMR Model." Common Sense Education, <https://www.commonsense.org/education/videos/introduction-to-the-samr-model> . Accessed 15 Oct. 2024.
- Puentedura, Ruben R. SAMR: Putting the Model to Work. Hippasus, 2009. Retrieved from <http://hippasus.com/blog/> .

Policy last reviewed, August 2025

POLICY REVIEW

This policy will be reviewed annually by the school administration, in consultation with teachers, students, and parents/guardians, to ensure its effectiveness and relevance. Any changes to the policy will be communicated to all stakeholders.