



TECHNOLOGY INTEGRATION POLICY SECONDARY SCHOOL

USE OF EDUCATIONAL TECHNOLOGIES IN THE CLASSROOM

STATEMENT OF AIM

This policy provides notice of the expectations and guidelines of MEF International Schools according to proven technology integration methodologies to all who use and manage Information Technology (IT) resources and services in the classroom.

RATIONALE

We know that technology integration can be tricky sometimes, especially when you feel uncomfortable with technology. But we also believe that some proven methodologies and frameworks can help you incorporate technology into the classroom such as SAMR and TPACK.

Use of School Computers Including I-pads:

1. All student work should be saved to the student's google drive to enable universal access. Students must not save files to local hard drives or portable memory storage (eg flash drives).
2. Students should not look at, read, modify or remove files, mail, or network traffic owned by any other user without explicit permission from the owner. Having access to a file does not constitute such permission.
3. Students must not attempt to access others' password-protected files.
4. All computer use must be considerate and polite. Offensive, obscene, or harassing messages are strictly prohibited. Using computer systems to bully others will not be tolerated, even if the bullying was initiated off-campus.
5. Printing is only available to students in Grades 9 - 12. Upper secondary students may print documents for assessment (e.g. coursework) or to support their learning from the library computers only.
6. Students must not install software or download files to the school computers unless receiving permission from a teacher. Afterwards, files should be deleted.
7. Disciplinary action will also result from the following: using, or attempting to use, MEFIS - Izmir, computer systems or those accessible by network, without proper authorization (includes, but is not limited to, supplying misleading information or false credentials); tampering with, obstructing, or attempting to alter the operation of any computer system accessible through MEF network connections; attempting to modify, distribute, or copy data of software without authority. Attempting to physically open, damage or otherwise alter any hardware components such as mice, keyboards, computers, scanners, cameras, etc.
8. All unsuitable websites, whether discovered by students or faculty, will be reported to the IT Manager with the URL address. Inappropriate use of websites or applications is subject to disciplinary action.

Students must not reveal details of themselves or others, including full names, addresses, telephone numbers, or arrange to meet anyone in online communication.

Use of Personal Devices

1. Students in Grade 6 - 12 are required to bring a device to school.

MEF IS, Izmir utilizes a 'Bring Your Own Device' (BYOD) program for its middle and high school students.

High School - Mandatory - Laptop Computer or Tablet

Middle School - Mandatory - Laptop Computer or Tablet

Primary School - No device needed / Provided as necessary by school

2. Permission to use personal devices for student learning during lesson times is at the discretion of the secondary teacher. Primary students may not use personal devices while at school unless under the supervision of their homeroom teacher.
3. Device usage outside of class is prohibited. Students may use phones with permission of a teacher. All personal electronic devices shall be kept in student backpacks or lockers for the entire day, unless under the instruction of a teacher.
4. Expectations for online use of personal devices are the same as for the school computer network. Inappropriate use of a personal device is subject to disciplinary action.
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.

Online Communication:

1. Students may communicate with faculty through Google Chat, Google Classroom, Class Dojo or the school email system.
2. 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.

Students should delete email which is suspicious or containing possible viruses without opening it.

SAMR

The Substitution Augmentation Modification Redefinition Model offers a method of seeing how computer technology might impact teaching and learning. SAMR model is a framework which helps us reach the extended use of technology and assess ourselves in terms of effective use of technology in the classroom. SAMR can count as guidance helps us utilize technology in the classroom. There are different stages of SAMR (Substitution, Augmentation, Modification, and Redefinition).

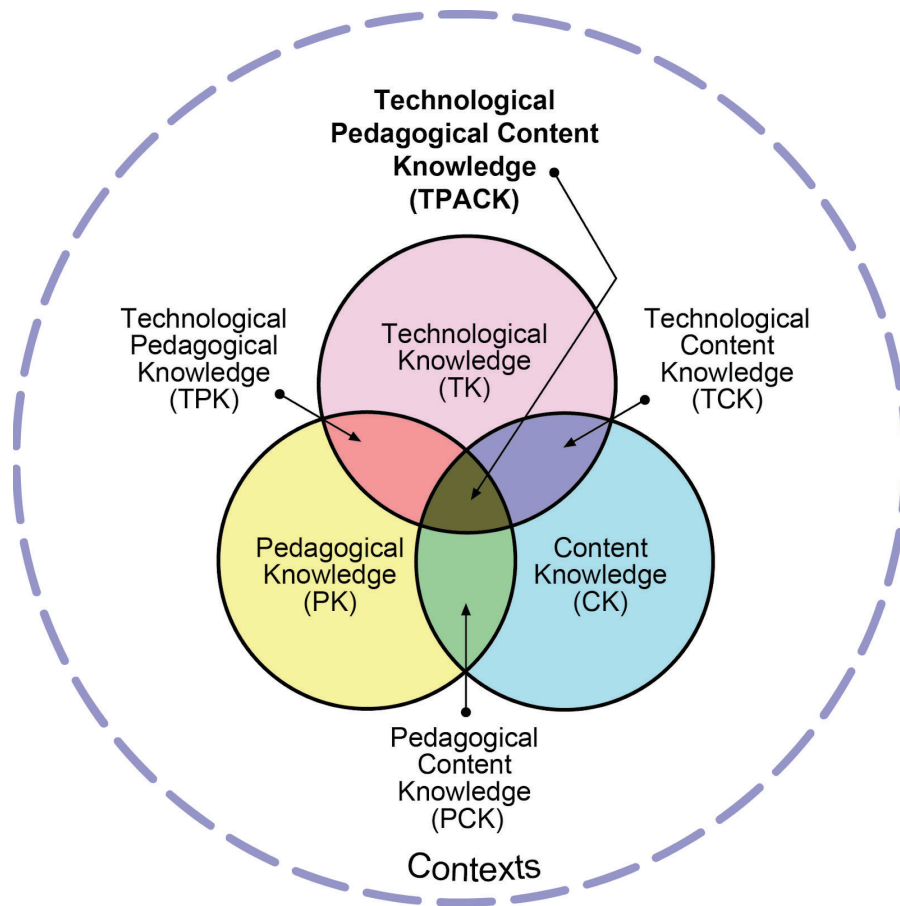
Our Educational Technology Specialist will help you thoroughly to apply the SAMR model to your classroom in your collaborative planning meetings. Each MEFIS teacher will assess themselves by using an assessment scale provided by the Educational Technology Coordinator.

We think that incorporating technology into the classroom should be guided by a framework and should be accessible by tested methods. In this context, SAMR will be our roadmap during our learning journey of using technology as an educational tool in the classroom.

Level	Definition	Examples	Functional Change
Substitution	Technology acts as a direct tool substitute, with no functional change	* Reading a paper or book on a device, instead of a printed book. * Watching a video of sports instruction, rather than watching an instructor in person	No functional change in teaching and learning. There may well be times when this is the appropriate level of work as there is no real gain to be had from computer technology. One needs to decide computer use based on any other possible benefits. This area tends to be teacher-centric where the instructor is guiding all aspects of a lesson.
Augmentation	Technology acts as a direct tool substitute, with functional improvement.	Incorporate interactive multimedia - audio, video, hyperlinks - in the presentation to give more depth and provide a more engaging presentation.	There is some functional benefit here in that paper is being saved, students and teachers can receive almost immediate feedback on student level of understanding of material. This level starts to move along the teacher / student-centric continuum. The impact of immediate feedback is that students may begin to become more engaged in learning.
Modification	Technology allows for significant task redesign.	Students are asked to write an essay around the theme "And This I Believe...". An audio recording of the essay is made along with an original musical soundtrack. The recording will be played in front of an authentic audience such as parents, or college admission counselors.	There is significant functional change in the classroom. While all students are learning similar writing skills, the reality of an authentic audience gives each student has a personal stake in the quality of the work. Computer technology is necessary for this classroom to function allowing peer and teacher feedback, easy rewriting, and audio recording. Questions about writing skills increasingly come from the students themselves.
Redefinition	Technology allows for the creation of new tasks, previously inconceivable.	A classroom is asked to create a documentary video answering an essential question related to important concepts. Teams of students take on different subtopics and collaborate to create one final product. Teams are expected to contact outside sources for information.	At this level, common classroom tasks and computer technology exist not as ends but as supports for student-centered learning. Students learn content and skills in support of important concepts as they pursue the challenge of creating a professional quality video. Collaboration becomes necessary and technology allows such communications to occur. Questions and discussion are increasingly student generated.

TPACK

Technological Pedagogical Content Knowledge (TPACK) attempts to identify the nature of knowledge required by teachers for technology integration in their teaching while addressing the complex, multifaceted and situated nature of teacher knowledge.



TECHNOLOGY STUDENT GUIDELINES AND ACCEPTABLE USE

We are using electronics to: COMMUNICATE, COLLABORATE & CREATE, SHOWCASE, DEMONSTRATE LEARNING, ACCESS INFORMATION

The focus here is to use our electronics for learning. We expect students to be responsible and keep safe. To help students through this process, here are some important rules for them to be aware of to guide the use of technology at MEF International School.

1. **Always follow teacher instructions** regarding the use of technology. This could be the classroom teacher, or even another teacher in the corridor.
2. **Stick with the class.** Be in the right place at the right time on the device. Follow the learning in the classroom and what is being asked.
3. **Keep the device on mute.** Unless the teacher gives permission, keep devices muted. Students may bring earbud headphones if the teacher permits.
4. **Keep the device safe.** Use a case to protect the device. Use a locker to store it, and make sure that there is a lock on it! Carry devices with both hands. Do not use the device when walking between classrooms! Keep devices away from liquids.
5. **Come to school with your device fully charged.**
6. **Take photo/video footage with the permission** of the people involved.
7. **Students will not be using their devices for every class, every day.** They can only take out their device when asked to do so by the teacher.
8. **Be aware of Academic honesty** - Students must ensure this is their own work. Do not copy and paste. Even when students say something in their own words, they must quote the source!
9. Be responsible and **use technology for learning.** Note: in middle school, students are **not permitted** to use your devices during breakfast, lunch or break times.
10. **Ethical Use and Digital Citizenship:** Mandatory signing of the Responsible Use Contract and adherence to digital citizenship principles.

Inappropriate Electronic Device Use and Consequences

Students found using their electronic devices inappropriately will face the following consequences:
(please see the “Expectations for use of MEF IS Technological Devices”)

1st time	→ The electronic device is kept by the Deputy Principal until the end of the school day. → The reporting teacher tracks this in the Inappropriate Usage Electronic Device Document. → <i>If this occurs towards the end of the day, then the device is kept for the following day.</i>
2nd time	→ The parents are informed of inappropriate usage and a Reflection is assigned with the Student Behavior Committee Leader → The electronic device is kept by the Deputy Principal until a parent meeting is held. → The reporting teacher tracks this in the Inappropriate Usage Electronic Device Document.
3rd time	→ The student may lose the privilege of having an electronic device during the school day for one month and a Pre-Disciplinary Warning Letter is placed on their file. → The letter will state that the next infraction will result in the student meeting the Student Evaluation and Discipline Committee.

Vestel

1. Utilize interactive websites, videos, and built-in software.
2. Use the video conferencing tool Skype or Google Meet to connect beyond the classroom.

MEF Tech Facility Features:

PC Lab	Makerspace	LEGO Robotics
Equipped with graphic design software.	Houses robotics kits and tools.	Allows building and programming of mini-robots.

CLASSROOM AND SCREEN TIME GUIDELINES

Aim: Enhance communication, collaboration, and learning through effective electronic device usage.

CLASSROOM GUIDELINES

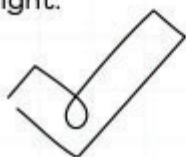


- Teacher's desk placed at the back of room for monitoring.
- Active teacher movement to monitor student devices.
- HS students put phones on the teacher's desk during lessons.
- No cell phone use in place of laptops.
- iPads/Laptops to be closed when not in use.

SCREEN TIME

MIDDLE SCHOOL

- Maximum **20 minutes** of screen time per lesson.
- **5 minute** screen breaks in between every lesson
- Paper homework preferred.
- No more than **30 minutes** of Homework on a screen per week per subject.
- Homework-related screen time: **30-60 minutes** per night.



HIGH SCHOOL

- Encourage self-regulation and a balanced routine.
- Maximum **30 minutes** of screen time per lesson.
- Encouraged **5 minute** screen breaks in between every lesson
- Homework-related screen time: **2 hours** per night.



RECREATIONAL

- Recreational screen time limited to **1-2 hours** per day.
- **No more than 2 hours** maximum of recreational screen time.
- After every **30 minutes**, a **5 minute** screen break is needed (including from cell phones)

