



TECHNOLOGY INTEGRATION - STAFF

Statement of Aim:

The aim of this procedure is to ensure the school's computer system and wireless connection are only used in a responsible, efficient, ethical and legal manner. Faculty members assume responsibility for understanding the procedure and guidelines as a condition of using the system and equipment. Faculty members are accountable to teach and use the system responsibly.

Rationale:

The primary purpose of MEFIS-Izmir's electronic communications systems is to support and enhance learning and teaching.

Guidelines:**Use of Technology Including Ipads :**

1. Teachers should request Ipads from the IT Technicians 24 hours prior to the lesson.
2. Teachers must direct student technology use during lesson times. Inappropriate use of technology is a disciplinary offence and the respective discipline procedure (primary / secondary) should be followed in the event this occurs.
3. Teachers may allow students in Grades 6 -12 to use personal devices during lesson time for personal organisation or to support learning. 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.
4. As no filter software can completely block the appearance of potentially controversial writing, images, video, and music, teachers will make reasonable attempts to fully supervise children when they are using the Internet. In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. The school will take all reasonable precautions to ensure that users access only appropriate material. The school makes use of Internet filtering software. However, due to the international scale, linked nature, and variety of languages used to publish Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. The school cannot accept liability for the material accessed, or any consequences of Internet access.
5. New software or applications can only be downloaded or installed to school devices by the Information Technology technician. All software and application requests must be legal copies. Software and applications which incur a cost, must be ordered through the orders procedure. All software and application requests must be grade appropriate for the intended students using them.
6. The following actions are not permitted by faculty members: 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, or cameras.

7. The ICT labs will be locked when not in use.

Online Communication:

1. Faculty are expected to set up the following by the 1st week of the school year:
 - a. A Google Classroom (for all classes from Grade 4 - 12) - Access to Google Classroom should be shared with all students in the class. For Grade 4 - 8 Google Classroom must also be shared with parents. Class Dojo is used in Reception - Grade 3
2. Teachers are expected to update their Google Site / Classroom at least once per week.
3. Faculty may communicate with students through google sites, google classroom or the school email system. Faculty may not communicate with students through the faculty member's personal email, personal phone number (including text and chat facilities) or online social media - with the exception of educational excursions.
4. Faculty members must not post student names or images to personal websites, social media or blogs.
5. Faculty members must not subscribe students to any external websites or mailing list with exception of educational applications that are approved by the Administration.
6. Faculty members must not form online social connections with current students through any social media site or chat facility.
7. In the event that a student communicates with a faculty member through an inappropriate channel (eg text message), the faculty member should direct the student to use school email / Google Classroom / Sites.
8. All communication initiated by a student, through any communication channel, which contains personal, social or inappropriate content (including photographs) must be reported to the Principal at the earliest opportunity.

Printing:

1. It is the faculty's responsibility to ensure that all possible precautions are taken to keep printing to a minimum.
2. Colour printing required by faculty members should be sent to the administrative assistant for printing.
3. Faculty members must not share their printing code with students or send them to pick up printing.

Data Management:

1. Faculty should store their documents on Google Drive. Documents must not be stored on the desktop or hard drive of their computer.
2. All documents should be stored in an organised manner and deleted if no longer required.
3. Faculty members must ensure that the following information is stored in the school database system RENWEB and is updated regularly.
 - a. Attendance
 - b. Student grades
 - c. Progress data

Email:

1. Faculty members should use a standard signature in their e-mails which contains their name, job title and contact information.
2. Google reserves the right to administer all accounts in accordance with the [Google Terms of Service](#).

Policy reviewed August 2025