



ELECTRONIC COMMUNICATION DEVICE (ECD) USE AT CIS

POLICY AND PROCEDURES + FAMILY AGREEMENT STUDENTS AND FAMILIES IN DIVISION 4 (GRADES 10-12)

Canadian International School of Guangzhou (CIS) maintains a strict policy regarding cell phones, laptops, phone watches, as well as recording and music devices. It is the school's intention to hold firm to the expectations and consequences listed below if the rules and guidelines for responsible use of technology is not followed.

CIS follows the Alberta Learning Guide and the Learning and Technology Policy Framework. According to this framework, the use of technologies in schools is encouraged to support students to become engaged thinkers and ethical citizens, with an entrepreneur spirit. However, it is crucial for technologies to be used responsibly and consciously. In order to help students' build this consciousness and sense of responsibility when using electronic communication devices and to protect students' health and well-being, the following ECD Policy and Procedures has been established.

1. ACCEPTABLE USE OF ECD

1.1 Students will be given access to school technology for educational purposes that include:

- a) Achieving the learner outcomes of the Alberta Program of Studies;
- b) Participating in learning activities selected by the teacher;
- c) Participating in alternate school programs such as online programs or online learning (if required due to unexpected issues such as a pandemic).

1.2 Appropriate use of school technology is defined as that which is intended for educational purposes and for business activities in the operation of the school.

1.3 Personal use of any electronic devices is only allowed before and after school. Use at any other time is a violation of the current ECD Policy and Procedures and will inflict consequences mentioned below.

Note: This would include a cell phone ringing/vibrating during class thus interrupting the lesson.

1.4 Upon discussion with the School Administration and the School Division Heads, teachers can grant students permission to use electronic devices for personal purposes during school time. However, this permission is not a student's right but a privilege and it can be taken away by the teachers, if they find that students use their electronic devices irresponsibly and/or as a consequence for the bad behavior.

1.5 Personal use of technology must not be used:

- a. To interfere with or conflict with its use for work purposes;
- b. To compromise network integrity, privacy, or effectiveness;
- c. To breach online safety and security;
- d. For hacking purposes.



1.6 School technology, including services such as e-mail, WeChat, texting, etc., cannot be used for purposes that are illegal, unethical, or immoral; i.e., bullying or threatening.

1.7 All users shall be responsible and accountable for the use of school technology.

1.8 Students who use school technology inappropriately shall be subject to some or all of the consequences listed below or in the CIS behavior policy, as listed in the Parent and Student Handbook.

1.9 It is expressly forbidden to take photos, or make video or audio recordings in a classroom without the teacher's permission.

1.10 All students will read, discuss and sign the ECD Policy and Procedures before being permitted to use technology in the classroom.

1.11 Students assume absolute liability for any and all technology-based items that they bring to school, use or borrow. Canadian International School of Guangzhou and individual teachers and staff take no responsibility for the private property of students in this regard. Students must take good and responsible care of their own property at school.

2. PERMISSION FOR PERSONAL USE OF ECD

Canadian International School of Guangzhou maintains a strict policy regarding cell phones, laptops, phone watches as well as recording and music devices. It is the school's intention to hold firm to the expectations and consequences listed below if the rules and guidelines for responsible use of technology is not followed.

The first and most important policy consideration when considering technology in the classroom is and will remain teacher preference. Therefore, teachers at Canadian International School of Guangzhou (CIS) will have the right to follow and set policy, as listed below for each division at CIS.

3. ECD USE FOR DIVISION 4 (GRADE 10-12)

- a) Students are allowed to bring personal electronic devices (such as: tablets, iPads, laptops, smart watches or smart phones); however, those devices can only be used for educational purposes and under teacher's supervision during the time, assigned by the teacher.
- b) Educational purposes are explicitly announced by the teacher and include relevant learning-based activities, examples of which range from internet-based research, email, image search or other clear and teacher-directed uses.
- c) Additionally, students' personal cell phones can be used for translation, but only with the teacher's explicit permission.
- d) When personal devices are not used for educational purposes or translation, they are to be handed out to the teacher once the students enter the classroom.
- e) Since phone usage in class is a privilege, students are recommended to refrain from complaints when the privilege isn't granted.
- f) If a student needs a bathroom break while using personal electronic devices, it is mandatory to turn the devices back to the teacher before leaving the classroom.
- g) As a reward for the whole class's good behavior and performance during the class, phone privileges may be granted for the last five minutes of the class. This privilege applies for the cell phones. Any other electronic devices can only be used for



educational purposes. In addition, it is always up to the teachers to decide, if the privilege is granted or not.

4. CONSEQUENCES OF VIOLATING THE ECD POLICY AND PROCEDURES

4.1 Teachers shall reserve the right to withdraw permission for and use of this technology if misuse occurs.

4.2 Students will risk loss of privilege if they are found to be misusing the technology. This includes but is not limited to taking inappropriate photos, videos, sending messages or any form of cyber-bullying. Students caught participating in these or other inappropriate activities risk the most severe consequence allowable.

4.3 It is expressly forbidden to take photos, or make video or audio recordings in a classroom without the teacher's permission.

4.4 **For the first violation**, a student receives a warning from the teacher and is supposed to take actions towards following this existing policy. Students will not be receiving further warnings as the ECD policy has already been clearly explained to them. For the first violation following the warning given by the teacher, teachers will be taking student's devices and then return them at the end of the school day.

4.5 **For the second violation**, student's devices are taken by the teacher and are returned at the end of the school day. Second violation, student's phone will be taken for a week. That means the student(s) will need to hand their device in each morning when they arrive and pick it up at the end of each day.

4.6 **For the third violation**, the devices are given to the principal and parents are notified.

4.7 CIS maintains this policy for the benefit of its community. Any student who refuses to surrender their phone/device when asked to by a staff member will be referred to administration for further disciplinary action.

The signatures below acknowledge that that the student and student's parents/guardians have read, discussed, and understood the terms, conditions and consequences of this ECD Policy and Procedures.

Signature of Student: _____

Date: _____

Signature of Parent/Guardian: _____

Date: _____

Last updated: August 2021



CIS电子通讯设备使用政策与管理办法

十至十二年级 (DIVISION 4)

广州加拿大外籍人员子女学校对手机，笔记本电脑，电话手表以及录音和音乐设备坚持严格管理政策。学生必须严格按照本管理办法使用电子设备，否则需承担对应后果。广州加拿大外籍人员子女学校遵循艾伯塔省学习指南和学习及技术政策框架。根据这一框架，学校鼓励校内使用科技，以支持学生成为具有企业家精神的积极思考者和有道德的公民。正确并负责任地使用电子通讯设备是至关重要的。为了培养学生正确使用电子通讯设备的意识和责任感，并保护学生的身心健康，学校制定了本电子通讯设备 (ECD) 使用政策和管理办法。

1. 校内电子设备的适用场景

1.1 学生可使用学校技术设备进行学习，包括:

- a) 实现艾伯塔学习项目的成果;
- b) 参与老师选择的学习活动;
- c) 特别情况下参加在线课程或在线学习等替代学校课程(因突发事件如流行性疾病而需要进行线上教学)。

1.2 学校技术的适当使用是指学校运作中为教育目的和商业活动而使用的技术。

1.3 学生只允许在上学前和放学后因学习以外的原因使用任何电子通讯设备。其他任何时间都将违反现行电子通讯设备 (ECD) 使用政策，并将引起后文所列的后果。

注意:这将包括干扰课堂的手机铃声/震动。

1.4经学校行政处和学部主任讨论后，老师拥有批准学生在上学期间因个人原因使用电子通讯设备的权利。在校使用电子通讯设备不是学生的一般权利，而属于经学校批准方可获得的特殊权限。如果老师发现学生不恰当使用电子通讯设备，该特殊权限将会被取消。

1.5电子通讯设备禁止用于以下用途:

- a. 干扰学习或与学习目相冲突的活动;
- b. 损害网络完整性、隐私或有效性的活动;
- c. 违反网络安全和保障的活动;
- d. 以黑客为目的活动。

1.6 学校使用的通讯技术或手段如电子邮件，微信，短信等，不得用于非法的或不道德的目的，如欺凌或威胁。

1.7 所有用户在使用学校的通讯设备或手段的过程中为自己的操作和行为负责。

1.8 按照《家长/学生手册》规定，不恰当使用学校通讯设备的学生将承担学生行为规范所列或后文所列的部分或全部后果。

1.9 未经老师许可，学生严禁在教室内拍照、录像、录音。

1.10 所有学生在阅读、讨论和签署电子通讯设备 (ECD) 政策后方可获得在课室使用电子通讯设备的特殊权限。

1.11学生对自己带入、使用或借用的任何电子通讯设备负有绝对的保管责任。广州市加拿大外籍人员子女学校及教职员工对学生的私人财产不负任何责任。学生必须爱护和保管好自己的财产



2. 个人电子通讯设备的适用范围

广州加拿大外籍人员子女学校对手机、笔记本电脑、电话手表以及录音和音乐设备实施严格的使用政策。如果不遵守负责任使用技术的规则和指导方针。学校将严格按照本管理办法对学生使用电子通讯设备进行管理，学生如未按规定和指引使用电子通讯设备，则需承担对应后果。学生在课堂使用电子通讯设备的过程由老师主导，并进行监督与管理。因此，学校各学部老师有权遵循和制定相关政策，如下所示。

3. 适用于十至十二年级的电子通讯设备 (ECD) 使用政策

- a) 学生可以携带个人电子通讯设备(如:平板电脑、iPad、笔记本电脑、智能手表或智能手机)这些设备回校，但仅用于教学目的，并于老师安排的时间内在老师监督的情况下使用。
- b) 老师会清晰告知教学目的，包括以学习为基础的相关活动，例如网上搜索、电子邮件、图片搜索或其他清晰指引的或由老师引导的用途。
- c) 在得到老师明确许可的情况，学生可以使用个人手机进行翻译。
- d) 因在课堂上使用手机是一种特殊权限，所以当老师未给予学生该特殊权限时，学生不应抱怨。
- e) 因为在课堂上使用手机是一种特权，所以当这种特权没有被授予时，建议学生不要抱怨。
- f) 如果学生在使用个人电子设备时需要上洗手间，则必须在离开教室前将电子通讯设备交给老师。
- g) 如全班同学的课堂上表现良好，老师有可能奖励学生在课堂的最后五分钟允许使用手机。这项特殊权限仅适用于手机。任何其他电子通讯设备仅适用于教学目的，且仅由教师决定是否许可。

4. 违反电子通讯设备 (ECD) 使用政策的后果

- 4.1 如果发生学生不恰当使用电子通讯设备，老师有权取消该特殊权限。
- 4.2 学生如未按规定使用电子通讯设备，将可能失去电子通讯设备的使用权限。不当行为包括但不限于拍摄不恰当的照片、视频、发送信息或任何形式的网络欺凌。学生被发现参与这些或其他不当活动有可能承担最严重的后果。
- 4.3 未经老师许可，严禁在课室内拍照、录像、录音。
- 4.4 对于第一次违反电子通讯设备使用规定的学生，老师将给予警告，并要求学生严格现行规定使用电子通讯设备。学生将不会收到进一步的警告，因为现行ECD政策已经将相关条例已经有明确的规定。老师将会收取的学生手机，直至当天放学后归还学生。
- 4.5 对于第二次违反电子通讯设备使用规定的学生，老师将没收学生的电子通讯设备，当天放学时才归还。学生的手机将会没收一周，这意味着学生当周每天到校后，需第一时间将手机交给老师，直至当天放学时才能归还。
- 4.6 对于第三次违反电子通讯设备使用规定的学生，学生的电子通讯设备将交给校长，并通知家长。
- 4.7 出于对CIS社区整体利益的考量，学校制定并实施本管理办法。如在学校教职员工要求的情况下，学生拒绝交出手机/电子设备，学校行政管理部门有可能对学生作出进一步的纪律处分。

如学生、家长/监护人已阅读、讨论并理解以上CIS电子通讯设备使用政策与管理办法的条款，要求及后果后，请签名。

学生签名 _____

日期 _____

家长/监护人签名 _____

日期 _____

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