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### 1. Introduction and Contacting the School

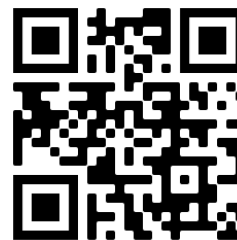
The purpose of the Parent-Student Handbook is to provide information about the school's guidelines and procedures.

While the information in this Handbook is extensive it does not cover everything that happens in school. Parents and students should ask questions of the teachers or the school office if they are not clear about procedures.

Our office hours are from 08:00 to 12:00 and 13:00 and 16:00. We can also be contacted at the following:

International School of Ulm/Neu-Ulm  
Schwabenstraße 25  
89231 Neu-Ulm  
Germany

Tel. +49 731 / 379 353-0  
Fax +49 731 / 379 353-50  
E-Mail: [info@is-ulm.de](mailto:info@is-ulm.de)  
URL: <http://www.is-ulm.de>



#### Contact emails:

##### Director

Mr. Luke Osborne

[l.osborne@is-ulm.de](mailto:l.osborne@is-ulm.de)

##### Lower School Principal

Ms. Maria Tran

[m.tran@is-ulm.de](mailto:m.tran@is-ulm.de)

##### Middle and Upper School Principal

Mr. Lee Rawlinson

[l.rawlinson@is-ulm.de](mailto:l.rawlinson@is-ulm.de)

## 2. School Vision and Mission Statement

### **Vision Statement**

We empower a community of socially responsible learners to succeed in an ever-changing world.

### **Mission Statement**

ISU provides an engaging and challenging education in a caring, supportive, diverse environment where students aspire to fulfil their potential. Our programmes are taught in English and are accredited internationally and in Germany.

### **ISU's 3 Pillars (Principles) of Learning**

**Learning to do:** At ISU we believe in preparing for an ever-changing global community. We inspire learners to develop communication, social, self-management, research and thinking skills. We foster the learning of tools, skills, knowledge and understanding through inquiry.

**Learning to live together:** We learn that people have different perspectives, values, cultures that enrich our community. We celebrate our spirit of belonging and a sense of community.

**Learning to be:** At ISU we believe that education contributes to a learner's holistic development. We help develop healthy, ethical, active and balanced individuals in a safe and caring environment.

### 3. Educational Programs

#### Curriculum Overview

Through the incorporation of the International Baccalaureate Primary Years Program (IBPYP) the International General Certificate of Secondary Education (IGCSE) and the International Baccalaureate Diploma Program (IBDP), ISU offers an international curriculum that focuses on modern practices in education. The table below shows the school's educational program structure.

UPPER SCHOOL ISU Diploma	IB Diploma Programme (For university entry)	Grade 12
		Grade 11
	IGCSE (Mittlere Reife equivalent)	Grade 10
		Grade 9
MIDDLE SCHOOL		Grade 8
		Grade 7
		Grade 6
LOWER SCHOOL (IB PYP)		Grade 5
		Grade 4
		Grade 3
		Grade 2
		Grade 1
EARLY YEARS (IB PYP) (Ages 3 to 6)		EY 3
		EY 2
		EY 1

The IB program provide for development of the whole child, through an integrated, inquiry- based approach to learning. The ISU curriculum is uniquely international and is focused on the total growth of the developing child. It encompasses social, physical, emotional, and cultural needs, in addition to academic welfare. The school publishes program guides for parents which list further details about the curriculum.

### **Class Placement Policy**

Towards the end of the school year it is our policy to make initial tentative placements of students in classes for the coming year, according to a set of clear and fairly managed criteria, which include:

- Academic range and balance
- Balance between new and returning students
- Behaviour issues
- EAL needs within the class
- Friendships / optimal peer relationships
- Gender (in order to maintain a balance in the class)
- Nationality (in order to maintain a spread and a balance in the class)
- Size of the class
- Special needs requirements within the class
- Teacher's professional judgement / experience / detailed knowledge of child, considering academic and personal abilities and needs.

These recommendations are given very careful consideration by the teachers and will remain tentative until after the arrival and assessment of new students is completed at the commencement of the next year. Furthermore, until numbers are known close to the start of the new school year, it is even possible that extra classes may have to be established in some cases. Class lists are initially developed independent of who specific teachers may be. At an international school there is always a certain amount of movement amongst the faculty as new teachers arrive and depart, and even those teachers who remain may request a change to teach at a different grade level. Depending on enrolment, sometimes new classes are even added over the summer vacation. There are times, however, when the school will decide on a placement for a specific student with a specific teacher and this is usually done in conjunction with our Inclusion teachers in special cases.

Thank you for your understanding in this matter, and please be assured that we have your child's best interests at heart in all such decisions.

### **Student Evaluation and Assessment**

Students and parents both need regular feedback on academic and social progress. Report cards and conferences are also a source of future goal setting and a celebration of effort and success. The ISU academic year is divided into two semesters with a written report card issued at the end of each. A formal parent-teacher conference is scheduled in the fall/autumn. In spring/early summer a second parent-teacher conference for Middle and Upper School and a Lower School student-led portfolio-based conference is scheduled. Details of these events are published on the school's calendar. Results of external standardized tests for students are made available each summer.

### **Field Trips**

An effective educational program incorporates ongoing activities outside the classroom as well as within the immediate bounds of the school. Field Trips are an integral part of the educational experience. For Field Trips within the local community of Neu-Ulm and Ulm you will be asked to sign a general permission slip. For field trips outside of the greater Ulm/Neu-Ulm area, you will receive an informational letter and a field trip permission form which needs to be signed before your child can participate in a trip. Classroom teachers collect the permission slips and the money needed for the excursion. To facilitate this procedure, please provide your child with the exact amount of money in an envelope with your child's name on it. Students failing to return the signed permission slips will not be allowed to participate in a given field trip. Depending on the amount of supervision needed, parent volunteers may be requested to accompany the children on field trips. Field trips are chosen with careful consideration of the educational program and do serve an educational purpose. Should parents decide not to permit their child to participate in a field trip, they are required to keep their child at home or provide alternative supervision.

### **After School Activity Program (ASAPs)**

The school offers a variety of after school activities spanning a range of interests. Throughout the year, there are several after-school activities available, usually running from 3:45 p.m. to 4:45 p.m. These activities will be advertised in advance and sign-up forms will be distributed to parents and students.

### **Library/Media Center**

Students and teachers may use the Library/Media Center to sign out books, research, create presentations, watch videos, search the Internet and send e-mail. Please note that: All students in the school are entitled to use the library to check out books; Books may be borrowed for up to two weeks; Borrowed material may be renewed; If a student has an overdue book, additional books will not be allowed to be checked out until the overdue books are returned; Lost or damaged books will be charged at the full reimbursement price; Reference materials cannot be checked out; The library does not charge overdue fees.

## **4. Parent Involvement and Communication**

Regular and open communication between parents and the school will result in a positive partnership, which will form a strong basis on which to build each child's educational program. Should there be questions or concerns, please contact your child's homeroom or respective subject teacher. You may also contact us by e-mail at [info@is-ulm.de](mailto:info@is-ulm.de). Regular communication in regards to matters concerning parents will be handled via e-mail but we are also happy to mail specific documentation to you if needed.

### **Toddle**

Toddle forms the hub of communication for the Lower School section. Staff communicate with students and parents via the Toddle platform which is also used for planning, documentation of learning and student digital portfolios.

### **Newsletters**

A newsletter informing parents of various aspects of the school's operation is published regularly via email. Teachers will communicate with parents and students about their program of study, Field Trips to be taken, as well as any other aspects of the students' educational program either via e-mail or by letter.

### **Lower School Curriculum Updates: PYP Classroom and Curriculum News**

A curriculum update will be sent by email at the beginning of every Unit of Inquiry. This update will inform parents about the planned inquiry and learning in all subject areas. Toddle is also used to share information regarding classes and curriculum.

### **Middle and Upper School**

Managebac forms the hub of communication for the Middle and Upper School section. Staff communicate with students and parents using ManageBac as a portal to send email messages. Direct communication is possible using staff email addresses which can also be found in Managebac. Curriculum documentation and resources are also stored in ManageBac.

### **Class Schedule**

The class timetable for your child will be sent home by the homeroom teacher at the beginning of the year. The schedule will show the times and names of specialist periods as appropriate (e.g. Music, Physical Education, German), and the times for those academic subjects which are scheduled on a weekly basis. MSUS schedules are stored in ManageBac.

### **PTG**

The Parent Teacher Group (PTG) supports the school through activities which benefit the parents, children and ISU staff. The mission of the PTG entails welcoming new families, raising funds and organizing social events. Every parent is welcome to participate in the activities of the PTG and they are encouraged to do so as it is a good way to get to know other parents. For questions about the PTG you are encouraged to contact the PTG president at: [ptg@is-ulm.de](mailto:ptg@is-ulm.de).

### **Volunteer Programs**

An extensive parent volunteer program is run to provide the school with much needed additional assistance in the classrooms, in the libraries, with student supervision in physical education, swimming, and with computers.

### **Concerns or Problems**

Should you have comments, questions, or concerns, please contact the staff member who is directly responsible first, usually your child's teacher.

You are welcome to speak to the Lower School Principal (Maria Tran), to the Middle and Upper School Principal (Lee Rawlinson), or to the Director (Luke Osborne) at any time. Before you ask for an appointment, please ensure that you have contacted and talked to the person responsible for your concerns and questions first.

## **5. Student Behavior**

Behavior at ISU begins with clear and consistent expectations in a safe and respectful environment of integrity, empathy, pride, and cooperation, which results in personal responsibility to our entire school and community.

### **ISU Code of Conduct**

Students are expected to conduct themselves in accordance with guidelines which need to be followed both in school as well as traveling to and from school sponsored events and activities. We expect students to be responsible for their own behavior and not to interfere with the learning opportunities of others. We encourage students to exercise self-discipline and to respect the rights of others.

As a student of ISU I have certain rights and responsibilities. The next section outlines the ISU Code of Conduct that identifies these expectations.

### Rights and Responsibilities for Learning

I have the right to learn and help others to learn; therefore, I have the responsibility to respect others in the learning process. Everyone should be free to learn, teach and express themselves without being interrupted.

Learning Rights	Learning Responsibilities
I have the right to be treated with dignity and respect.	Therefore, it is my responsibility to be caring and compassionate to those in my learning community.
I have the right to learn without being interrupted.	It is my responsibility to participate and contribute to a positive learning environment.
I have the right to develop my talents and my skills.	I am open to new learning styles and implementing and applying strategies/skill sets
I have the right to receive help when I need it.	It is my responsibility to be receptive to help offered.
I have the right to learn to read, write and access information.	I access and use reference material from diverse cultural, national and international sources.
I have a right to be accepted as an equal, whose unique characteristics contribute to the diversity of our community.	Therefore, I treat others with understanding, peace, tolerance, equality and friendship. My responsibility is to accept all peoples, races, ethnic origins, language bases, gender diversities, and cultural or religious beliefs.
I have a right to a reasonable time to rest, relax and play.	I use my break times in responsible ways.
I have the right to conduct research and use the information to guide my learning.	It is my responsibility to follow the Academic Honesty policy



### Rights and Responsibilities to Self and Others.

I have the right to be myself and to be accepted in school for who I am and as a learner. Everyone should be able to play, work, read, study, teach or spend time quietly and peacefully without unwelcome interference. Therefore, I have the responsibility to act with integrity. Everyone's feelings and cultures are to be respected.

Personal Rights	Personal Responsibilities to Self and Others
I have the right to be treated with courtesy and respect	Therefore, my responsibility is to share my opinions respectfully with others and show open-mindedness
I have the right to an identity that I can express through my appearance, my choices, my culture, and my beliefs	I have a responsibility to represent myself in a respectful manner. I demonstrate open-mindedness in how others choose to express themselves
I have the right to make friends and be part of a group	It is my responsibility to be inclusive
I have the right to be protected from harm in mind and body	I have a responsibility to prevent others from coming to harm as a result of my actions. I seek help for others and myself.
I have a right to my privacy unless my health and safety is at risk	I understand that privacy is important to myself and others. Our health and safety come first.

### Rights and Responsibilities for Property

I have the right to feel safe and be safe in the school environment. I have the responsibility to support others in their safety. Therefore, we care for the property and environment of our school.

Property Rights	Property Responsibilities
I have the right to have personal belongings at school.	I take care of my belongings and keep them in a safe place. The items that I bring to school will not harm myself or others. I respect the personal belongings of others.
I have a right to a safe, clean and healthy school environment	I maintain safety by taking care of my own possessions and classroom or school environment.
I have a right to use age-appropriate resources and equipment to enhance my play and learning	I use, share, maintain and manage resources in a principled manner.
I am allowed to bring a phone or communication device to school.	I ensure that I use the phone or communication device only at the discretion of my teachers. I ensure that I will follow the IT device policy as it relates to being a digitally responsible citizen.

### **Behavior on Buses/Public Transportation**

In the interest of safety, students are expected to behave sensibly on buses/taxis and public transportation. They should remain seated at all times, wear a safety belt, and not interfere with the driver's task.

### **Student Dress Code**

All clothes should be marked with the student's name. Clothing should be clean and free of offensive graphics or language, and large holes and tears. No caps are allowed indoors. Slogans and logos on T-shirts may not include vulgarity or references to violence, drugs or alcohol. In the Middle and Upper School, students are asked to wear clothing appropriate to an educational work environment. We ask that parents support the school by helping the students make appropriate decisions regarding their clothing.

Parents should expect that children will often do messy project work and that clothes may get glue and water based paint on them. An effort is made to ensure that the children wear protective covering (plastic smocks or dad's old shirts), but there will inevitably be spills and other accidents, which can stain or damage clothing. Clothing must also be appropriate for play outdoors which can also be messy. Lower School students are required to wear a change of shoes in the building (this helps to keep the school clean). In Physical Education classes (PE) students must wear a suitable non-scuff sole indoor shoe.

### **Student Council**

ISU has two Student Councils, one in the Lower School and a combined Middle and Upper School Student Council. The student council is supported by a teacher with the aims being to:

- Give students a forum for feedback on their learning environment;
- Empower and encourage students to take positive action within their school
- Foster good communication skills

## **6. Health and Safety**

### **Safety and Security**

ISU aims to provide a safe and caring environment for all community members. It is our foremost goal to raise safety and security awareness within our community as responsible behavior and attentiveness are the key factors in keeping accidents and other risks to a minimum. To help ensure a safe school environment, various safety drills are practiced throughout the year.

### **Accidents & Health**

Minor accidents involving bruises, cuts and stings are dealt with by the teachers or assistants. In the case of more serious injuries we will immediately contact you and take your child to a doctor's practice nearby or to the hospital. Please make sure that we have your emergency number (mobile or business number) and don't forget to inform us about changes in numbers.

Medication

The school does not administer medication to students. Medicines, whether prescribed or non prescribed should be administered to children by their parents. Parents are required to inform the school if a student brings medicine to school.

### **Illness and Contagious Diseases**

Because colds spread quickly, we advise you to keep your child at home until all signs of illness are clear and your child is able to participate in all school activities. Showing this consideration for classmates and teachers will help to maintain a healthy school environment. If your child is on medication or has had a difficult night, please inform the teacher as this may influence his/her performance at school.

If you suspect your child has contracted a contagious disease, such as chicken pox, measles, whooping cough, mumps, impetigo, please do the following:

- Visit the doctor to confirm the diagnosis;
- If confirmed please contact the school immediately and keep your child at home for the amount of days recommended by the doctor.

In the case of the outbreak in school of contagious or nuisance diseases, such as head lice, school will use its best judgment about when, whether, or how to notify parents. It will, however, abide by the notion that, where appropriate, it is better to share information than not. When school receives information about a child having contracted a serious contagious disease, we will communicate information to parents in the child's class. If there is a more serious outbreak school wide the school will notify all parents.

## **7. Procedures**

### **Calendar**

The school calendar is published in advance of the upcoming school year. It will be available on the school's web site or from the office.

### **Arrival Times and School Hours**

Arrival time at ISU is between 8:00 and 8:30 am. At the end of instruction at 3:30 p.m., students can stay at school to attend After School Activities (ASAP Program) or to attend Homework Club or the After School Care Program (ASC) until 5:00 pm. Outside these hours, children are under the responsibility of their parents.

Students in grades 1 – 5 are not allowed to enter the school building until 8:25 a.m. Before 8:25 a.m. parents whose children attend the Early Years are kindly requested to bring their children directly to the classroom and to personally hand-over their child to the respective teacher.

Students arriving to Homeroom after 8:30am (8:25am Friday) will be marked **Late** by the Homeroom teacher. If a student arrives after 8:35am (8:30am Friday) they must go to the office to sign in.

Please note that there are early dismissals each Friday at 2:00 p.m. Teachers use Friday afternoons from 2:00 p.m. to 4:00 p.m. for faculty meetings and for curriculum planning and development.

### **Optional Extended School Day**

As an additional service, we also provide child care between 7:00 a.m. and 8:00 a.m. This service is only available for children who have been registered and who have paid in advance. Please register in the office if you would like your child to come early or stay late. For details regarding fees please refer to our financial regulations.

### **Teacher Workdays**

On occasion, school will be closed for teacher professional development. These days will be published in advance on the school calendar.

### **Attendance – Legal Obligations**

Please support your child in his/her learning by ensuring that he/she attends ISU regularly and fulfills the German Education Act for compulsory school attendance. You are kindly requested to keep your child's absences from school outside vacation times to a minimum. Absence not only impedes the learning progress, but it also affects the interaction within classes. Parents must telephone or submit a ManageBac attendance excusal to the school on the first morning of an absence before 8:30 am. If we have no information about an absence and the absent child has not arrived by 9:15 am, we will call home to confirm the reason for the absence.

If your child is absent for several days, please inform us about the approximate length of absence and let us know the reason so that we can give your child the appropriate support. Notification of an extended absence (3 days or more) should occur in advance, in writing as soon as you are aware of it. Students should see their teachers about work they will miss during their absence and are expected to make up any missed work.

In the event of a contagious disease please notify the office as soon as the illness is confirmed. Please provide a medical certificate before the child returns to school.

Because of the German Compulsory Education Act, ISU cannot grant excused absences for travel or extended vacations.

### **Leaving School**

Lower school students may not leave the campus during the school day, including lunch period, without authorization from a teacher. Grades 9 to 12 may be given permission to leave campus at lunch time at the discretion of the Upper School Principal.

### **Access to the School Building**

For security reasons, the school building is locked at all times. Video cameras are installed in the main office which allows ISU personnel to identify any person entering the school building. In order to enter the building, you are kindly asked to ring the bell. All visitors to the school must register at the office and wear a visitor's tag.

At the end of instruction, students not authorized to leave at that time need to join Homework Club or After School Care until being picked up.

Please understand that these measures are taken with your child's safety in mind. Parents and volunteers who stay longer than for drop-off or pick-up are asked to sign in and out of the building in the register at the office. This will ensure that we know who is inside the building in case of emergencies.

### **Parking**

There are several parking spaces available in the school's parking lot. As parents with children in the Early Years are asked to accompany them into the school building, we would ask for your understanding in giving them priority in using the parking lot. Should you wish to stay longer at the school because you have an appointment, please use the school's parking lot or look for a parking space on Schwabenstrasse.

### **Picking Up Children after School**

For your child's safety we kindly request parents of Early Years students to come inside the school building to collect their children and sign them out. Please note that for safety reasons, it is very important to know which children are still at ISU. The Lower School will have a detailed drop-off and pick-up procedure, which will be published at the beginning of the school year.

Children in Early Years are not allowed to leave the school grounds unless accompanied by an adult authorized for pick-up. Older children (grades 1 and up) may leave the school grounds at 3:30 pm and 5:00 pm alone if their parents signed and handed in a permission slip for unaccompanied leave. All students leaving the school premises however should sign themselves out in the register located at the main entrance. If for any reason you have to pick up your child before the regular time or if your child is being picked up by someone else, please make sure to inform the office and the teacher beforehand by email or letter if at all possible.

### **Back to School Night**

Back to School Night is held at the beginning of each school year. This is an excellent opportunity for parents to visit the school, to meet the ISU faculty, and to learn about the school's learning expectations and curriculum. Parents are encouraged to meet with their child's teachers and learn about the curriculum and classroom policies and procedures.

### **School Year Ending**

Please check the school calendar for the last official school day. Students will be presented their final report cards on that date.

### **Supplies**

Regular school materials (books, notebooks, folders) will be supplied by the school. Students should come prepared with basic learning items such as pencils, sharpeners, fountain pen, rulers, erasers and some colored pencils.

### **Lost and Found**

Each year many children misplace personal items. If a student has lost an article, they should check the Lost and Found box first. In regular intervals, items from the lost and found box will be donated to an old clothes collection. It is recommended that parents clearly write their child's name on all belongings.

### **Lunch and break**

Students may order hot lunches from a catering service online and Lower, Middle and Upper School students will eat their lunch in the atrium. Early Years students may eat either in their rooms or in the atrium.

It is the responsibility of the parents to ensure that a lunch for their child is ordered before 2:00 p.m. at least one day in advance. Parents who have not ordered are asked to ensure that children bring a packed lunch to school. Registration forms for this service are available at the ISU office.

Students should also bring snacks and drinks for the breaks during the day. When packing your child's snacks, please remember that healthy nutrition is a vital aspect of learning.

We ask that your child not bring hot drinks for reasons of safety; and sodas (e.g. cola) or other sweets (lollipops etc.) for reasons of health. Exceptions can be made for birthdays and other festivities at school. Please provide your child with a water bottle which can be used and refilled during the day. After lunch we encourage younger students to brush their teeth in an attempt to develop good dental hygiene habits. Either before or after meals, all students go outside, weather permitting.

### **Pets**

Please note that pets are not allowed inside the school building

## **8. Technology at ISU**

### **Behavior Using Computers**

Students are responsible for appropriate behavior on the school computer network. The network is provided to students to conduct research and to communicate with others. Access is a privilege, not a right and therefore entails responsibility.

Students are not to use the internet unless a teacher has given specific permission. Users of the computer network are responsible for their behavior and communication over both the Intranet and the Internet.

Students will be held responsible for their actions on the Internet and will be held accountable. The International School of Ulm/Neu-Ulm will assume no liability in the case of illegal activity on the part of the student. In particular, ISU expects its students to:

- Handle computers with care;
- Not eat or drink around computers;
- Clean up the computer area after each use;
- Report any computer related problems immediately;
- Use computers for school related tasks only;
- Save energy and follow ISU staff's instructions in how to do so
- Print documents only as authorized by a teacher.

### **Vision of Technology at ISU**

ISU uses technology to communicate, and to empower and inspire staff and students. We envision a school where learners are connected to the global community, enabling them to access and contribute to the ideas and perspectives of different people. We believe that everyone in our community should have adequate access to reliable technology tools and support to add value to their lives, their teaching and their learning. Students at ISU use technology for communication, collaboration and research, and develop technological literacy skills in an environment that values creativity. Staff at ISU use a variety of technological tools for innovative instruction, effective communication, efficient collaboration, and empowering professional development.



### **Acceptable Use of IT Policy**

The aim of this policy is to foster appropriate use of digital technologies and to establish attitudes and behaviours that will protect the students, the International School of Ulm/Neu Ulm (ISU) community and the school's IT resources. ISU always works with a data protection consultant to ensure the school is compliant with German law. Parents: please discuss the policy rules with your child to ensure he or she understands them thoroughly. Parents of our younger students should feel free to simplify the rules for their child or to contact the school for advice in this area.

#### **Technologies and Resources Covered**

The policy is in two parts:

- Specific rules relating to direct use of the school's IT resources
- Guidelines for the use of digital technologies both within and outside the school environment

Information Technology Resources at the International School of Ulm/Neu-Ulm (ISU) ISU's information technology resources, including Internet access, are provided for educational purposes. Students are responsible for good behaviour in this virtual environment just as they are in the physical school environment.

- All students have access to PCs, laptops and other digital technologies provided by the school.
- All students have access to shared local network resources and the Internet. • Students in Grade 6 and above have individual network accounts which are password protected. From Grade 6 to Grade 10, these passwords are controlled by the class teacher and IT and cannot be changed by the student. From Grade 11, students control their own passwords.
- All students have access to a shared account, set up with restricted permissions, that allows faster logins through the WiFi network.
- Students in Grade 6 and above have ISU email accounts on the domain is-ulm.de. For students in Grades 6 to 12, the account information may be shared with parents.

Whenever a student accesses the ISU network they implicitly accept the following terms: ISU network and Internet access:

Please remember that when you log on to the school's computers you are bound by the 'Acceptable Use of IT' Policy. This Policy is in place to protect our students and our network. Any attempt to bypass the access permissions set by the school to Internet sites or network locations will be considered a serious breach of this Policy. The school can monitor user accounts and Internet access and keep logs of inappropriate activities. Please use our IT resources thoughtfully and responsibly.

### **Supervision and Monitoring of IT Resources**

School and network administrators monitor the use of IT resources to help ensure that uses are secure and conform to the school's mission. The school reserves the right to examine, use and disclose any data found on the school's networks or information systems in order to further the health, safety, discipline or security of any student or other person, or to protect property.

They may also use this information in disciplinary actions, and will, where appropriate, furnish evidence of crime to law enforcement agencies in line with German and International Law.



### **Policy Regarding Use of IT Resources**

Please remember that access to ISU IT resources is a privilege, not a right, and that access requires responsibility. Individual users of the school's resources are responsible for their behaviour, actions and communications.

The following rules have been established and access to the school's systems implies acceptance of these rules.

#### **Students Must:**

1. Respect and protect the privacy of others.
  - a. Use only assigned accounts.
  - b. Not view, use, or copy passwords, data, or networks to which they are not authorized.
  - c. Not distribute private information about others or themselves.
  - d. Not publish any material that in any way references the school's community, community members, and its facilities without explicit permission from those persons portrayed (in accordance with German law § 22 Kunsturheberrechtsgesetz). This includes posts on social networks such as, but not limited to, Facebook, Youtube and Instagram.
  - e. Not permitted to either "friend" or accept friendship requests or connections within the context of social media sites from, or with ISU employees.
  
2. Respect and protect the integrity, availability and security of all electronic resources.
  - a. Observe all network security practices, as posted.
  - b. Report security risks or violations to a teacher or network administrator.
  - c. Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
  - d. Conserve, protect, and share these resources with other students and Internet users.
  
3. Respect and protect the intellectual property of others.
  - a. Not infringe upon copyright or intellectual property rights (no making of illegal copies of music, games, software or movies).
  - b. Not plagiarize.
  
4. Respect and practice the principles of community.
  - a. Communicate only in ways that are kind and respectful.
  - b. Report threatening or discomfoting materials to a teacher.
  - c. Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
  - d. Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
  - e. Not use the resources to further other acts that are criminal or violate the school's code of conduct.

- f. Not send spam, chain letters, or other mass unsolicited mailings.
- g. Not buy, sell, advertise, or otherwise conduct business, unless approved as a School project.
- h. Refrain from activities that may damage or obstruct the integrity of the school network resources and information.
- i. Students must be honest and accurate with their personal identity as the creator, sender, or receiver; and agree not to impersonate others electronically. This includes all digital communication: e-mail, wikis/blogs, social networking sites, etc.

### **Consequences for Violation**

Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's IT resources.

#### **Guidelines for Use of Digital Technologies**

New digital technologies mean that access to ISU IT resources extends beyond the physical boundaries of the school and that the distinctions between school and home are not so clear cut as they once were.

Please read carefully the following guidelines and notes on the use of digital technologies as they apply to staff, students and the wider ISU community.

### **1. Classroom use of Social Media**

Students are expected to refrain from accessing social network sites during school hours unless expressly asked to do so as part of a class activity. Teachers are required to limit class activities to approved online tools.

### **2. Classroom use of other public online applications**

Where online tools are used to share information with students or about the class or school, appropriate care must be taken regarding content and security. Specifically, no photos should include names of the children in the photos and no student/parent names or contact details should be displayed.

### **3. Contributions to wikis, blogs and online forums**

When posting messages to ISU forums or blogs, employees should use appropriate etiquette and avoid posts or responses that could be misinterpreted.

### **4. Social media relationships with students, alumni and parents**

Staff are instructed not to initiate or accept social media "friend" requests from current students (of any age) or former students under the age of 18. Staff are discouraged from "friending" parents of current or prospective students due to the inherent conflicts of interest that may arise.

### **5. Social networking sites**

Social networking sites usually have a minimum age for membership. Staff who see children under this age using these sites are asked to report the incident to the School Leadership.

## **6. Privacy settings**

On most sites, privacy settings can be changed at any time to limit search ability and access to profiles. Students should be prudent in allowing access to their online content, consistent with other requirements of this policy.

## **7. Use of ISU email accounts**

Messages sent from is-ulm.de email addresses should not include content that would reflect poorly on the sender or the school.

## **8. Data protection**

Make sure that your network account is protected with a strong password. Do not share this password with anyone. Change your password immediately if you have any reasons to believe your account has been or may be compromised (or shared).

## **9. E-safety**

All students (and parents) should be sure that they understand all the risks that digital technologies create and have clear strategies in place to minimize the impact of these risks. E-safety is taken very seriously at ISU. It is incorporated into the Personal, Social and Health Education (PHSE) syllabus and there are workshops and presentations that parents can attend where they can learn more and discuss these issues with teachers.

## **10. Emerging technologies**

As new technologies and technology initiatives emerge, it may be necessary to make changes to this policy. Where such changes are significant these will be communicated directly to students and their parents.

### **Bring Your Own Device (BYOD)**

*N.B. ISU is currently in the process of reviewing digital strategy and is planning a move from BYOD to a more robust and sustainable programme over the course of the coming year, and in consultation with parents. Parents are encouraged to speak to the EdTech Coordinator before making a purchase of an educational device.*

ISU has implemented a Bring Your Own Device (BYOD) to further foster and encourage the use of technology for learning. With classroom teacher approval, students may use their own devices in the classroom to enhance lessons, through access to digital textbook supplemental materials and increase access to learning content. Students are better able to connect with learning material and objects when they feel comfortable with the technology that they are using.

Please note that students who cannot bring their own device will be able to access and utilize school equipment. No student will be left out of our instruction but students who do bring their own devices may have greater optional access to technology to facilitate their learning in more self-directed ways.

### **What kind of device does your child need?**

We encourage parents to consider the variety of needs of their children when deciding which device would be the best. Each device has its own merits, however we would recommend a laptop, notebook or tablet with wireless capability.

Grade 9-12 parents considering buying a new device for their child may get the most return on their investment from a full service apple macbook. Parents of students in other grades are encouraged to speak to the EdTech Coordinator before making a purchase of an educational device.

All Grade 9-12 students are encouraged to 'BYOD'.

### **Access to the Internet and school server**

Students must register their devices on our BYOD Wi-Fi network. This will give them access to the Internet, school files and printers. Once on the WiFi network, all users will have filtered Internet access just as they would on a school owned device. ISU is not responsible for the content accessed by users who connect via their own tethering service (cellphones, air-cards, etc.).

### **Conditions of Use:**

Students and parents/guardians participating in BYOD must adhere to the ISU Acceptable User Policy (AUP).

- The student takes full responsibility for his or her technology device.
- The school is not responsible for the security of student-owned technology. • The technology must be in silent mode while in the school building.
- The student accesses only files on the computer or Internet sites that are relevant to the classroom curriculum.
- The student complies with teachers' request to shut down the device or put it away. • The student acknowledges that the school's network filters will be applied to one's connection to the Internet and will not attempt to bypass them.
- The student understands that bringing on premises or infecting the network with a Virus, Trojan, programme designed to damage, alter, destroy, or provide access to unauthorised data or information is in violation of the AUP and will result in disciplinary actions.
- The student realizes that processing or accessing information on school property related to 'hacking', altering, or bypassing network security policies is in violation of the AUP policy and will result in disciplinary actions.
- The school has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection. All personal devices must be clearly labelled with a student's name and grade.
- The responsibility for solving hardware/software problems will reside at home with parents or guardians.