Mar Qardakh School

Technology Policy

Developed in February 2014.

Reviewed in December 2021.

Date of next review: December 2024.

Related policies:

- Academic Honesty Policy
- Assessment Policy

Mar Qardakh School Mission Statement

Our mission is to empower students for life in the 21st century by providing them with a holistic, international education encompassing academic, social, spiritual and personal development.

I. Philosophy

Information technology plays a pivotal role in the education of the rising generation. Technology pervades all aspects of our lives offering new possibilities to the experience and quality of human services across all domains of human endeavour. With an expanding range of technology endowed services.

At Mar Qardakh, we believe that technology literacy is critical for students to succeed in their education and in their future careers. In our rapidly changing world, it is not enough merely to be competent in a variety of core computer skills. Rather, successful graduates must be able to assess a problem and determine how best to use the technological tools at their disposal to resolve problems, identify solutions and propose advancements to daily challenges not just in the workplace but also in their lives. They must be flexible and creative in meeting real-life challenges with informed and innovative solutions.

With the growth of the Internet, an unprecedented amount of valuable information is available to those who know how to locate and evaluate it. We believe that in order to conduct online research in a productive, scholarly and honest manner, students must be able to distinguish useful information from irrelevant or 'fake' information; identify a reasonable number of resources from an enormous pool; and discern which sources are legitimate and which are illegitimate.

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II. Technology at Mar Qardakh

1. Laptops

Every Mar Qardakh student owns a laptop designated for use in school. Each student is held responsible to bring his or her laptop to school every day and to keep it charged as needed.

Mar Qardakh students' laptops are among their most valuable learning tools. The laptop provides ongoing hands-on practice in crucial computer literacy skills, and encourages students to take responsibility for their learning by placing tools and information directly into their hands. The laptop is a central location for students to organise their thoughts and work, and complements the transdisciplinary and multidisciplinary emphases of the curriculum.

2. ManageBac *(marqardakh.managebac.com)*

ManageBac helps schools implement and manage their IB systems efficiently. This online management system gathers information on IB student profiles, unit planning, and assessment data information. Every Mar Qardakh teacher, student and parent has a unique ManageBac account.

3. Mar Qardakh School Management System (MQSMS)

The MQSMS platform is accessible from every Starboard. This is a secure electronic school-wide management system which facilitates the administrative requirements of taking attendance, reporting grades to the Ministry, and communicating daily announcements among administrators and teachers.

III. Acceptable Use Policy

This policy applies to student laptops as well as all Starboards, computers, and related devices belonging to the school.

1. Student laptops must comply with the school's published specifications (appendix II and III).

    Note: This guarantees that students will have the minimum required software to successfully access, complete, and otherwise participate in all assignments and tasks. Failure to adhere to these standards may put students at risk of falling behind in their schoolwork.

2. Students and teachers are responsible to care for all equipment that they use, to use all equipment appropriately and safely, and to immediately report any damage or malfunction to the IT Department.

3. The school recommends that teachers and students purchase a USB drive to facilitate work with electronic files.

4. Passwords, usernames, and other login information are private and confidential, and should not be shared with anyone.

5. Acceptable use of the Internet is outlined below:

    a) The Internet is to be used only for educational purposes. Students are not to access personal email, social websites, or games, while at school.

    b) In all online interactions, teachers and students shall be polite, respectful, appropriate, and shall positively represent the school.

    c) Possession of objectionable content (including, but not limited to, pornographic, violent, and drug-related material), online harassment or bullying, and other misuse of internet privileges will not be tolerated and will incur an appropriate level of sanction according to the level of breach.

    d) The school reserves the right to determine what constitutes acceptable use of the internet.

Violations of Acceptable Use Policy

We follow a three-warning system for violations of the above policy, as outlined below:

First offense	**First warning.** Parents will be sent a notice. The incident will be recorded with the appropriate Coordinator and the Head of School and placed in the student's file. The school will undertake individual counselling with the student.
Second offense	**Second warning.** The student's laptop will be confiscated and returned only to the parents. The incident will be recorded with the appropriate Coordinator and the Head of School and placed in the student's file. Parents must schedule a conference with the school to discuss the offense and collect the laptop.
Third offense	**Third warning.** The student's laptop will be confiscated and returned only to the parents. The incident will be recorded

	with the appropriate Coordinator and the Head of School and placed in the student's file. Parents must schedule a conference with the school to discuss the offense and collect the laptop. Parents must sign a form acknowledging their understanding that any additional violations will result in the student losing the privilege of using a laptop in the school.
Fourth offense	**Disciplinary action.** The student will not be permitted to bring his or her laptop on school premises or use a laptop in the school. As we are a laptop-based school, this will compromise the student's ability to succeed in school.

Appendix I: Related Documents

Mar Qardakh School

Mar Qardakh Street

P.O. Box 34 \ 1065

Ankawa-Erbil

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مدرسة مار قرداغ

شارع مار قرداغ

صندوق البريد 34 /1065

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Incident type: Third Violation of Technology Policy

Date:

Name of student: Grade/Year Level:

We, the undersigned, understand that the Mar Qardakh staff has found a third instance of our child misusing his or her laptop. We recognise the importance of laptops in education at Mar Qardakh, and we pledge that we will prevent our child from repeating this mistake. We understand that another violation of the Mar Qardakh Technology Policy will result in our child being unable to bring his or her laptop to school, with serious implications for his or her success at Mar Qardakh School.

_____   _____   _____

Student   *Father/Guardian*   *Mother/Guardian*

_____   _____   _____

Date   *Date*   *Date*

_____   _____   _____

Classroom Teacher   *IB Coordinator*   *Head of School*

_____   _____   _____

Date   *Date*   *Date*

Appendix II: School's specifications for PYP students Laptops

Mar Qardakh School

Mar Qardakh Street

P.O. Box 34 \ 1065

Ankawa-Erbil

مدرسة مار قرداغ

شارع مار قرداغ

صندوق البريد 34 /1065

Dear parents, the personal computer (laptop) is one of the important technologies that Mar Qardakh International School relies on to complete its educational mission. Therefore, every student must own his personal computer to use in performing the assignments and tasks required of him, and to bring it with him daily to school. So please consider the following:

1. It should be of a small size (Mini Laptop), it is not allowed for the student to bring a large size computer or any type of tablets.

2. To have the following specifications:
   - Size: 10" - 11" inch screen
   - CPU: 1.6 GHz or higher
   - Ram: 2GB or higher
   - Hard Drive: 160 GB or higher
   - Battery Life: 3 hours
   - Wi-Fi and Ethernet port
   - VGA port or HDMI
   - Minimum of 2 USB Ports
   - Bluetooth: Optional
   - Without DVD Drive

3. Required Programs: the programs need to be activated.
   - Operating System: Windows 7 or 8.1 or 10.
   - Microsoft Office 2010 or 2013 or 2016 (Word, Excel and Power point).
   - Antivirus: Total security: (Bit Defender or Kaspersky or Norton).
   - Other Applications: Google Chrome, Adobe Reader, Adobe Flash Player, VLC (Media Player).
   - Kurdish Font.

4. The following programs are not allowed to be installed on the student's laptop: Tango, Viber, Facebook Skype, Internet Download Manager, uTorrent, Connectify..... etc. And other social networking programs in addition to electronic games
5. It is the student's responsibility to charge his personal laptop before coming to school, and to protect it from damage, and it is the responsibility of the parents to look for its maintenance, in the event of any damage.
6. The laptop will be confiscated in the event that non-study materials or any other programs not recommended by the school are found.
7. The computer must be free of any password.

   Thank you for your cooperation with us.

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Dear parents, the personal computer (laptop) is one of the important technologies that Mar Qardakh International School relies on to complete its educational mission. Therefore, every student must own his personal computer to use in performing the assignments and tasks required of him, and to bring it with him daily to school. So please consider the following:

1. It should be of normal size. The student is not allowed to bring a small laptop or any kind of tablet.

2. To have the following specifications:
   - Size: 15" inch screen
   - CPU: Cori5, 2.0 GHz or higher
   - Ram: 4GB or higher
   - Hard Drive: 400 GB or higher
   - Battery Life: 3 hours or more
   - DVD Drive
   - Wi-Fi and Ethernet port
   - VGA port or HDMI
   - Minimum of 3 USB Ports
   - Bluetooth: Optional
   - Graphic dedicated

3. Required Programs: the programs need to be activated.
   - Operating System: Windows 7 or 8.1 or 10.
   - Microsoft Office 2010 or 2013 or 2016 (Word, Excel and Power point).
   - Antivirus: Total security: (Bit Defender or Kaspersky or Norton).
   - Other Applications: Google Chrome, Adobe Reader, Adobe Flash Player, VLC (Media Player).
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4. The following programs are not allowed to be installed on the student's laptop: Tango, Viber, Facebook Skype, Internet Download Manager, uTorrent, Connectify..... etc. And other social networking programs in addition to electronic games.
5. It is the student's responsibility to charge his personal laptop before coming to school, and to protect it from damage, and it is the responsibility of the parents to look for its maintenance, in the event of any damage.
6. The laptop will be confiscated in the event that non-study materials or any other programs not recommended by the school are found.
7. The computer must be free of any password.

Thank you for your cooperation with us.

Appendix III: Glossary

Computer Literacy: The knowledge and ability to use computers and related technology efficiently.

Information Technology: The use of computers and telecommunications to receive, store, transmit, and manipulate information or data.

ManageBac: An online management system which helps schools to implement and manage their IB systems efficiently.

Starboard: An interactive whiteboard found in every classroom.

Approved by:

Archbishop Bashar Matti Warda

Mar Qardakh School Governor

Hala Warda

Head of School