



GIFS SCHOOL HANDBOOK

STUDENT TECHNOLOGY USE GUIDELINES & POLICIES

Mandatory Laptop Policy – Grades 6th to 12th –

Gyeongnam International Foreign School is a Bring Your Own Device (ByoD) School for all students in grades 6-12. All students must bring a contemporary laptop computer to school each day to participate completely with the Gyeongnam International Foreign School curriculum. A cellular phone does not count as a device.

We believe that the use of laptops by students results in :

- Building on our specific K-12 curriculum standards as described by the *International Society for Technology in Education (ISTE)*.
- Increased 21st century technology expertise with specific hardware and software competencies – including typing – that goes beyond casual gaming and the casual use of Web 2.0 application.
- Improved research skills and the ability to attend to prolonged and mobile periods of research / archiving and note taking resources with browser software applications.
- An increase in student collaboration.
- More effective student engagement and use of school purchased platforms like Managebac and the newest digital curriculum resources.

Minimal Laptop Hardware and Software Requirements for ByoD

The minimal laptop hardware and software requirements are as follows:

Windows/PC

- Processor - Intel Core 2 Duo /Intel Core i3 CPU/ Intel Core i5 CPU/ Celeron/ AMD or any equivalent processor
- RAM of 4 GB or more
- Connectivity – WiFi, USB 2.0-3.0
- Operating system - Windows 7, OS or any other operating system having English Language Pack
- HDD/SSD – minimum of 100 GB for storing academic files and materials or access to Cloud storage
- MS Office 2007 (or newer)- Word, Powerpoint, Excel in English. Open office could be used as long as students are able to share files with peers
- Adobe Flash & Adobe Reader (can be downloaded freely from Adobe website)
- Web browser – Chrome/Safari/Firefox
- Power cord and adapters if needed for Korean power and a protective case

Apple/Mac

- If you currently use Apple hardware and software, we only ask that you acquire an English language pack/version of the software listed above.
- Install current Google Chrome browser

Additional Expectations and Student Responsibilities



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- Please note that these specifications are not mandatory but highly recommended. If you need any help please contact school IT coordinator.
- GIFS will not take any responsibility of any software installed on student's computer. Therefore, it is recommended that you have all licensed software. Microsoft and Apple both give educational discount to students.
- Please keep in mind the students will be using these devices daily and carrying everywhere. Therefore, it is recommended that higher configurations should be considered if you are buying new devices.
- GIFS *requires* that all devices are running in the English language. Teachers are not able to help students who use non-English as their system language. This requirement also allows teachers to monitor appropriate use of computers.
- **Please only use authentic (purchased) versions of operating systems and programs. Errors caused by illegal copies delay class and GIFS cannot guarantee support for machines with illegal versions of software installed.**
- Students are responsible for managing their battery power and hard drive space.

- Students should bring their own power cords to school every day. No borrowing allowed. Please label power cords with student names.
- Students are expected to backup their computers one time per month. Weekly backups are suggested. Parents should help remind students to backup their computers.
- Smartphones and tablets/iPads are not an acceptable replacement for laptops.
- Students are expected to download suggested official upgrades regularly.
- Earphones/Mouse - Earbuds need to be brought every day. If you use a mouse, bring that every day.
- See *GIFS Student Handbook* for guidance on appropriate use of software and computers. The *GIFS Acceptable Use Procedures Use for Technology* remains unchanged – students are responsible for their own actions with hardware and software at GIFS. Serious penalties will ensue for any cyber-bullying or inappropriate computer use.
- Teachers will determine specific use of all electronic/digital devices during instruction based on professional discretion.
- GIFS is not responsible for software or hardware repairs.

Cellular Phones

Student cellular phones may be brought to school and used with permission for educational purpose only during class or study time. During class time they are to be **TURNED OFF**. Phones may be confiscated if a student is in violation of this rule and will be returned to the student at the end of the school day. Repeat violations will result in a call to the parents/guardians and the phone will only be returned to the student after a meeting with the parents/guardians.

Electronics & PMD's (Personal Music Devices)

Cell phones, PMD's, portable game devices, or other electronics, must be put away and turned off during school hours. Calculators, laptop computers or any device that aids the student in school work is acceptable under supervision of the teacher. Any personal electronic item that is brought to school is the responsibility of the owner only. **GIFS is not responsible for lost or stolen items.**

Exceptions to the above policy may occur on field trips or other times at the discretion and approval of the adult supervisor.

Computer Use



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We value computers (used hereafter to include desktop and laptop computers as well as iPads, tablet computers, and any other internet-capable device such as a smartphone or web-enabled personal music device [PMD] such as an iPod Touch), technological tools, and access to the internet as a way to support and advance teaching and learning. We have made a considerable investment to ensure that we have access to these resources. In return, we expect everyone to be responsible and respectful users and to adhere to the following:

School computers will be used for educational purposes only. This includes during study hall, lunch break, or any “free time.” Students are not allowed to browse, chat, shop, or visit any non-academic sites.

Students will not damage the hardware or software in any fashion. Students are not permitted to change settings, desktop appearance, or download or install programs without a teacher’s permission.

Responsible Use of Personal Laptops

Students in Middle School and High School are expected to bring their own personal laptops to school provided these are used in ways that are consistent with the above guidelines; that is, we expect personal electronics to be used only for school-related activities. With their advisors, the Technology Use Agreement will be reviewed with students at the beginning of the school year.

Responsible Use

The Internet provides many educational opportunities, but also necessitates personal responsibility for its use. A responsible user will use the school’s electronic resources:

- In a considerate, ethical, efficient and legal manner.
- To support learning and enhance instruction.
- To complete instructional and administrative tasks requiring research, inquiry, problem solving and/or communication.
- In a manner that complies with GIFS school policies.