



Secondary ICT Policy

*At ISH our vision is to develop a community of caring, compassionate, honest, open-minded global citizens who enjoy learning in critical and creative ways.
We strive to develop a positive sense of self and engage with our world on a local and global scale.*

Policy Published: July 2022

REVISED: JUNE 2025

Table of Contents

<i>International School Haarlem ICT Policy</i>	<i>3</i>
<i>Safety and Privacy (GDPR)</i>	<i>3</i>
<i>Laptops</i>	<i>4</i>
Education	4
Individual Ownership	4
Student Laptop Responsibilities.....	4
The Rent Company.....	4
Software.....	5
<i>2025-2026 Laptop Requirements.....</i>	<i>5</i>
MYP1-3.....	5
MYP 3 and higher.....	5
<i>Other hardware requirements</i>	<i>6</i>
External mouse.....	6
Headphones.....	6
<i>Other Devices</i>	<i>6</i>
Mobile phones.....	6
Smartwatches.....	6
Tablets	6
<i>General ICT Rules and Expectations.....</i>	<i>7</i>

International School Haarlem ICT Policy

At ISH, our ICT vision is to promote healthy habits with technology by incorporating the purposeful use of technology into lessons. We teach students to use devices in an intentional and educational manner by emphasizing the value of balance between digital and non-digital forms of research, learning, and communication. Students also learn ICT safety and 'netiquette' explicitly as a part of the SEL education. Students may also participate in 'tech-free' days and engage with leaders in technology and learn how ICT use can affect their physical and mental health.

In other words, ISH students have a **balanced** and **principled** approach to technology:

- *We understand the importance of balancing different aspects of our lives- intellectual, physical, and emotional- to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.*
- *We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere.*
- *We take responsibility for our actions and their consequences.*

–IB Learner Profile

We have developed this document as a policy and contract between the school and the students and families of the ISH community.

The ISH ICT policy is reviewed annually by the Educational Technology Leader together with the pedagogical leadership team (MYP Coordinator, DP Coordinator, CP Coordinator, and Head of Education) to ensure compliance with IB requirements. Edits or additions are presented to the staff, students, and the participation council (Medezeggenschapsraad; MR). It is also subject to a two-year review by the Senior Management Team and MR.

Comments or questions about the ICT policy should be directed to [Katie Vigna](#), Educational Technology Coordinator.

Safety and Privacy (GDPR)

Student privacy and data management is of the utmost importance at ISH. Therefore, only approved apps and software will be used by students at ISH for school-related tasks. Our GDPR team approves all web subscriptions to ensure Data Privacy and Protection for our community.

Students will only use school devices to take pictures or videos of students and/or staff under the supervision of a teacher and with their permission. This includes images taken with webcams, mobile phones, digital cameras and tablets. Any images taken by students will be stored by the school and used for school purposes only, in accordance with school policy. They will not be distributed outside the school network without permission. ISH families will be asked annually to update their photo permissions.

Students understand that they should **never** give out any personal or private information, such as name, phone number, address, and images of themselves or others. Students will **never** arrange to meet another person or give out personal information unless specifically approved by their teacher, and their parents will be informed about this.

Laptops

ISH is a Bring Your Own Device (BYOD) school. All students in ISH Secondary are required to bring their own laptop. The ICT team revises the BYOD plan for each new school year, taking into account input from current students and teachers, as well as IB requirements.

Education

The ICT team has worked hard to support students and staff with BYOD. We have seen the challenges students face when their device is less capable than their classmates'. To ensure everyone has equal access to learning systems and support, we would like all students to work with the same device. This enables our teachers to assist students equitably, while also allowing students to help one another. We have spoken to the current students and staff and have made thoughtful choices about how to support students with their laptops.

Individual Ownership

We know that students take pride in owning and looking after their own device. We support the idea that if students bring their own device, they will feel a sense of ownership and responsibility for their laptop. We require all incoming ISH Secondary students to have a **school-supported Windows device** from The Rent Company. Please see the up-to-date requirements, which can always be found on the school website.

Student Laptop Responsibilities

- Students will have their own laptop. The laptop belongs to them, and it is their responsibility to take care of it, ensuring it is fully charged each night and bringing it to school every day.
- Students are also required to bring their own working laptop charger with them to school every day, in case they run out of battery.
- Missed work due to no/low battery will be made up on the student's own time. A detention may be issued when students are unprepared for class and cannot complete their assigned work.
- Laptops are students' personal property. During school hours, laptops may only be used during lessons or study periods under the guidance of the appropriate teacher.
- Laptops can be easily damaged. Students will take care of it by ensuring it is kept in a hard, protective case and by being careful when opening and closing the screen.
- Downloading content from the Internet or connecting to unsafe sites can lead to viruses and malware infecting their laptop. It is the student's responsibility to keep their laptop in a safe working condition.
- Laptops can be confiscated for misuse. Laptops confiscated during the school day are given to a member of SLT and held in Admin until the end of the school day at the student's own risk.

The Rent Company

The Rent Company (TRC) is a trusted organization that provides educational laptops to schools across the Netherlands. Our school board, IRIS, also partners with The Rent Company to support

many of its schools. We have worked closely with The Rent Company to create a custom agreement for ISH students. The laptops provided by TRC feature a special rubberized shell, making them more robust for young learners. They also come with a safe carrying case and a 24- or 36-month service agreement, which provides parents with security and peace of mind when purchasing a new device.

Software

ISH is a Google for Education school, and all students will receive a G Suite for Education login. All assignments will utilize Google Apps, and therefore, no additional word processing software is required. We also provide Microsoft Office for the upper secondary students. The class teacher also provides subject-specific software, as necessary.

2025-2026 Laptop Requirements

MYP1-3

All incoming students in MYP1-3 can buy or rent a 14-inch Dell Pro 14 Education laptop provided and supported by The Rent Company. In the lower years, we offer a choice of an i3 or an i5 processor. Please select the laptop that is best for you and your student. The laptop comes with a rubberized case and a protective cover. It also includes in-school service and a replacement device as needed for 24 or 36 months.

Click on this link <https://rentcompany.nl/en/ordering> and enter the code **SKQ7RXN** to visit the ISH webshop. Students can use this laptop for the duration of the service contract.

This laptop has:

- a built-in webcam
- touchscreen
- a spill-resistant keyboard
- in-school support
- replacement device at school if broken/ damaged

MYP 3 and higher

All incoming students in MYP3 and higher can buy or rent a 14" i5 Dell Pro 14 Education laptop with a touchscreen. In the upper years of Secondary school, we require an i5 processor to allow access to more sophisticated software, as well as meeting the requirements for devices used for the IB eAssessments in MYP5. Click on this link <https://rentcompany.nl/en/ordering> and enter the code **ZEV8622** to visit the webshop.

This laptop has:

- **IB eAssessment hardware requirements**
- a built-in webcam
- a spill-resistant keyboard
- touchscreen
- in-school support
- replacement device at school if broken/ damaged

Please note that a comparable device is not permitted.

Other hardware requirements

External mouse

This is required for certain applications and programs in Design and Technology; a touchpad is not an acceptable alternative. These are available at The Rent Company and shops such as Action or online at bol.com.

Headphones

Students sometimes need to listen to videos, use talk-to-text or record on their own device. It is both helpful and more sanitary if each student has their own headphones that connect to their own device.

A note about headphones

Students should bring headphones to listen to videos or online lesson materials as needed. They may be required for lessons such as music, languages, or talk-to-text. Headphones are not to be worn unless instructed to do so by an ISH staff member. Wearing headphones or listening to music without permission is an ICT violation and may result in after-school detention. Wearing headphones is not allowed between classes or at break times. MYP5 students are required to have a pair of wired headphones for the eAssessment.

Other Devices

Mobile phones

Mobile phones are not permitted to be used at school. Mobile phones must be in airplane mode or off and should always be stored in student lockers. ISH has a 'See It, Hear It, Lose It' policy, and phones will be confiscated if they are not turned off and stored in student lockers for the entire day. This also applies to field trips unless otherwise specified by the ISH Staff. Mobile phones confiscated during the school day are given to an SLT member and held in the Admin office until the end of the school day, at the students' own risk. In addition to the phone being confiscated, a consequence of an after-school detention will apply, as this is an ICT violation.

Smartwatches

Smartwatches may only be worn in airplane mode as specified in the Pupil Handbook. The use of a smartwatch in lessons constitutes an ICT violation and will be subject to the consequences outlined below.

Tablets

All ISH Secondary students starting in the school year 2025-2026 **must** have [the above Dell from The Rent Company](#). We ask that mobile devices not be used at school. We have in-school iPads available for student use, with projects assigned at the teacher's discretion. DP/ CP students may consult with Ms Vigna and their form tutor if they would like to use an additional device to support their unique learning needs.

General ICT Rules and Expectations

School ICT systems (including the Internet, email, digital photography and video, etc.) may only be used for school-related purposes. **This means students may only use their personal devices at school for schoolwork and homework.**

Using social media messenger services such as, but not limited to, Messages, Hangouts, WhatsApp, Discord in school is not allowed. Using a school or personal email during the school day for non-school-related purposes is not allowed. Use of any of the above will result in a consequence as outlined below.

Students are expected to:

- log on to Moo, email, ManageBac and all other school-related accounts with only their school username and password
- change their passwords regularly and not reveal them to anyone.
- use their school email address for school-related purposes only.
- make sure that all ICT communication with students, teachers or others is responsible, sensible and respectful. Students understand that teachers and staff can ask to see their personal device(s) if necessary.
- act responsibly when using the Internet. This includes the resources they access and the language used.
- not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If they accidentally come across any such material, they will report it (confidentially) to a teacher immediately.
- ensure that their online activity, both in school and outside school, will not cause their school, the staff, students or others distress or bring them into disrepute.
- always respect the privacy and ownership of others' work online. Students will always acknowledge the source of any work used as a resource. Students understand that not citing their sources is plagiarism. For further details, please see the ISH Academic Integrity Policy.
- know that a teacher at any time can ask them to show their internet history and/or open tabs or desktops during a lesson.

ICT Contract and Consequences

<u>ICT Violation</u>	<u>Consequence</u>
Unauthorized use of mobile phone during school day	Phone confiscated for the day. May also result in after-school detention for repeated offences.
Wearing headphones in hallway/lesson	Student must put them away when asked. Logged in ClassCharts.

	May also result in after-school detention for repeated offences.
Gaming during lesson	Immediate after-school detention.
Viewing/sharing inappropriate images/websites	Immediate after-school detention.
Uncharged laptop/missing charger	Work may be completed in a detention or after-school, at teacher discretion.
Forgotten laptop/dead battery	Student will work offline for the day. They may call a family member from front desk and ask for device to be brought to school. No replacement is available. Missed classwork will be logged in ClassCharts and must be made up with the class teacher. This may be in a detention, at teacher discretion.
Broken Laptop - TRC	Students with TRC devices can bring the broken device to admin to receive a loan laptop until theirs is repaired.
Broken Laptop -MacBook (Students who started at ISH before August 2025)	Students who do not have a Rent Company device may borrow a Chromebook for the day. Their parents must email the form tutor the day before and explain the issue and duration for the repair.
Use of smartwatch	Smart watch confiscated for day. May also result in after-school detention for repeated offences.
Use of desktop chat during school (includes inappropriate use of school email as a chat function)	Immediate after-school detention.
GDPR / Privacy Violation	Immediate after-school detention. Additional consequences may apply.
Inappropriate Use of AI	Consequences follow ISH Academic Integrity Policy

Students who repeatedly abuse or break these rules may have alternative consequences applied such as day(s) where they work offline, etc. These consequences will be made with the student, ICT Coordinator and Form Tutor as needed.

If you have any questions or concerns about the ICT requirements in MYP, please do not hesitate to [email Ms Vigna](#). We are always here to support you.

Thank you,

Ms Katie Vigna
Educational Technology Coordinator

Mr Jules Hulshof
ICT Advisor