GERMAN
EUROPEAN
SCHOOL
MANILA

Use of Technology Policy
English Section – Secondary

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Use of Technology Policy

Purpose

The Use of Technology Policy at GESM aims to create a safe and productive learning environment that leverages technology to enhance educational experiences while ensuring the responsible use of digital tools. This policy is aligned with the school's Code of Conduct and embodies the values of respect and responsibility. Furthermore, it adheres to the Philippines Data Privacy Act, ensuring that the privacy and protection of personal data of students, teachers, and staff are upheld. It outlines the expectations for students, teachers, and staff regarding the use of technology within the school setting.

Scope

This policy applies to all students, teachers, and staff at GESM during school hours, as well as during school-sponsored events and activities.

Policy Guidelines

1. Mobile Phones

- **Classroom Use**: Mobile phones are not allowed for students in class unless explicitly permitted by the teacher for educational purposes. However, teachers may use mobile phones for professional matters such as taking attendance, accessing Teams, and other educational tools.

- **Break Times**: Phones are allowed during break times; however, students may only access age-appropriate and appropriate websites.

- **Toilet Breaks**: Phones are not permitted during toilet breaks to ensure privacy and safety.

- **Swimming pool, Gym and auditorium**: Phones are not allowed unless explicitly allowed by teachers.

2. Tablets and Devices

- **Tablet/laptop Requirement**: Students are required to own a tablet/laptop and have it ready for use throughout the school day. This device should be utilized for educational purposes.

- **Device Registration**: All devices accessing the school's Wi-Fi must be registered with the IT department. Only one device per student is permitted to connect to the school network.

3. Official Platform

- **MS Office 365**: The school's official platform is Microsoft Office. The official online classrooms platform is MS Teams. This platform will be used to replace on-campus classes during school closures and to communicate important information.

- **Login Credentials**: each student and staff are responsible for changing their password after being issued personal credentials. It is not allowed to share them or to use someone else's credentials.

- **Responsibility**: It is the student's responsibility to check MS Teams regularly for updates, assignments, and announcements.

- **Access**: Parents are not allowed in MS Subject Teams video calls or chats. Student of different classes are not allowed in Teams and Video call unless specifically allowed by the teacher.

4. Filming and Social Media

- **Filming Others**: It is strictly forbidden to film others without their consent. Filming during classes is only permitted if allowed by the teacher for class projects.

- **Social Media Posting**: Posting school content on personal social media accounts is prohibited. Only content shared through the school's official media channels is allowed.

- **Staff and Social Media**: Teachers and staff are prohibited from being friends with students on personal social media platforms to maintain professional boundaries.

5. Communication

- **Communication Channels**: Communication between teachers, parents, and students should only take place on MS Teams or via school-provided email accounts. Parents, students and teachers are required to use teachers' official work emails for all school-related communication.

- **Professional and Respectful Communication**: Communication between school community members should always be professional and respectful, reflecting the values of the school.

- **MS Teams Chat Function**: Students using the chat function of MS Teams must do so professionally and refrain from inappropriate content, bullying, and other forms of behavior that are not in accordance with the school values and Code of Conduct.

6. Use of School-Owned Technology

- **Supervision**: The use of school-owned technology, including computers, tablets, and other devices, must be done under the supervision of a teacher or authorized staff member.

- **Care and Responsibility**: Students are expected to take care when using school-owned technology and must avoid any actions that could damage or break the equipment. Any damages must be reported immediately to a teacher or staff member.

7. Usage for Pedagogical Purposes

- **Prioritization of Resources**: Teachers should prioritize the use of the school's subscription websites, educational apps, and media content that are aligned with the curriculum.

- **Age-Appropriate Content**: When selecting films and documentaries, teachers must ensure that the materials are age-appropriate and suitable for the students.

- **Sensitive Topics**: While teaching may require addressing difficult topics, teachers are advised to avoid very controversial material that might hurt or alienate certain students. Discussions should be approached with sensitivity and consideration for the diverse backgrounds and beliefs of students.

- **Student Work Sharing**: According to the Philippines Data Privacy Act, any student work shared with third parties must receive the student's confirmation prior to sharing.

Enforcement

- It is everyone's responsibility to promote responsible usage of technology; the school can't place a teacher behind every student. As stated in our Code of Conduct, responsibility, integrity, and respect should guide everyone. Teachers and staff will always first encourage and promote the school values as indicated in the Code of Conduct before taking any disciplinary action.
- Repeated or serious violations of this policy may result in disciplinary action, which may include warnings, confiscation of devices, or further consequences as outlined in the school's Code of Conduct. The school reserves the right to review any device used on school property to ensure compliance with this policy.

Conclusion

At GESM, we believe that responsible use of technology is essential for creating a positive and effective learning environment. By adhering to this policy, students, teachers, and staff contribute to a culture of respect, safety, and academic integrity. We are committed to abiding by the Philippines Data Privacy Act, ensuring that the privacy and protection of personal data are maintained. Upholding the school's Code of Conduct and embodying the values of respect and responsibility in our use of technology will foster a supportive community where everyone can thrive. We appreciate the cooperation of all members of the school community in maintaining these standards

For any questions or concerns regarding this Use of Technology Policy, please contact the school administration at secretariat@gesm.org.