HQIS Electronic Devices and Usage Policy

1. **Device Policy**

**Laptop Policy**

Information Literacy and Technology Literacy are essential for our children’s success and educational development. HQIS values the importance of digital citizenship. It is committed to cultivate responsible and respectful digital citizenship. We strive to create engaging and innovative ways for our students to acquire knowledge. HQIS requires students from G6 through 12 to bring a laptop computer for use at School on a daily basis (or as instructed). Please reference below the HQIS policy regarding laptop specifications.

The school does not require parents to purchase additional software for a laptop beyond Microsoft Office. Pages and Keynote are not permissible for submitted work.

* 1. Teachers may recommend additional free applications throughout the year.
	2. It is likely that a laptop over five years old will no longer meet the learning requirements of the student. As a result, HQIS recommends that laptops are newer than 5 years old.
	3. Parents are responsible for purchasing the student-use laptop.
	4. HQIS does not sell laptops, nor issue any official Chinese government tax receipts (fapiao) for any laptop purchases, nor include the cost of a laptop purchase on a student's tuition invoice.

**Mobile Phones**

Cell phones may serve as an outstanding instructional tool and learning resource if used appropriately. We encourage our staff members and our students to use electronics and other 21st century devices to supplement instruction and learning. However, it has been proven that students who are on cell phones when it is not part of the instructional lesson are not fully engaged in learning. In order to preserve the teaching and learning environment, this part is to clarify the cell phone policy for HQIS. The policy is:

1. Cell phones and all functions within the cell phone (i.e. cameras and all other applications) are prohibited in the following areas unless expressly permitted by a staff member for educational purposes: Classrooms, Science Labs, Restrooms, all Physical Education Areas, all School Office Areas, the Agency Room and the Owl Cafe.
2. Students must comply with staff directives, including but not limited to, ending phone conversations for student-staff interaction and using appropriate voice volume and device volume. When in use, cell phones must be on silent mode so that no audible ring tone is heard.

1. Students using cell phones in any manner that disrupts the educational environment, from within or from outside the classroom, or violates the rights of others, including, but not limited to, using the device in violation of our academic honesty policy, violating school conduct rules, harassing or bullying staff or students, photographing or video recording or using their device for unlawful purposes will be subject to more severe disciplinary action, up to and including suspension and/or expulsion.
2. The respectful, non-disruptive use of cell phones is permitted in the school cafeteria during lunch period and any other school area except those listed above. As soon as the threshold of the classroom or any prohibited area is crossed, during the school day, cell phones need to be put away and made undetectable (i.e., silenced without vibration).
3. Students are required to place their phones in the designated area inside the classroom **immediately upon entering the classroom**.
4. Violation of the cell phone rules as stated above will result in the confiscation of the device. The device will be held in the Dean of Students office until the end of the school day. Students may pick up their phone following a behavioral contract review of this policy at the end of the school day. Repeat offenders will be subject to further disciplinary actions.

g. The capture of any image, video or audio should be with the permission of of the subject of the recording or the parents in the case of Early Years students. It will be considered good practice and operating policy that students beyond the age of 9 are consulted before any video material created for educational purposes is shared with parents or students beyond the immediate class. Images and recordings which do not have an educational purpose should not be captured and shared.

h) The capture of electronic recordings, audio and visual, can entail a breach of Safeguarding Policy and Anti-bullying Policy and all community users must respect the identity, image and voice of students and teachers as persoanl property and within the rightful control.

i) In the case of performances, concerts, drama and presentations, staff and students will be made aware of the likelyhood of electronic recording and the need to preserve the good reputation of the school, their own reputation in the future and their responsibility for the well-being and reputation of classmates, colleagues and other community memebers.

August 2021