



MINISTRY OF EDUCATION

ACCEPTABLE DEVICE AND TECHNOLOGY USE POLICY

SECTION 1 POLICY STATEMENT

Extensive ICT infrastructure has been supplied to the school system. All public schools have Internet connectivity and are equipped with computer laboratories at both the primary and secondary level. Further, primary level students are being afforded access to tablets and secondary level students access to Chromebook's and laptops. This is complemented by the commencement of initiatives to supply teachers with devices (e.g., tablet, laptop) that complement those used by their students. Consequently, the primary policy focus of the Ministry of Education St. Kitts and Nevis (MoESKN) is to ensure optimal use, care, maintenance, timely replacement, and environmentally responsible disposal of this ICT infrastructure. From this perspective, the following policy commitments are noted:

1. The Ministry considers use of technology resources to be a privilege that is granted on the condition that each member of the education sector respects the integrity of information technology resources and the rights of other users. The Ministry of Education St. Kitts and Nevis will take a system-wide approach to information security to help identify and prevent the compromise of information security and the misuse of MoESKN technology.
2. Ministry of Education is dedicated to providing equal opportunity for all students and employees, including those with disabilities. This includes providing equal access to information and communication technologies (ICT) such as devices, intranet, Internet, websites, electronic documents, and educational and training materials.

Right to Update this Acceptable Use Policy

Because technology, and our intended use of technology are continually evolving, the Ministry of Education (MoE) reserves the right to change, update and edit its technology policies at any time in order to meet procedural and instructional needs, while protecting the safety and well-being of our students and community. To this end, the Ministry of Education may add additional rules, restrictions, and guidelines at any time.

SECTION 2 PURPOSE AND CONTENT

Access to information technology is integral to the educational mission and vision of our institution. We utilise technology in nearly every facet of instruction, activity, service, research, and operation of our school system. The following guidelines provide expectations for the use of technology as it affects our school and educational community. We ask all users to employ their

best judgment when it comes to the use of technology and keep in mind that the stipulated guidelines related to technology are not meant to supersede our other school policies, but rather to complement them.

This policy outlines the acceptable use of electronic devices to maintain a safe and secure education environment with the goal of preparing students for the future, improving learning, and fostering digital citizenship.

Though the Ministry provides certain technologies, we recognise that members and guests of our community also have their own technology devices that they bring to our school campuses and school events. Our policies address the appropriate use of both technologies provided by the MoESKN and personally owned technological devices.

All users should be sure to read and understand the policies below before using the school's network and other technologies, as well as any personally owned technology. Use of school technology resources will imply understanding and agreement of the terms set forth in this policy.

SECTION 3 DEFINITIONS

Bandwidth

Bandwidth is a measure of the amount of data that can be transmitted in a fixed amount of time.

Copyright

The exclusive legal right to reproduce, publish, sell, or distribute the matter and form of something such as a literary, musical, or artistic work.

Copyright infringement

The copying or reproducing of copyrighted material without the authority to do so.

Cyber-Bullying

Cyber-bullying is when someone sends derogatory or threatening messages and/or images through a technological medium in an effort to ridicule or demean another. Cyber-bullying also takes place when someone purposefully excludes someone else online, creates a fake account or website impersonating, criticizing or making fun of another.

Hate Literature / Speech

Any kind of communication in speech, writing or behaviour, that attacks or uses pejorative or discriminatory language with reference to a person or a group on the basis of who they are, in other words, based on their religion, ethnicity, nationality, race, colour, descent, gender or other identity factor.

Mobile Device

For purposes of this policy, a mobile device is any portable electronic device which provides some of the functions of a computer such as a tablet, cell phone, music player, camera etc.

Network

The network is defined as the school’s computers, mobile devices, and other digital electronic equipment (such as printers/copiers, interactive whiteboards, projectors, etc.), and the wired and/or wireless communications network on which they operate.

Plagiarism

Presenting work or ideas from another source as your own, with or without consent of the original author, by incorporating it into your work without full acknowledgement. All published and unpublished material is covered under this definition as is the use of material generated wholly or in part through use of artificial intelligence. Plagiarism can also include re-using your own work without citation.

Spam

Spamming is sending an unnecessary and unsolicited message to a large group of people.

User

For the purposes of this policy, user is an inclusive term meaning anyone who utilises or attempts to utilise technology owned by the school. This includes students, staff members, parents, and any visitors to the school campus.

SECTION 4 DEVICE ISSUANCE and CARE

PART A: Device Issuance

The Ministry of Education St Kitts and Nevis (MoESKN) believes that the use of Information and Communication Technologies (ICTs) play a central and transformational role in ensuring that our students and teachers are allowed to learn, work and function in a technology-rich environment.

The MoESKN provides technology devices to students to facilitate the completion of basic educational activities. Devices are issued by the Ministry of Education for a period based on the following:

- device type,
- duration of the device warranty period (1 year for tablets and 2 years for laptops), and
- education level of recipient

All students enrolled in a public school will be afforded use of the following:

Grades K – 6	An android tablet with carrying case and screen protector.
Form 1 and 2	A Chromebook

Forms 3 through 5	A laptop with carrying case.
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All students receiving a device must adhere to the guidelines set forth in this document. MoE technology administrators retain the right to inspect and/or collect the device at any time and to alter, add or delete installed software or hardware. This includes spot checks throughout the school year.

The necessity to collect devices and related equipment when applicable, at any time during the year or at the end of the school year, is at the discretion of the MoESKN administration. Upon request students should be able to provide the device as well as all related equipment issued with the device. Failure to do so will result in a replacement charge.

PART B: Device Care

1. The device is not to be altered in physical form at any time by the user. No stickers, decorations or markings or any kind may be applied to the device or related equipment.
2. The attempted opening of an MoESKN issued device by users is strictly prohibited. The unauthorized opening of devices will result in the voiding of the applicable device warranty.
3. Extreme care should be taken when transporting devices. Heavy items and device peripherals (e.g., power cords and adapters) should be secured separately when transporting the device to avoid potential damage.
4. Any attempt to gain administrative credentials on any MoESKN device or system will not be tolerated and is subject to discipline as determined by the MoESKN administration.

User Responsibilities

All users are responsible for:

1. Registering their electronic device with the school and submitting a signed Use of Electronic Devices Agreement prior to connecting to the school network.
2. Ensuring electronic devices are used in accordance with school policies and procedures.
3. Caring, maintaining, securing, and storing electronic devices.
4. Preserving privacy of accounts, login names, passwords, and/or lock codes to maintain security of electronic devices and data.
5. Maintaining safe and productive learning environments when using electronic devices.
6. Practising digital citizenship.

All administrators are responsible for:

1. Informing users of the MoESKN policy on Acceptable Device and Technology Use.
2. Providing information to users explaining how to connect electronic devices to the school network.
3. Establishing and monitoring digital citizenship.

4. Responding effectively to disciplinary issues resulting from inappropriate electronic device usage.
5. Communicating appropriately with school personnel, parents, and students if school policy is violated from electronic device usage.

Teachers are responsible for:

1. Creating equitable learning opportunities that include electronic devices for education purposes when relevant to curriculum and instruction.
2. Determining when students are able to use school or personal electronic devices for educational purposes.
3. Supervising students' use of electronic devices.
4. Responding effectively to disciplinary issues from inappropriate electronic device usage.
5. Communicating appropriately with administrators, parents, and students if the school policy is violated from electronic device usage.

Students are responsible for:

1. Using electronic devices for educational purposes in approved locations under the supervision of school personnel while in school or at school events.
2. Implementing virus and malware scanning on their electronic devices.
3. Reporting any inappropriate electronic device usage to a teacher or administrator immediately.
4. Ensuring their electronic devices are charged prior to bringing them to school.
5. Continuing to learn using an alternative method if an electronic device malfunctions or is confiscated due to technology use infractions.

Parents are responsible for:

1. Helping their children take all reasonable steps to care, maintain, secure, store, and transport their electronic device.
2. Helping their children preserve the privacy of accounts, login names, passwords, and/or lock codes.
3. Identifying the electronic device by labelling it, recording details such as make, model, and serial number.
4. Encouraging their children to follow school policy and practise digital citizenship.
5. Assuming all responsibility for their child's unauthorised use of non-school internet connections such as a 3g/4g cellular phone network.

SECTION 5 DEVICE USAGE

PART A: Privacy

The Ministry of Education will usually not interfere with an individual's technology use, as long as no activity violates policy, law or compromises the safety and well-being of the school community. However, the Ministry of Education reserves the right to monitor and regulate

activities that take place using Ministry-owned technology or any devices connected to the school network.

Further, the MoE reserves the right to investigate any reports of inappropriate actions related to any technology used at school. In response to reports of unauthorised use of technology, the Ministry of Education reserves the right to inspect all emails and messages sent through the school's network or accessed on a school computer, any files saved onto Ministry owned technology, or under school-based accounts. Further, web browsing on school grounds may be monitored. Individuals should have a limited expectation of privacy when using both Ministry owned and personal technology on school property or at school events.

PART B: Expectations for Technology Use

All Ministry owned technologies, the school network, and its Internet connection are intended primarily for educational purposes. Educational purposes include, but are not limited to, academic research and collaboration, classroom activities, career development, communication with experts, homework, and a variety of other activities.

Many recreational uses of the school network and other technologies are permitted, unless those activities are prohibited elsewhere in this policy, or in cases where the activity interferes with any operational or educational process of the school, teachers or other students. Where a teacher or other school employee directs a student to cease a given activity, the student should comply. The Ministry of Education is not responsible for restricting, monitoring or controlling the electronic communications of students; however, it reserves the right to do so.

Electronic devices brought to school shall be restricted to educational purposes in approved locations and times under the supervision of school personnel. Students shall:

1. Use electronic devices in accordance with the expectations set forth in this policy.
2. Comply with guidelines set by school personnel for the use of electronic devices while on school property or while engaged in a school-sponsored activity.
3. Access the school network using approved infrastructure only.

The Ministry of Education is not responsible for any damages, injuries, and claims resulting from infractions of the acceptable device and technology use policy.

Digital Management

Student devices are preconfigured for deployment in a MoE mobile device management environment. Students do not have administrative privileges on the device. Any attempt to gain administrative privileges to alter or remove any school-installed configuration is strictly prohibited.

Downloads, File Storage, and Sharing

To ensure that devices have enough memory available, students must have all school-related content installed on their device before loading personal content. All users are expected to maintain copies of school and work-related files in cloud-based or hardware storage. The MoE has deployed the Microsoft M365 cloud and desktop platforms, which provide users with free, 1 terabyte (1TB) cloud storage of content. Therefore, the use of Microsoft's free services are strongly recommended to avoid the loss of content.

Students are discouraged from downloading, adding, or installing new programs, software, or hardware onto school-owned devices, unless expressly directed by a teacher and permitted by the technology unit. Downloaded media files of a personal nature should not be stored on school-provided local or cloud storage. The MOESKN reserves the right to review, restrict or remove personal content, and to limit certain device functionality.

Internet Access and Data Security

Students are prohibited from revealing personal information about other students, faculty, or the administration, such as name, phone number, address, passwords, etc. through any means of digital communication on a school-owned device. This includes email and internet web sites, as well as social media, such as Facebook, Twitter, Snapchat, iMessage, etc.

Social Networking and Web Publishing Technologies

While on a school campus, access to social networking websites, photo-sharing websites, messaging tools, and online publishing such as blogging, and website creation tools may be controlled by Internet filtering technology or may require the express permission of a teacher or school administrator. Social networking sites may be permitted based on grade-level appropriateness and instructional relevance. In such instances, users may utilise these tools, and digital social connections for responsible academic collaboration and sharing.

Recording, Video, and Photography

Students are only permitted to capture or send photographs, video or live streaming content on school property or at school events under the supervision of a teacher. Furthermore, students may not capture personally identifiable audio, photos, or video footage without documented permission from those being recorded and when authorised by school personnel for educational purposes. Any student appearing in captured photos or video may not be identified by name.

No identifiable photographs, video or other media of any person, may be published on the Internet, stored on the device, or used in print without appropriate written consent. All media recordings (audio, video, typed, etc.) require prior written permission from all parties being recorded. Appropriate written consent for any minor student is defined as a signature by a parent or legal guardian of the student.

Cell Phones and other Mobile Devices

The Ministry of Education shall permit student possession of personal electronic devices on school property and at all school sponsored activities while the student is under the supervision of school staff. These devices shall be kept out of sight and silenced or powered off during the instructional day unless otherwise permitted by MOESKN policy or school procedures. Mobile apps such as calculator, camera, voice-recorder, and an unlimited number of other communications and collaborative apps available on many smart phones may have educational relevance and may be utilised in a responsible manner if the supervising teacher or adult permits. Use of personal electronic devices that disrupt the instructional day or include unauthorized use shall be prohibited.

PART C: Unauthorised Use of Electronic Devices

General

Prohibited uses of electronic devices includes, but are not limited to:

1. Areas where there is a reasonable expectation of privacy, such as bathrooms.
2. Downloading files that are unrelated to educational activities.
3. Engaging in non-educational activities such as playing games, watching videos, using social media, listening to music, texting, or taking personal calls.
4. Cheating on assignments or tests.
5. Accessing information that is confidential.
6. Using photographs and audio/video recordings for a purpose unrelated to school assignments.
7. Obtaining unauthorised access and using it to alter, destroy, or remove data.
8. Engaging in cyberbullying which involves using technology to harass, threaten, embarrass, or target another person.
9. Circumventing school's approved network infrastructure to access Internet connections using an external wireless provider.

Respect for the Privacy of Others

Schools are communities and community members must respect the privacy of others.

- Students may not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to others.
- Students may not misrepresent or falsely assume the identity of others.
- Students may not pretend to be someone else online or use someone else's identity.
- Students may not re-post information that was received privately without the permission of the sender/owner of the information.
- Students may not post private information about others.
- Students may not use another person's account.
- In circumstances where a student has been given another user's account with special privileges, that account may not be used outside of the terms under which it was given.

Inappropriate Communications

Inappropriate communication is prohibited in any public messages, private messages, and material posted online by students. Inappropriate communication includes, but is not limited to the following:

- Obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by students.
- Information that could cause damage to an individual or the school community or create the danger of disruption of the academic environment.
- Harassment, specifically persistently acting in a manner that distresses or annoys another person, personal prejudicial or discriminatory attacks, and cyberstalking of others.
- Knowingly or recklessly posting false or defamatory information about a person or organization.
- Communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices.

Cyberbullying

Students may not engage in any form of cyber-bullying, that is, using any technology to harass, insult, antagonize, slander, demean, humiliate, intimidate, embarrass, or annoy others. Cyber-bullying in any form is unacceptable and will not be tolerated. Any cyber-bullying, on or off-campus, that is determined to substantially disrupt the safety and/or well-being of a person or the school is subject to disciplinary action. If a student utilizes a device to harass or bully a fellow student the device will be confiscated, disciplinary action will be taken, and a parent meeting will be scheduled with the school's Behavior Management Team.

Offensive material

Students may not access material that is offensive, profane, or obscene including pornography and hate literature. Hate literature is anything written with the intention to degrade, intimidate, incite violence, or incite prejudicial action against an individual or a group based on race, ethnicity, nationality, gender, gender identity, age, religion, sexual orientation, disability, language, political views, socioeconomic class, occupation, or appearance (such as height, weight, and hair color).

Users must not access, display, or store this type of material. If a student accidentally accesses or receives obscene, pornographic or otherwise offensive material, they are to immediately notify a teacher or an administrator so that such material can be traced and/or blocked from further access. This is not merely a request; it is an obligation.

Spam

Spamming can occur through emails, instant messages, or text messages. Students may not post or send chain letters or spam.

Commercial Use

Commercial use of school technology is prohibited. Students may not use school technology to sell, purchase, or barter any products or services. Students may not resell school-supplied network resources to others, including, but not limited to, network/Internet access, and disk storage space.

Plagiarism and Intellectual Property

All students are expected to maintain academic honesty. Plagiarism, that is, claiming someone else's work (e.g., image, text, music, or video) as one's own, or incorporating portions of someone else's works into one's own work without citation is unacceptable and will not be tolerated. Students must make sure to appropriately cite all resources used in all work. Students should never utilise someone else's work without proper permission.

Further, a student should not post or make accessible to others the intellectual property of others including, but not limited to text, photographs, and video of someone other than themselves. This includes intellectual property that students were given permission to use personally, but not publicly. This behavior violates MoESKN policy and constitutes copyright infringement.

SECTION 6 CONSEQUENCES OF VIOLATION OF POLICY

Part A: Response to Policy Violations

The use of school-owned technology devices and networks, on school property or at school events, is a privilege not a right. This privilege comes with personal responsibility; where an individual fails to act responsibly with their use of technology, the privilege of that use may be suspended and/or revoked.

Individuals who do not comply with this Policy will be subject to appropriate consequences. Consequences may include, but are not limited to, the following either singularly or in combination depending on the individual circumstances:

- Temporary confiscation of the device.
- Search of device contents to locate evidence of misuse.
- Limitations, suspension, and/or revocation of access privileges to personal and school technology resources.
- Disciplinary measures up to and including expulsion, legal action and prosecution by relevant authorities.

The Ministry of Education is not responsible for any damages, injuries, and/or claims resulting from violations of responsible use of technology.

Part B: Disciplinary Action

Disciplinary Action

Students are expected to follow all rules and regulations outlined in this policy, as well as those indicated by staff. Students who do not follow these rules will be subject to school disciplinary action up to and including loss of device and Internet privileges.

Students engaged in illegal acts are subject to suspension, in the first instance, and may be subject to legal action or eventual prosecution by local authorities. The Ministry of Education cooperates fully with local authentic in all investigations related to illegal activities conducted on school property or through school technologies.

SECTION 7 PROCEDURES

Part A: Device Repair and Replacement

Device Repair

All device repairs are coordinated by the MoE in accordance with the device warranty. If a user suspects their device might have an issue, it is not the user's responsibility to attempt to repair the device. At the first sign of any issue, hardware-related or software-related, it is the user's obligation to contact the school administration.

The school and school personnel shall not be responsible for any negative consequences to electronic devices caused by running specific software or by accessing the school network. If the device becomes inoperable due to a system error, the MoE will make every effort to provide a spare device for use while the device is being repaired or replaced. The terms of the technology policy also apply to the substitute computer.

Any attempt by users to repair a device, be it on their own or through the service of a device repair company, could result in a voided warranty and a charge for the device. MoE personnel shall not provide repair or replacement for user-owned electronic devices.

Device Replacement

If the first and subsequent issued device is damaged, the user may choose to pay charges for an additional device. If the user chooses this option, the additional charge will be US\$550. The user may also choose to provide their own device with the approval of the MoE.

Charging cords, power adapters and carrying cases are issued with all student devices. If a student loses or damages a charging cord or power adapter, the student may choose to pay charges for a replacement. The charge for replacement power cords/adapters is US\$40. The student may also choose to provide their own compatible charging device with the approval of the MoE.

Devices and related equipment issued may be collected at the end of the term and/or school year. Devices will also be collected at the time of permanent student withdrawal (e.g., intention to migrate) at which time a thorough inspection will occur. Any visible issues, damage, or missing parts will be noted. A school administrator and the student will sign that all necessary collection

actions have been completed and discussed. Charges may be assessed for replacement of missing components and/or any excessive damages that hinder use of the device.

Lost and Stolen Devices

Users are solely responsible for the care and use of personal electronic devices they choose to bring to school. Users bringing these devices to school do so at their own risk. The Ministry of Education and school personnel shall not be liable for the loss, damage, misuse, or theft of any student-owned electronic device possessed or used during the school day while on school property or in school buildings, vehicles, or contracted vehicles, during transport to and from school, while attending school-sponsored activities.

If a Ministry issued device or related equipment is lost or stolen on school property, the user must immediately report this to the school administrator. If the device or related equipment is stolen when away from school property a police report should be filed, and the school administration must be advised of the theft and the police report. The MoE is not responsible for stolen devices. If the device is not recovered, the cost of a replacement device will be assessed.

SECTION 8 ACKNOWLEDGEMENT AND AGREEMENT

Paste device acceptance forms