

Dear DIS Families,

All students starting from Grade 3 and up will have a personal Dresden International School G-Suite for Education account. With this account, students will be able to utilize valuable G-Suite for Education applications. We integrate these tools in our learning programme to prepare our students with the 21st century digital literacy skills they need. Guided by teachers, students develop valuable digital citizenship skills that will empower them as learners. Lessons integrating technology prepare students to become skilled communicators, digital collaborators, creative designers, and ethical researchers. Dresden International School technology resources for classrooms include Chromebooks, iPads, and Macbook devices. We also have our “Bring Your Own Device” programme for our MYP / DP students.

## G Suite for Education

**Grade 3 Students** receive a DIS G-Suite for Education limited access account. With this limited G-Suite for Education account, students have restricted google drive access for Google Classroom, Docs, Slides, Sheets, and Meet Limited. Grade 3 students will not be granted email access.

**Grade 4 and 5 Students** receive a DIS G-Suite for Education limited access account. The Grade 4 and 5 student accounts will have the same features as the Grade 3 accounts. In addition they will receive a Calendar and Gmail Account. The Gmail account is restricted and only works when sending emails within the school domain (@dresden-is.de).

**Grade 6 and beyond** Students will have full access to DIS Student G-Suite for Education account with Google Drive.

*NOTE: Google Drive applications can be accessed from any internet connected device with a web-browser, including smartphones and tablets. Although special software is not required, it works best when using a chrome browser.*

### **How will the accounts be administered?**

While Google hosts the email and online services provided by the school, student accounts are administered by school IT staff. Students retain the email address for the duration of their attendance at Dresden International School. If a student leaves DIS prior to graduating, the email address is deactivated upon the student's leaving the school.

### **Disclosure about privacy**

Dresden International School is a G-Suite for Education School. Google stores user account information in data centers worldwide. While the jurisdiction is not in Europe, Google adheres to all of the privacy and child protection laws of the United States as well as Google standard contractual clauses from the European Union regarding GDPR. In addition, Google is registered with the US-EU Safe Harbor agreement, which helps ensure that their data protection compliance meets European Union standards for educational institutions. Further information regarding G-Suite for Education Privacy Policy can be found here: [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html)

## Additional Online Learning Tools

In addition to our G Suite for Education tools and applications, teachers may take advantage of the opportunity to use additional tech learning tools to complement their integrated teaching practice with G Suite for Education. These web-based tools used by many international school programs, can further inspire and empower our students to harness technology in an innovative and collaborative way. Better preparing our students with the digital fluency skills needed in today's world. These educational tools allow for engagement in classroom discussion by providing online platforms that will allow students to share written responses, resources, images, videos and etc. based on the lesson provided by the teacher.

The online tools will only be used with Dresden International School email logins. In addition, teachers may provide students with a secure code to log in for additional privacy. Student lessons shared on these platforms will be managed and monitored by their teacher.

To learn more about some of the digital learning tools that teachers may choose to use see links below:

<https://edpuzzle.com>  
<https://edpuzzle.com/privacy>  
<https://info.flipgrid.com>  
<https://legal.flipgrid.com/privacy.html>

<https://kahoot.com/>  
<https://kahoot.com/privacy-policy/>  
<https://www.adobe.com/education/k12.html>  
<https://www.brainpop.com/>

<https://nearpod.com/>  
<https://www.managebac.com/>  
<https://www.mackinvia.com/>  
<https://padlet.com>

## What are the students' responsibilities?

As with any computer or network resources provided by the school, the [Student Technology Acceptable Use Policy](#) provides acceptable use guidelines.

Per General Data Protection Regulation (GDPR), please provide valid consent for your child to use the educational online learning tools listed above and be assigned a G Suite for Education account below. I understand that by participating in GSuite for Education, information about my child will be collected and stored electronically. I have read the privacy policies associated with the use of GSuite for Education. I have read the privacy policies associated with the use of GSuite for Education.

YES, I give permission for my child to learn with educational tech tools with the assignment of a Dresden International School G-Suite for Education account.

Student(s) Printed Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_

\_\_\_\_\_ Grade Level: \_\_\_\_\_

\_\_\_\_\_ Grade Level: \_\_\_\_\_

Parent Printed Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Student Technology Expectations IT Acceptable Use Policy

This document specifies the important ground rules that students must follow when using Technology, IT services and IT equipment at Dresden International School.

### Students will:

- Use IT equipment respectfully and carefully.
- Keep personal data and login data secret.
- Not duplicate, modify and/or distribute copyrighted materials (in accordance with German copyright law).
- Not distribute illegal content over the local area network or through the internet.
- Not distribute personal data (name, birth date, personal photos) of themselves, classmates or teachers to the public.

### Use of computer and media equipment in the school

#### *Login Information*

- All students may receive logins and passwords for access to the school's computer systems and network.
- Users must choose their own passwords. Passwords should be complex.
- When a student is finished using a device, the student must log out.

#### *Password Secrecy*

- Students have the responsibility to protect the secrecy of their passwords.
- The school administration has the right to deactivate any login.
- Students are not allowed to use someone else's username and password to access the school's computer systems and/or network.
- Students are not allowed to obtain passwords of other system users by any means.

#### *Copyrighted Materials*

- Students may not duplicate, distribute or alter copyrighted digital media without the express written permission of the copyright owner.
- Students may not store copyrighted material. Copyrighted material may be deleted without notification.

#### *Computer Use for School Purposes Only*

- The school computer systems and network may only be used for school-related purposes.

#### *Device Use*

- The school does not take any responsibility for loss, theft, or damage of personal electronic devices.
- Students may not alter, damage, or otherwise attempt to corrupt any computers or devices.
- Students may not have food or drink near a computer or computing equipment.
- After finishing using a school device, a student should leave it ready for the next person.
- Students may not use school electronic devices without the permission and supervision of a teacher or staff member.
- Students will not use devices for the purposes of academic malpractice.
- **Damaged Items:** In the case that an item of the school's IT equipment has been damaged, students should report the damage to a teacher or school staff member immediately. If a student has damaged an item, that student's parents/guardians will be billed for the replacement or repair of the damaged item.

## System Configurations

- Students may not change the installation and configuration of the school systems.
- Students may not access, modify, delete or destroy another user's files.
- Students may not deactivate virus scanners and configured start-up processes.
- Students may not install software on any school device.
- Students may not introduce malicious applications to the schools systems.

## Printing

- Students may use the printers and copiers in the hallways, library, and secondary technology lab to print.
- Students are given an individual budget for printing every school year. Once a student's balance reaches zero, he or she will have to request additional copies.
- The school reserves the right to charge fees or to turn off a student's printing account in the case of excessive copying or printing.

## The BYOD (Bring Your Own Device) Program

Students are expected to bring their own computer device everyday as part of their required school supplies from Grade 6 onwards. Their device will serve as one of many learning tools that teachers and students will be utilizing on a day to day basis. The BYOD Program is intended to provide balanced and meaningful use of technology integrated by teachers throughout student academic curriculum. This will facilitate our learners to develop essential 21st century technology and digital citizenship skills needed in today's world.

### *BYOD Device Specifications:*

We recommend the use of Chromebooks in the school. Any Chromebook less than three years old is suitable. We will also be able to support Windows 10 and MacOSX Mojave and higher.

### *Student Expectations BYOD*

- Students will install and use google chrome browser on their device for use at school.
- Students will make sure their devices keyboard and system language is in English or German.
- Students will make sure that their device is charged and fully functioning during the school day.
- Students will keep their school work in their school Google Drive so that they can access it from any device.
- Students know that sometimes their device may need repair, and will tell their parents about any problems immediately.
- Students will bring their device to all classes except those taking place in the sports hall.
- Students will close the lid of their computer device when a teacher instructs them to do so.
- Students will use their device solely for school work when in class.
- Students will follow their parents' expectations regarding their device use outside of school.
- Students will not use software, videos, or websites that are inappropriate. Teachers and parents will guide in making good choices.
- Students will not use their devices for the purposes of academic malpractice.
- Students understand that student devices are only permitted to connect to the DIS Wi-Fi, and will not use any means to work around the school's network security systems.

## Internet Access and Use

### *Prohibited Use*

Students who access the Internet at school should avoid legally prohibited or inappropriate websites. In the case that a student accidentally accesses such a page, the student should report this to a teacher or staff member immediately.

### *School Web Filter*

One of the ways that the school controls and monitors web access for students is via a web filter. Students may not attempt to bypass the school's web filter.

### *Download of Internet Content*

- Students may not download copyrighted digital media.
- Establishing and using file sharing networks is not allowed.
- Downloading software and making that software available to others is not allowed.
- Any file that is deemed inappropriate by school administration may be deleted from the schools computing resources without notice.

### *Access to School Databases*

In some cases, students may receive general logins and/or passwords to school acquired, academic resources on the internet. Students may not share logins or passwords for these resources with individuals outside of the school.

### *Online Subscriptions and Purchases*

- Students may not enter into any subscriptions, contracts or agreements while at school.
- Students may not provide personal information online in exchange for internet services.

## Publishing Content Online and on Social Media

### *Illegal Content*

- Posting pornographic, violent, racist, youth-inappropriate, or intentionally-harmful content is forbidden.
- Content should not be posted online that would bring harm to the school's image.

### *Personal Photos*

Students may not post or upload photos of other students, teachers or school staff members online unless they have written permission from those individuals in the photographs. In the case that the photographed person is less than 18 years of age, written permission from that person's parent/guardian is required.

### *Use of School Identity*

Students may not publish content on behalf of the school without the written permission of the school administration.

## Data Security

### *Supervisory Measures, Administration*

- The school has the responsibility to supervise student activity on the computer systems and the school network. For this reason, data and activities are monitored.
- IT administrators may freely access all files and folders stored on public and shared directories.

### *Email & Online Learning Tools*

- The school will provide accounts for email and online productivity tools for students.
- School email and productivity tools should be used for academic purposes.
- Students may not send mass mailings or any other inappropriate messages.
- Using another person's account is forbidden.

## Final Agreement

### *Parent/Guardian Signature*

A student may not have access to the school's computer systems and network until this form has been signed by the student's parent/guardian and returned.

### *Cases of Inappropriate Use*

The school administration reserves the right to restrict access of or temporarily remove access from students who do not adhere to the rules in the school. In serious cases, a student may be banned from the school's systems. Students who do not follow the rules outlined in this policy document may face additional disciplinary and/or legal (civil or criminal) consequences.



## Confirmation email address for ManageBac and the Parent Evening System

*Die deutsche Übersetzung finden Sie am Ende.*

Dear parents,

We would like you to join our ManageBac portal. With this portal, parents will have access to important information such as the assessment calendar, as well as grades for all summative assessments in the ManageBac grade book.

As the parent portal provides access to confidential data, we need to ensure that we have your permission, as well as the correct (private) email address for both parents.

**It is required that at least one parent has to have access to ManageBac thereby also to the booking system for the parent-teacher-conferences!**

Date of today:

Student Name:

Grade:

### The email addresses to be used to access the confidential parent portal

First Name Guardian 1:

Surname Guardian 1:

Email Address Guardian 1:

First Name Guardian 2:

Surname Guardian 2:

Email Address Guardian 2: *must be different from the one above*

Please do not use an email address such as info@...

Please do not send handwritten information.

Once we have your returned permission slip, we will provide you with access to the parent portal. ManageBac will send a welcome email. Do not respond to the email, simply follow the instructions to change the password.

*For translation only:*

Liebe Eltern,

Wir würden es begrüßen, wenn Sie sich an unserem ManageBac Portal anmelden.

Über dieses Portal haben Eltern Zugriff auf wichtige Informationen wie den Assessment Kalender und Bewertungen aller Leistungskontrollen im Notenbuch in ManageBac.

Da das Eltern Portal Zugriff auf vertrauliche Daten gibt, benötigen wir Ihre Zustimmung ebenso wie je eine korrekte (private E-Mailadresse) für beide Eltern.

Wir erwarten, dass sich zumindest ein Elternteil auf ManageBac und damit auch an unserm Buchungssystem für die Eltern-Lehrer Konferenzen anmeldet.

Schülername Name:

Klasse:

Diese E-Mail Adressen können für das Elternportal genutzt werden:

Name Erziehungsberechtigter 1:

E-Mail Adresse:

Name Erziehungsberechtigter 2: *(Andere E-Mail-Adresse als oben erforderlich)*

E-Mail Adresse:

Bitte verzichten Sie aufgrund der Vertraulichkeit der Daten auf E-Mail-Adressen wie info@...

Bitte schicken Sie uns keine handschriftlichen Informationen.

Sobald Sie uns die Einverständniserklärung zuschicken, erhalten Sie Zugriff auf unser Elternportal.

Sie werden von ManageBac eine Willkommens-Mail erhalten. Bitte antworten Sie nicht auf diese Mail sondern folgen Sie den dort enthaltenen Anweisungen um ein Passwort zu erstellen.