

Angel Kindergarten Information and Communication Technology Policy

Our Mission

*We nurture students that take on challenges,
care for and collaborate with others*

Our Vision

*We strive to create a community which
promotes lifelong learning and
knowledgeable international-minded people.
Our children will grow into adults who are
kindhearted and takes on challenges*

Rationale

The Angel Kindergarten Information and Communication Technology Policy, (hereinafter referred to as ICT Policy) exists to inform the community regarding our support of the goals of ICT at Angel Kindergarten. The ICT policy also exists to protect the community, including students, students' families, and the school's staff by handling personal information in an orthodox manner. This policy was made by all teachers of Angel Kindergarten.

IB Standards and practices regarding technology

Standard 0202 regarding environment and student support practice 0202-01 states that: "The school provides relevant human, natural, built and virtual resources to implement its IB programme(s)." and practice 0202-05-0100 states that "The school identifies and uses a variety of human, virtual and physical resources in the wider community that aid and extend student learning."

The goals of ICT at Angel Kindergarten

Angel Kindergarten's philosophy regarding ICT goes in line with the IB standards and practices. Technology is an essential part of our daily lives, and we believe it is necessary to support and extend the learning environment through it. Although we see the importance of technology used within learning, we value analog tools as well.

The goals of the usage of ICT at Angel Kindergarten are the following:

- To communicate with stakeholders, including students, families, and the larger community.
- To track student progress.
- To extend and enhance learning.
- To keep the learning alive during a crisis.

The tools we use

As stated, personal information is sensitive; therefore, it is important that we work within secure platforms. Angel Kindergarten uses three different digital platforms to store personal information: a network attached storage (NAS), G-suite (a cloud service provided by Google Drive), and SeeSaw (an online portfolio). All three platforms are secure and can only be accessed by authorized users. Personal information is also securely stored analogically within the office.

Student progress tracking and communication

Student tracking is stored in Google Drive and SeeSaw. Teachers use computers, tablets, and smartphones to track student progress. Student progress is communicated to parents and legal guardians through SeeSaw, telephone, and a daily logbook. General information is communicated through the previously mentioned ways, and additionally through the school's homepage. Personal information is not posted on the homepage.

Protection of personal data

When students enroll in Angel Kindergarten, parents or legal guardians are informed of the tools and methods used to communicate and track student progress and personal data. Angel Kindergarten and its teachers will never share any personal information with any third parties, unless parents or legal guardians have agreed. Students will also be informed of the purpose of the personal data we use, and that we will not share it with any outside parties.

The above statement regarding sharing information also applies to parents and legal guardians. This means that personal data is not to be shared or used by anyone without consent. By enrolling in Angel Kindergarten, all parties will agree to this to avoid any legal issues.

Extending and enhancing learning

By using ICT, we can extend the learning beyond the classrooms. Students can choose to use ICT when they want to go beyond the classroom environment. ICT also helps us develop and reinforce our understanding of the units of inquiries. It also supports the development of various approaches to learning. It is important for us to be caring and principled, and to understand how to use ICT in such a way that it does not compromise anyone. Therefore, students will together decide with their teachers on the essential agreements for ICT used within the classrooms.

The use of ICT includes but is not limited to:

- Researching online
- SeeSaw activities
- Educational websites
- Educational applications
- Video streaming services

Online learning during a crisis

Since the Corona (COVID-19) crisis has started, ICT has become even more important in order to keep the learning going. Angel Kindergarten has the tools to continue the learning online when necessary. We work to promote learning at home mainly through SeeSaw. Although learning and inquiry at home is important, it is necessary to address the fact that we cannot have the same expectations during a crisis where only online teaching is available. This should be recognized by all parties in the community.

This concludes Angel Kindergarten's ICT policy.