UNIS HANOI

LEARNING TO INSPIRE

Technology
Handbook
2018 - 2019

Introduction

Our vision for technology at UNIS Hanoi is that we will be a leader in the region in the use of technology for learning.

Students and parents are introduced to the UNIS Hanoi Technology programme through a series of lessons, workshops and training sessions. The material that we cover in those activities can also be found in this handbook and at UNIS Hanoi Connect, a place for UNIS Hanoi training videos and tutorials located at **http://tech.unishanoi.org**. The UNIS Hanoi Technology programme is dynamic and as changes occur in the programme, new workshops will be presented and this handbook will be updated.

We strive to make technology as intuitive, usable, and efficient as possible. Let us know what we can do to help you get the most out of UNIS Hanoi through technology.

Sincerely,

Michelle Matias
ES Technology Coordinator

Paul Swanson
MSHS Technology Coordinator

Ed Gilbreath
Tech Director

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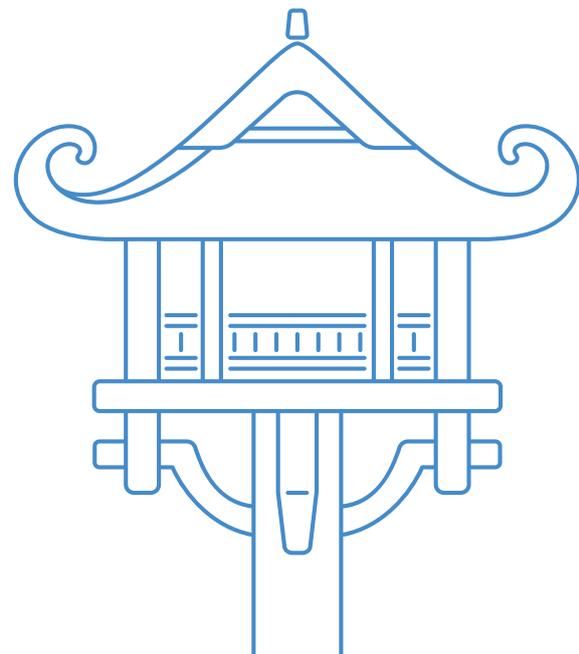
Technology at UNIS Hanoi

Our vision is that UNIS Hanoi will be a leader in the region in the use of technology for learning. We believe that technology, when used appropriately, provides opportunities to support, engage, enhance and transform student learning.

UNIS Hanoi strives to create learning experiences where technology is integrated through all curriculum areas in the context of classroom learning. We seek to equip the students with the skills and knowledge they need to learn and live productively in an increasingly digital world. Our inspiration for tech integration comes from the ISTE 2016 Standards for Students.

UNIS Hanoi has adopted a flexible learning model that encourges teachers to collabroatively identify and agree on the aims and uses of technology before integrating it in the classrooms. To provide more student support, the teachers work together with the Technology Coordinators in integrating technology into the curriculum.
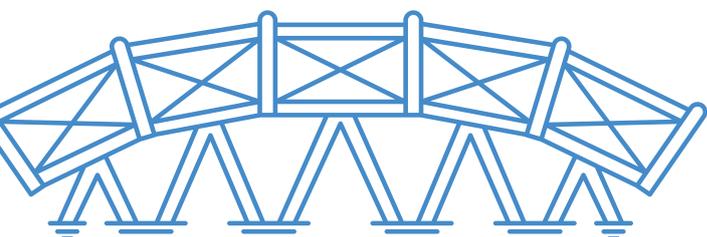
Devices

At UNIS Hanoi, every student in Grades 2-8 is given a device to use during the year. In addition, our High School students use a variety of family owned deviced as part of our BYOD Programme. We are a Google Apps for Education school and our students currently use a combination of iPads, Chromebooks and Macbooks.

- **ECC to Grade 3**: students enjoy the use of multimedia resources such as iPads, Chromebooks and other mobile devices.
- **Grade 4-6**: students are each issued a Chromebook and have access to shared iPads.
- **Grades 7-8**: students are each issued a Macbook to allow them greater access to applications and software.
- **Grades 9-12**: students are bringing family-owned devices running either Windows or MacOS. Please see our BYOD Guidelines for more information.

Filtering

We have installed Sophos antivirus software on all student and faculty computers. The purpose is to prevent students from accessing inappropriate websites both at school and off-campus. in addition we have installed an appliance to filter all network traffic on campus. Like all filters, they are not perfect and sometimes sites get blocked that should not be blocked. If as a student, you find a site that you think should not be locked, please inform any teacher and the teacher will contact the Tech Support Office to have the site unlocked.

Carry your device safely.

Keep your device in an appropriate case or laptop bag.

Keep your device away from food and drinks

Digital Citizenship

At UNIS Hanoi we define digital citizenship as the "ethical dimension of digital life". The purpose of digital citizenship is to help people be healthy, safe, and balanced. To work and thrive within a supportive school community it is vital that all members of the UNIS Hanoi Community understand what it means to be a responsible digital citizen. Please refer to our ES and MS/HS Responsible USe Agreements.

Our top priority is to make sure that students, staff and parents feel safe physically, emotionally, socially, and intellectually. If a student endangers, bullies, intimidates, or harrasses another student, we will take such an incident very seriously.

It is important for students who are the victims of such behavior to tell a parent, teacher, or administrator so that we can take appropriate action. If a student is a witness or sees evidence of this sort of activity, we expect that student to also report what he or she has been. The purpose of this is not necessarily to get someone in trouble, but to make sure that everyone is safe while at UNIS Hanoi.

Intellectual Property and Creative Commons

UNIS Hanoi believes in acknowledging and respecting the rights of others to manage their privacy and identity. All students need to respect copyright and fair use guidelines, and to obtain permission when necessary before using or uploading media content. Students are encouraged to use resources that are licensed under Creative Commons (CC), which enables people to easily share and reuse copyrighted material. Other useful tips:

- Use search services that filters results so it automatically displays CC-licensed work. **http://search.creativecommons.org** or Google's Advanced search filters are examples of these types of services.
- Appropriately acknowledge your source of information. There are three things that generally need to go into an attribution:
  - o   Authorship of the work (preferably as a link to the author's profile, website, etc)
  - o   Title of the work (as a link to the original work itself)
  - o   Type of license. There are six different types of Creative Commons licenses:

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👤	🚫$		Attribution-NonCommercial License
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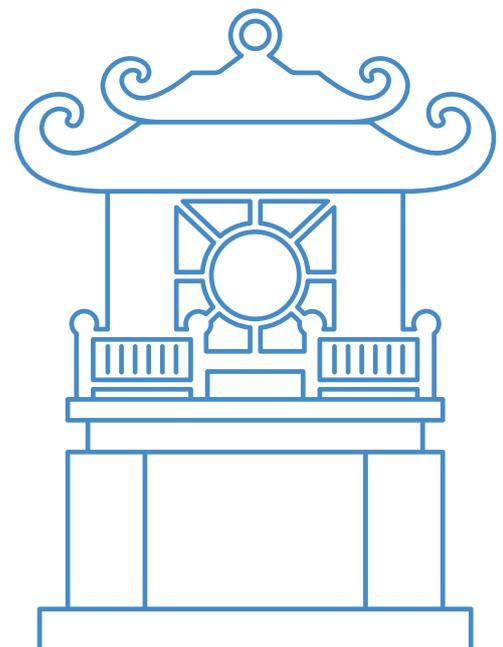
Supporting Documents

Students and parents need to read and sign the following documents (see Supporting Documents):

- **Responsible Use Agreement**: a contract between UNIS, parents and all students from Grades 3-12 that outlines the terms and conditions for computer and internet use. This is to ensure that computers are being used in a safe, appropriate and responsible manner.
- **School Device Acceptance Form**: explains the student's responsibilities to return the device in good condition when requested by UNIS. Parents who need to sign this form can do so on the Veracross Parent Portal.

- **School Device Loss/Damage Programme** (optional): an optional programme that allows parents to reduce costs in case of school-owned device damage. Parents who would like to sign this form can do so on the Veracross Parent Portal.

MSHS Responsible Use Agreement

UNIS Hanoi Technology and Learning Vision

UNIS Hanoi will be a leader in the region in the use of technology for learning.

Introduction: With the ongoing implementation of a 1:1 Tablet PC programme, access to technology and information is no longer a privilege but a necessity. In order to work and thrive within a supportive school community it is vital that all members of the UNIS Hanoi community understand what it means to be a responsible digital citizen. It is also important that all members of the UNIS Hanoi community understand that this responsibility extends beyond the walls of the school and that disregarding this responsibility can have unintended consequences.

The Use of Technology at UNIS Hanoi: The use of technology by students and teachers at UNIS Hanoi is for more than increasing productivity. Technology is integrated into the curriculum and into classroom practices to allow students to be creative and innovative, to encourage communication and collaboration, to develop research and information fluency, and to encourage critical thinking, problem solving and decision making.

Responsible Usage Agreement: In order to be a responsible digital citizen it is important to abide by the following six conditions:

1. **Respect Yourself**. I will show respect for myself and my digital activities. I will select online names that are appropriate. I will consider the consequences of information, images and videos that I post online, and I will not be obscene. I will consider what personal information about my life, experiences, experimentation or relationships I post.

2. **Protect Yourself**. I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behaviour directed at me. I will protect passwords, accounts and resources.

3. **Respect Others.** I will not use electronic mediums to flame, bully, harass, stalk or impersonate other people. I will not visit sites that are degrading, pornographic, racist or inappropriate. I will not enter other people's private spaces or areas. I will respect my classmates and teachers by only engaging in appropriate activity during class time (for example, no social media, gaming, chatting, etc).

4. **Protect Others.** If I become aware of someone being flamed, bullied, harassed, stalked or impersonated, I will report this activity immediately. I will not spread inappropriate materials or communications.

5. **Respect Intellectual property**. I will suitably cite any and all use of websites, books, media etc. in an appropriate way. I will only use images for which I am permitted. I will use and abide by the fair use rules.

6. **Respect School Property.** I understand that UNIS Hanoi provides students with school-owned devices and network access. I will respect the security measures in place and will not attempt to bypass those measures (for example, installing software or games). **While on campus I will use the school network and systems in a responsible and educationally appropriate manner.**

Student Agreement:

I understand that responsible digital citizenship is an important aspect to maintaining a caring and supportive community. This is true not just of the UNIS Hanoi community but of all communities now and in the future. I agree to follow the principles of digital citizenship outlined in this agreement and accept that failing to follow these tenets will have consequences. These consequences may include, but are not limited to, the removal of unsupervised computer access and/or other disciplinary action.

Student Name:

_____

Signature:

_____

Parent Agreement: As the parents or guardians of

_____

we have read the Responsible Use Agreement. We understand that students will be given guidance on how to be responsible digital citizens and we will attempt to model and reinforce that at home as well. We understand that these six principles of digital citizenship apply to all members of the UNIS Hanoi community, including parents, and we will abide by them when interacting with the UNIS Hanoi community. We understand that, to an age-appropriate level, student's computer activities at home should be supervised to provide the highest level of academic and social support. We understand that internet traffic at UNIS Hanoi may be monitored as necessary to maintain the integrity of the network.

Parent/Guardian 1:

_____

Parent/Guardian 2:

_____

ES Responsible Use Agreement

UNIS Hanoi Technology and Learning Vision

UNIS Hanoi will be a leader in the region in the use of technology for learning.

Being a Responsible Digital Citizen

At UNIS Hanoi we use information and technology in safe, legal, and responsible ways. There are three key parts to digital citizenship that we abide by. These are Looking After Myself, Looking After Others, and Looking After Property.

Looking After Myself means...

- I will choose a password that is hard to guess and I will keep it a secret.
- I will use only my accounts and resources.
- I will select online names that are appropriate and respectful.
- I will only post images and information that are suitable, and make sure that whatever I post will not put myself at risk.
- I will not publish my personal details, contact details or a schedule of my activities.
- I will report any conversations, inappropriate behavior, or anything happening online that makes me uncomfortable or unhappy.

Looking After Others means.....

- I will be polite, kind, and appropriate at all times.
- I will use appropriate language when emailing others.
- I will choose to avoid conversations that are unkind, mean or bullying.
- I will report any conversations I see/hear that are unkind, mean or bullying.
- I will avoid sites that seem inappropriate. If I accidentally access these sites, I will click the Back button, close the page or tell an adult/teacher.
- I will show respect for other people's privacy by asking them for permission before getting into their online space. I will also ask for permission before I post, forward or copy their pictures and information.

Looking After Property means...

- I understand that my devices are owned by the school and will do my best to take care of them.
- I will ask an adult/teacher for permission before I upload anything that can be viewed publicly.
- I will ask an adult/teacher for permission before I download apps or games to my computer.
- I will check that the information that I'm using is correct by using reliable websites.
- I will acknowledge all materials that I find online and cite my sources appropriately.
- I will act appropriately when visiting and commenting on other people's websites, and not make any changes to someone else's site unless I ask the owner's permission.

Student Agreement

I understand and will follow this Responsible Use Agreement. If I break this agreement, the consequences may include but are not limited to removal of computer privileges and/or disciplinary action such as school suspension. I also understand that my school network and e-mail accounts are owned by UNIS Hanoi and are not private.

UNIS Hanoi has the right to access my information at any time.

Student's Name

_____

Student's Signature

_____

Date

_____

Parent Agreement

As the parents or guardians of this student, we have read the Responsible Use Agreement. We understand that technology is provided for educational purposes in keeping with the academic goals of UNIS Hanoi. We understand that students will be given guidance on how to be responsible digital citizens and we will attempt to model and reinforce that at home. We understand that, to an age-appropriate level, student's computer activities at home must be supervised to provide the highest level of academic and social support.

Parents/Guardians' Names

_____

Parents/Guardians' Signature

_____

Date

_____

Device Acceptance Form
for Students

I, _____ acknowledge the receipt of the following device (circle one):

- Fujitsu Lifebook
- Macbook
- Chromebook
- iPad

Device ID Number: _____

Date: _____

I I agree to abide by UNIS Hanoi's Responsible Use Agreement (RUA) as defined in the Student Handbook. In addition to the RUA I acknowledge the following obligations to UNIS Hanoi in relation to the use and care of the Device:

1. **Initial Inspection**. I understand that I am expected to take my Device home and have my parents inspect the device for damages. If we find damages I have two weeks from the initial receipt of the device to have have repairs made free of charge.

2. **Wear and Tear.** I will be responsible for keeping the Device in good working condition. I will return the Device to the school in the same condition in which it was received, excepting normal wear and tear from usage. Superficial scratches on the case are considered normal wear and tear, while any crack that runs through the case constitutes damage.

3. **Reporting problems**. I will report any problem with the Device as soon as possible to the Tech Support Office via the Homeroom Teacher, so the school can determine the repair that is needed.

4. **Device Loss/Damage programme**. Your parents have the option to purchase the school Device Loss/Damage programme for your school Device. If you wish to cover your Device under the Device Loss/Damage, you will have to sign the Device Loss/Damage programme form and pay the annual fee. Please read the Device Loss/Damage Programme form for more information.

5. **In Case of Damage**. If you damage your Device and are not covered by the School Device Loss/Damage programme, you are liable to pay 100% of the repair fee. If you are covered by the School Device Loss/Damage programme, UNIS will cover the full cost of the damage repair.

6. **In Case of Loss**. If you lose your Device, you or your parent must inform the Tech Support Office (for MSHS students) or your Homeroom Teacher (for ES students) immediately. You will be expected to give complete details surrounding the loss. Here are your options depending on the circumstances:
   - If you lose the Device within one year of purchase, you are liable to pay 100% of the replacement fee.
   - If you lose the Device after one year but before two years from date of purchase, you are liable to pay 50% of the replacement fee
   - If you lose the Device after two years but before three years from the date of purchase,you are liable to pay 25% of the replacement fee.
   - f you lose a Device that is more than three years old, you are liable to pay 10% of the replacement fee.
   - If you lose a Device and you are covered by the damage/loss programme, you are liable to pay the first VND5,000,000 (approx $235) of the replacement fee.
   - If you lose the Device by accident and not due to negligence or abuse, you will not be required to pay for the replacement. The Director of Technology reserves the right to make final decision on a case by case basis.

7. **In Case of Theft**. If your Device is stolen outside of the campus, you or your parents must report the theft to the police and give a copy of the official report to the Tech Support Office. With a police report and Device Loss/Damage, you are liable to pay the first VND5,000,000 (approx $235) of the replacement fee. Without a police report and a Device Loss/Damage, you are expected to pay 100% of the replacement fee.

We understand and agree to the terms and conditions above. We have also read and signed the Responsible Use Agreement.

It is mandatory that BOTH parents or guardians sign UNLESS IN THE CASE OF A SINGLE PARENT

Signatures:

Father/Guardian:

_____

Mother/Guardian:

_____

Student:

_____

Date:

_____

(For School Use)

Responsible Use Agreement signed and received (circle one)

      Yes   No

Computer Device issued by

_____

Device Loss/Damage Programme

To date, students have not been charged for the use of devices such as Macbook, Fujitsu notebooks, Chromebooks or iPads. However, students have been required to sign a **Device Acceptance Form**, which effectively transfers liability for damage to or loss of the device to the student and family. Unfortunately, due to the infancy of the insurance market in Vietnam we have not been able to obtain cost effective third party insurance to cover student users' liability.

Accordingly, UNIS Hanoi will embark on the UNIS Device Loss/Damage programme ("programme") for school owned computer Devices.

The programme will be as follows:

For those users who wish to participate in the programme, UNIS Hanoi will charge a nonrefundable annual fee ("Fee") of VND 1.6 million.

In the event of total loss, through damage, theft or negligence, resulting in a replacement computer being issued to the user, the previous programme would be voided, and a new programme would need to be started. Therefore, an additional Fee of VND 1.6 million would be charged to the user (irrespective of whether it is new or used device).

Damage or loss attributable to wilful misconduct of the user will void the programme, and the user will be liable for all costs relating to the repair or replacement of the Device.

By paying the Fee of VND 1.6 million per year, UNIS Hanoi will cover the cost of the damage except in the event of total loss of Device. If the user does not participate in the programme the full cost of the repairs or replacement, as the case may be, of the Device is the responsibility of the user and will be charged by UNIS to the user. Current replacement cost based on the configuration standard for UNIS Hanoi devices is listed in the following table.

UNIS Hanoi is offering the programme to all students. However, participation in the programme is optional. Students and parents can sign up for the programme and confirm agreement to the terms of the programme by completing the online application form on the Veracross Parent Portal.

The programme is a service of UNIS Hanoi that is ancillary to its educational objective. The programme DOES NOT CONSTITUTE ANY FORM OF INSURANCE BY UNIS HANOI.

 Should you have any queries in relation to the programme, or the Device programme in general, please contact the Director of Technology.

Participation in the UNIS Hanoi Device Loss/Damage programme ("programme")

We agree to our son/daughter participating in the programme and confirm and agree to the terms of the programme. We acknowledge:

 (i) That the programme is for this academic year only and that UNIS Hanoi may not offer such programme in future years;

 (ii) That we have reviewed our own personal insurance prior to determining whether to pay the Fee and join the programme; and

 (iii) That the programme does not constitute any form of insurance by UNIS Hanoi as the user is liable for the Device to UNIS Hanoi and the programme simply regulates the amount that is due in certain circumstances.

Device type	USD Replacement Cost
Fujitsu Notebook	$1800.00
Macbook Air	$1200.00
Chromebook	$500.00
iPad Pro	$1000.00
iPad	$400.00