Learning Technology Policy

## PHILOSOPHY

BIS HCMC is committed to the integration of learning technology to enhance students' learning and to support teachers. We seek to transform student learning through access to high quality learning technologies and an innovative approach to pedagogy.

## OBJECTIVES

* To support the successful and innovative integration of Learning Technologies at BIS.
* To ensure that teaching staff are well-equipped and well-trained to use Learning Technologies.
* To provide a framework for BYOD.
* To support the development of ambitious IT plans.

## SCOPE

**For all users, the school will:**

* Provide infrastructure to facilitate the use of learning technology.
* Provide technical support in accessing the school's network and using school-issued digital devices.

**For teaching staff, the school will in addition:**

* Provide regular and robust staff training opportunities.
* Encourage innovation with learning technologies.

**For students, the school will in addition:**

* Provide students with access to appropriate resources to support their learning.
* Provide support in the responsible use of technology in a way that enhances their learning and an environment which promotes safety and wellbeing.

**For parents, the school will:**

* Provide guidelines for the procurement of a suitable BYOD.
* Provide support in managing responsible use of technology at home to promote learning, safety, and wellbeing.

**The school will expect parents to:**

* Sign and adhere to the BIS Digital Citizenship statement
* Take responsibility for their child’s use of technology at home

## POLICY

Our commitment to excellence in the integration of Learning Technologies is evidenced through:

* Planning documents, including the IT Development Plan.
* Teaching (Lesson Observations; Learning Walks; Peer- and Self-Evaluations; Drop-Ins, Student voice).
* Staff training opportunities (new staff induction; Tuesday CPL; external CPL registers; INSET, CPL collaborative action group).

### Why?

Students today live in an increasingly knowledge-based and globally interconnected society, impacted by evolving economic, environmental and social conditions. To achieve success and fulfilment as citizens, students need to be self-directed learners, critical thinkers and problem solvers. In today’s networked communities, communication and collaboration are essential. Students need the required knowledge, skills, and aptitudes to keep themselves and others safe as global digital citizens.

### Use of Technology

Students use technology, online learning and digital learning to:

1. Access, share and create knowledge
2. Discover, develop and apply competencies across subject and discipline areas for learning, work and life, to enable students to:
   * know how to learn: to gain knowledge, understanding, or skills through experience, study, and interaction with others
   * think critically: conceptualize, apply, analyse, synthesize, and evaluate to construct knowledge
   * identify and solve complex problems
   * manage information: access, interpret, evaluate and use information effectively, efficiently, and ethically
   * innovate: create, generate and apply new ideas or concepts
   * create opportunities through play, imagination, reflection, negotiation, and competition, with an entrepreneurial spirit
   * apply multiple literacies: reading, writing, mathematics, technology, languages, and media
   * demonstrate good communication skills and the ability to work cooperatively with others
   * demonstrate global and cultural understanding, considering the economy and sustainable development
   * identify and apply career and life skills through personal growth and well-being
3. Develop and apply digital citizenship and technological skills
4. Demonstrate what they know and are able to do through effectively using a range of resources and media
5. Monitor their learning progress and inform decisions through the use of data and evidence-based reasoning
6. Use technology responsibly and ethically, upholding academic integrity and the school’s core values at all times

### Responsibility of the School

BIS HCMC aims to:

1. Establish a vision for technology-supported, student-centred learning and attainment of competencies for all students in an inclusive EYFS to KS5 programme.
2. Develop a coherent alignment for the use of technology across the curriculum (i.e., programs of study, assessment, learning and teaching resources), instruction and online and digital learning.
3. Ensure staff are kept digitally aware, and provide opportunities for professional learning where needed.
4. Support teachers in trialling the use of technology to support and enhance student learning.

## DEFINITIONS AND ACRONYMS USED

**BYOD** - Bring Your Own Device - digital devices provided by parents to students for use in and out of school.

**Digital device** - an electronic device containing a microcontroller. In the case of BYOD, a laptop computer.

**Learning Technologies** - the application of digital devices for the enhancement of teaching, learning and assessment. Learning Technology includes computer-based learning and multimedia materials and the use of networks and communications systems to support learning.

## APPENDICES

Linked Policies:

[BIS HCMC - Policies - Digital Communication](https://sites.google.com/bisvietnam.net/bishcmc-policies/communication-policies/digital-communication)

[BIS MCMC- Policies- Academic Integrity](https://drive.google.com/file/d/1I2E_K8nyNfjOC-rmn_qVjepG51CzK5X5/view?usp=sharing)

Appendix 1 - [Secondary BYOD specifications 2025-2026](https://docs.google.com/document/d/173-RlrCKBWtpw0oqgt5yi_zgUaknVZzDF8E_8qHc-Nk/edit?tab=t.0)

Appendix 2 -[Primary BYOD specifications 2024 - 202](https://docs.google.com/document/d/1ApMnT3CweRvKEQ9mHi-cN2yBh7GbMwgohW47kkHcH0Q/edit?usp=sharing)5

Appendix 3 - [BISHCMC Appropriate IT Usage Statement](https://docs.google.com/document/d/1-l93yZ28GWlz-79we59zo2NcybptPDEAmY8OYipYvlk/edit?usp=sharing)- Whole School

Appendix 4- Digital Citizenship Pledges [Primary](https://drive.google.com/file/d/1bpg6WJaSLNWLeBsZo8sMYzDhxMdOXfpi/view?usp=sharing) and [Secondary](https://drive.google.com/file/d/12jkd9NEkb5W-leN3s9P3FiKhVGgL3rQQ/view?usp=sharing)

Appendix 5- [AI Usage and Guidance Secondary](https://drive.google.com/file/d/1vYhVPU0f84QakedBOKCiS-sGvTZnEavY/view?usp=sharing)

Appendix 6- [Nord Anglia AI Policy and Procedures](https://naecentral.sharepoint.com/sites/DocumentCentre/NAEDocuments/Forms/Policies%20and%20Procedures.aspx?q=AI%20policy%20&viewid=74283ee0%2D687e%2D495c%2D9e57%2Da1c24a9466d9&id=%2Fsites%2FDocumentCentre%2FNAEDocuments%2FAI%20Policy%2Epdf&parent=%2Fsites%2FDocumentCentre%2FNAEDocuments&parentview=7)

Appendix 7- [Student Values (Secondary)](https://drive.google.com/file/d/1SzU8uXy4gdmrrkhJclRgO9LsX9RJuI0I/view?usp=sharing)