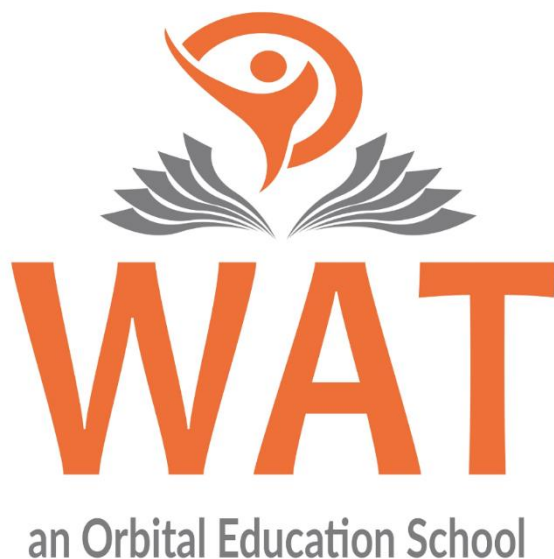


World Academy of Tirana



RESPONSIBLE USE OF I.T. POLICY

Approved by:	Mirlinda Boshnjaku	Date: 02.09.2025
Last reviewed on:	August 2024	
Next review due by:	August 2026	



IB Learner Profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners, we strive to be:

Inquirers

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

Knowledgeable

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

Thinkers

We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

Communicators

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

Principled

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

Open-minded

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

Caring

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

Risk-takers

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

Balanced

We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

Reflective

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.

With guidance from the **PILLARS of Technology education** (Sheninger 2014)

- Technology aids and extends the ability to teach and learn.
- Every teacher is a “tech teacher”.



- Technology literacy is integral for all learners in an IB education.
- Every member of the school community shares a responsibility to foster technology literacy in all learners.
- School plans and policies demonstrate the alignment of technology integration and implementation.
- Schoolwide professional development enables leaders and teachers to
- understand how technologies support and enhance teaching and learning.
- These pillars help to establish very basic, fundamental mindsets that encourage teaching and learning with technology, but they are not the only ones: schools are encouraged to expand on these pillars as well as create new ones for their individual contexts.

At WAT, students from G3 upwards are required to bring their own device (i.e. laptop, tablet) to enhance their learning, promote collaboration between students, and facilitate the creation and sharing of knowledge locally and globally. To promote responsible digital citizenship and use of information technology (IT), students are expected to understand and respect the following rules and guidelines. The student and parent/guardian must sign the Responsible Use of IT Agreement to access the school Wi-Fi and use their device on the school network.

1. Being a Responsible User

Use of IT at WAT is focused on educational purposes. Being a good digital citizen and responsible member of the WAT community means that **students come to school prepared to learn with a fully charged battery, charging cable and personal data storage device**. Responsible citizenship means practicing good ethical behaviour, whether online or offline. Students are encouraged to model good online citizenship by ensuring their actions and choices do not disrupt the learning environment for themselves or others, in and out of the classroom, on campus or at home.

Students are expected to bring their laptop/tablet to school each day:

- in operating condition
- with sufficient storage available for school use
- with the battery fully charged

Students are expected to take careful steps to protect their laptop/tablet from damage or theft by:

- carrying it only when the lid is closed
- using a laptop/tablet carrying case when moving between classes
- drinking beverages elsewhere while using the device.

When not in use, the device must be securely locked in the student's locker or other locked storage area or kept within sight. It must never be left unattended in open areas, even for a few minutes.

It is the **student's responsibility** to:

- keep up to date with all updates for software to include anti-virus definitions
- maintain their device
- back-up their documents and files
- follow teachers' instructions for folders/file names

On campus, the devices **will be** used:

- to complete work in designated study areas

On campus, devices **are NOT** to be used for recreational games or non-academic access to social networking sites or other activities that disrupt studies, peers or the class.

Students are NOT to:

- view or install inappropriate content
- try to bypass network security measures



- attempt to use, hack or modify other student accounts
- share or use others' accounts or passwords, (i.e. sending messages from someone else's account)
- attempt to consult, hack or modify official school files or accounts
- engage in any illegal activities, including possessing or sharing pirated software or applications
- publish/post pictures associated with a name or tag or without consent
- ignore intellectual property rules and copyright laws
- use peer-to-peer file-sharing software
- hack and install malicious software on any device (including their own)
- use impersonation, anonymity or pseudonyms
- use obscene, unwelcome, sexually explicit, violent, rude, inflammatory, threatening or disrespectful language by public and private email messages; file names or content; or material posted on Web pages or online programs that are directly connected to school-related activities
- plagiarize work sourced on the Internet/Network
- access social networking sites i.e. gaming, Facebook, Instagram, or any streaming media sites so as to cause network problems
- download or stream excessive amounts of media, except for academic purposes after first obtaining permission from the teacher.



2. Protecting Your Identity & Personal Information

Safeguarding your personal information is extremely important. Once information is posted on the Internet, it can be accessed by anyone and is likely that it will remain indefinitely. Personal information extends beyond name, mobile number, address, birthdate and student or government ID numbers to include usernames and passwords as well.

As such, it is important that students treat their own and others' personal information with great care. Students are held responsible for any misuse should they share their school email account, username, password or social media account with anyone. Personal information should always be kept private.

When posting photographs online, students are to ensure that a specific name cannot be associated with a specific person in the photo.

3. Sharing Work Online

Students will be sharing their work in a variety of online spaces and are expected to act safely by keeping personal information private. When they share their work online, they are expected to treat those spaces as classroom spaces. Language or images that are inappropriate for class are not appropriate online. Because students will be sharing their work with real audiences, they may receive feedback that is inappropriate for academic purposes. Regardless of the nature of the feedback, students should respond ethically and responsibly (or not at all).

4. Prohibition of Mobile Phone and Interconnected Equipment Usage within School Premises

Reference: Albanian Ministry of Education and Sport Guideline No. 23, Dated 01.09.2025

- **Purpose**

In accordance with the Ministry of Education and Sport Guideline No. 23, dated 01.09.2025, titled *"On Defining the Rules and Regulations on the Prohibition of Usage of Mobile Phones and Interconnected Equipment within Pre-University Education Institutions' Premises"*, this policy outlines the regulations governing the use of mobile phones and related devices within the school environment.

- **Scope**

This policy applies to all students, teaching staff, administrative personnel, and visitors within the school premises.

Created : AUG 30TH 2018 (SUZANNE, DENADA, ADMIR & KADIR)

Reviewed : June 2020 / June 2023 / October 2024



- **Policy Statement**

- The use of mobile phones and interconnected equipment is strictly prohibited within the school premises for students.
- Students are not permitted to bring, use, or access mobile phones or related devices during school hours, including during class time and breaks.
- All teaching staff are responsible for enforcing this policy consistently and effectively.

- **Roles and Responsibilities**

School Leadership Team

- Shall communicate this policy to all parents and students at the beginning of each academic year.
- Shall ensure that appropriate procedures are in place for monitoring and enforcement.

Parents/Guardians

- Must acknowledge receipt and understanding of this policy in writing.
- Are expected to cooperate fully with the school in its implementation.
- Must inform the school in writing if their child is provided with a mobile phone or interconnected equipment under exceptional circumstances.

Teachers

- May use mobile phones only in cases of emergency or when required for pedagogical purposes or class-related activities.
- Are required to confiscate any mobile phone or interconnected equipment found in student possession during school hours.
- Shall place confiscated items at the Information Desk, where they will be held until the end of the school day.

- **Procedures**

- Each classroom will be equipped with a designated box for students to deposit mobile phones or interconnected equipment, which must be switched to "Airplane Mode."



- Any communication between parents and students during school hours must be facilitated through the Information Desk, with prior approval from the homeroom teacher or a member of the School Leadership Team.

- **Consequences for Non-Compliance**

- Any mobile phone found in use or possession will be confiscated immediately.
- The incident will be recorded in the school's behavior management system (ManageBac/SMIP) under the "Behavior" tab.
- Parents will be notified and required to collect the device from the school.

- **Classification of Infractions**

- Unauthorized use or possession of mobile phones on school premises is classified as a **Level 2 Behavioral Infraction**.
- Repeated violations (two or more incidents) will escalate to a **Level 3 Infraction**, which may result in disciplinary actions including loss of privileges or suspension.

- **Review and Amendments**

This policy shall be reviewed annually and may be amended in accordance with updated guidelines from the Ministry of Education and Sport or based on school needs.

5. Unauthorized Recordings of Others

In accordance with Albanian law, at no time will a student make recordings (video, voice, or still image) without the consent of those to be recorded, a legitimate academic purpose, and prior permission of school staff. If a student receives such recordings electronically, the files should be immediately forwarded to a member of school administration and then be promptly deleted from the device. WAT strictly prohibits the use of unauthorized recordings to:

- Embarrass a member of the WAT community or the school itself
- Harass a member of the WAT community
- Coerce a member of the WAT community to take actions they would otherwise not take

If unauthorized recordings are used for any of the purposes listed above, WAT reserves the right to review the situation and take prudent disciplinary action.



7. Monitored Use

While student use of the school network is monitored on a regular basis, when concerns arise that a device is being used inappropriately, teachers or IT staff will monitor the specific student's use on the school network. WAT reserves the right to inspect any student's personal device, school email account and/or social media posts, and to carry out appropriate disciplinary action in cases involving student misconduct. WAT does not take responsibility for students' social media posts, emails or information transmitted to a third party by a student, nor does it take responsibility for any repercussions that may occur from said actions (i.e. posting photos on a social networking website).

8. School Email

The following guidelines should be followed when writing emails to teachers or schoolmates.

- A teacher's email address follows this model: `firstname.surname@wat.al`.
- Students should save their teachers' school email addresses only in their contact list.
- WAT students are expected to always use only their school email address to contact teachers and to check their school email account for messages from fellow students, teachers and administration daily; "I didn't check my email" is not a valid excuse for missing an important message from the school.
- Students are expected to use their school email account responsibly. Using the school email account to bully, intimidate, threaten or harm others is a serious offence.
- The Subject line of an email is intended to be brief and an accurate indication of the content of the email.
- Students are to only send emails to recipients who need to know the information in the email and not forward emails received from others to third parties without copying the original sender; i.e. if you need to email one student, you do not email all students. Emails to large groups and "reply all" will rarely be used.
- Speak to a person directly about matters that are important, time sensitive, or require extensive discussion.
- Consider the tone of your email by avoiding the use of CAPITAL letters, Bold or *italics*. The recipient cannot see your facial expressions or hear your voice. Consider how an email will be perceived by the person receiving it? If you are angry, frustrated, hostile or unhappy, don't hit send until you calm down!

Students are not allowed to:

- knowingly or recklessly email false or defamatory information about another person or an organization
- harass another person by persistently acting in a manner that another person finds distressing or annoying
- forward an email that was sent to them privately without permission of the sender of the original message
- use their school email account to send messages that are critical of the school, teachers, staff, students or anyone associated with the school
- email personal contact information about other people without obtaining prior consent (i.e. address, cell number, birthdate, email address, parent's work or position, bank information, etc.)
- access their email account during class without first receiving the teacher's permission.



Responsible Use of IT Agreement

Parents and students should print and return this document signed

As part of my learning experiences at WAT, I will be using my school email account, the internet, Wi-Fi, the school's information management system, ManageBac, and other information technology (IT) to gather knowledge, learn collaboratively and share my work online.

- *I understand and agree to comply with the terms and conditions of the WAT Responsible Use of IT Policy.*
- *I have read and understood the updated government guidelines on the use of technology in the school as laid out in this document.*
- *I understand that violations of the WAT Responsible Use of IT Policy and this Responsible Use Agreement are subject to WAT disciplinary processes and procedures.*
- *I am aware that these rules and guidelines apply to any IT device or email account that I may use at WAT.*
- *I will follow the advice, instructions and rules that are set by my teachers with respect to responsibly using any IT equipment and not allow technology to disrupt my studies or classes.*

Student (Print Full Name) Student Signature: _____

Parent or Guardian (Print Full Name) Parent or Guardian Signature _____

Date _____ Grade _____