



TOHOKU INTERNATIONAL SCHOOL

Together Igniting Success

Responsible Use of Technology

We at TIS strive to be a community of learners preparing for life in an evolving global society. As such, students are expected to be responsible in their use of technology (*laptops, smartphones, cameras, printers, etc.*)

This document is intended to guide students and teachers to achieve the following goals:

1. Using devices to support teaching and learning
2. Using devices to strengthen the TIS community
3. Practicing good time-management skills

Appropriate uses of technology include:

- Accessing content for the purpose of enhancement of learning.
- Collaboration with teachers and students using the TIS Google Suite (*Doc, Sheets, Slides, Youtube, Gmail, Drive, Classroom, etc.*) and Toddle
- Posting publicly accessible content that presents a positive image of self and adheres to our Digital Media Policy.
- Taking care to avoid unnecessary waste of paper and ink when printing.
- Reporting cyberbullying, plagiarism or other content that can cause harm to others.
- Other uses of technology may be considered appropriate on a case by case basis.

Inappropriate uses of technology include:

- Plagiarism, password sharing, bullying, access of unlawful or school-inappropriate content (such as pirated content, pornography, or content harmful to others)
- Accessing Social Media of *any* type during school hours
- Taking pictures of videos of other students without teacher permission and adherence to the Digital Media Policy
- Having a phone out when elementary students are in proximity
- Using technology in a way not aligned to teacher's in-class policies.





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The Technology Coordinator, Heads of Department and Principal have the right to review computer content, history, and actions when there is a reasonable suspicion that an inappropriate use of technology has occurred. This is done in order to protect our students, teachers and community members, and the good image of the school. Any infringement of the above stipulations may lead to student devices being confiscated.

Cell Phone Policy (amended on Monday 8.1.2026)

An open forum was held on December 1st, 2025 inviting students, parents and teachers to discuss the current policy on phone usage. The resulting policy was created from new input and from amending of the previous policy. The forum was organised and chaired by the Vice Principal, Robert Zehmke.

1. Students may keep their phones and devices on them at all times. If a student has their device on them, they must keep it in their bag during the course of the day and must get specific permission from teachers before using them in class. Students must adhere to the classroom expectations of phone usage in each teacher's class. Students cannot use their phones during class breaks unless with specific permission from their teacher. Phone expectations must be posted in every classroom.
2. Grade 7 - 10 students may not use their phones and devices during lunch or recess times except on Fridays. Students may not use their phones or devices during class transition times. If the weather forces students to have their breaks indoors, the Head of Secondary can make a decision to let students use their devices on these days. A maximum of 1 device day a week will still be maintained as far as is reasonable.
3. Grade 11 - 12 students may use their phones and devices during lunch and recess on any days in the DP study room and anywhere they would usually be for breaks on Fridays. DP Students may not use their phones or devices during class transition times.
4. No students may access social media sites during school hours, on the school bus or during events which have been organized by the school. The Student Council marketing team is an exception to this. Members of the Media team may do so under teacher supervision. Social media videos and photos may not be taken during school time without permission.





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Social Media banned from school includes but is not limited to:

- Facebook
- Snapchat
- Twitch
- Tik Tok
- Instagram
- X
- Line Voom
- YouTube Shorts
- Any short form video service

5. Students may not take pictures of any other students except during green light events and only with express consent. All events will follow the green light/red lights system. For a green light event, students may take video and photos. For a red light event, no phones or devices may be used.

6. Secondary students must put their phones away when any elementary student is in proximity. This includes the bus to and from school.

7. Any breach of the above will result in a student having their devices confiscated for the rest of the day and losing their device privileges indefinitely. Parents/Guardians must be notified by the student and parents must give their acknowledgement to have the device returned to the student. It is not the school's responsibility to notify parents/guardians when breaches occur. Devices will be held by the head of Secondary in a safe location. All breaches will be based on a two strike system EXCEPT for social media violations. In such cases, students will lose access to their devices for the remainder of the academic year without exception and parents/guardians will need to collect the device from the school.





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Please sign and return **only** this page of the Responsible Use of Technology Statement.

Please keep the first page for your records.

I have read and understood the Responsible Use of Technology Statement document and agree to practice responsible use of technology at TIS.

Student name: _____ Grade: _____

Student signature: _____ Date: _____

Parent signature: _____ Date: _____

