

Hisar School Information Strategies Policy

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2024

Hisar
School
Information
Strategies
Policy





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Introduction

In compliance with its mission and principles, Hisar School has prioritized approaches that are adaptable to any change and challenging conditions, allowing a flexible and communicative structure, without compromising on scientific approaches. These priorities require all academic processes to be planned and utilized as a whole, integrating **face-to-face, online, synchronous and asynchronous learning tools and strategies to achieve high-level learning experiences.**

Hisar School Information Strategies Center (BSM) carries out its works for the purpose of ensuring that information and communication technologies support learning environments as an integral part of the education process, and **structuring a dynamic, sustainable and manageable ecosystem that can easily adapt to changing conditions and requirements within the integrity of K12.**

Hisar School Information Strategies Policy is a document that reflects our perspective on carrying out education in a multi-channel approach and integrating technology into educational environments, explains the relevant processes, and defines the roles and responsibilities of our teachers, students, parents and employees. This document is regularly developed and updated as a point of reference to ensure that the **digital transformation** process is traceable, manageable, and sustainable.

Last Update: June 2024 V8.0



Sustainability and Standards

Adopting an approach that considers international educational technology policies and standards, BSM carries out its activities in line with the standards determined by **International Society for Technology in Education (ISTE)**.

In this context, the roles of our students and teachers are defined below.

ISTE STANDARDS FOR EDUCATORS ¹	ISTE STANDARDS FOR STUDENTS ²
Learner	Empowered Learner
Leader	Digital Citizen
Digital Citizen	Knowledge Constructor
Collaborator	Innovative Designer
Designer	Computational Thinker
Facilitator	Creative Communicator
Analyst	Global Collaborator

Tablo 1: ISTE Standards for Educators and Students



¹"ISTE Standards for Educators | ISTE." <https://www.iste.org/standards/for-educators>. Accessed 16 Jun. 2021.

²"ISTE Standards for Students | ISTE." <https://www.iste.org/standards/iste-standards-for-students>. Accessed 16 Jun. 2021.



Digital Citizenship, Ethics and Awareness

Hisar School's activities on digital citizenship, ethics, and awareness are accredited by **Common Sense**, which is the most important organization worldwide on this subject. School community is expected to consider this awareness in all cases.

At the beginning of each academic year, in all computer education courses, the following topics are addressed and emphasized through the '**Common Sense Digital Citizenship**' curriculum, and it is essential that all students pay due care and attention to these topics.



Media Balance and Wellbeing: Adopting a balanced approach to technology and media use.



Privacy and Security: Being conscious about the protection of personal data.



Digital Footprint and Identity: Recognizing the permanent effects of their online actions.



Relationships and Communication: Developing healthy communication skills and communicate effectively through technology.



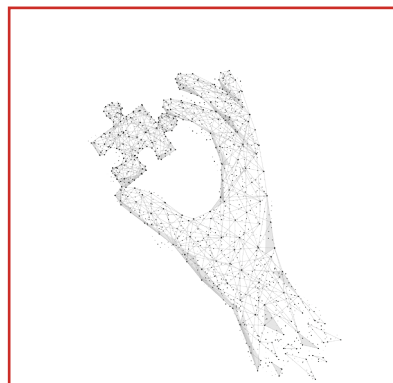
Cyberbullying, Digital Drama and Hate Speech: Understanding the impacts of cyberbullying and negative digital behaviors.



News and Media Literacy: Developing the ability to evaluate reliable sources of information and to understand media messages.



**common
sense**



Within the scope of the **ISTE Standards**, students are aware of the rights, responsibilities and opportunities of living, learning and working in an interconnected digital world, they act in safe, legal and ethical ways and model their environment.



Are aware of the permanence of their digital identity and actions in the digital world.



Engage in positive, safe, legal, and ethical behavior when using technology, including social interactions online.



Demonstrate understanding of and respect for obligations regarding intellectual property and copyrights.



Manage their personal data to maintain digital privacy and security and are aware of online data-collection technology.



I analyze sources of digital information for credibility, bias and influence.

We grow up as digital students, leaders and citizens. We know that digital citizenship skills are essential for us in the 21st century.



Academic Contents

Materials that are open to sharing by Hisar School are published on our website for the access of all users as part of the **open source approach**.

All materials shared via the content management systems (Google Classroom) include the academic processes among the relevant course, teacher, and student. Presentations, videos, working sheets, documents, exams, and other course-related materials within the intellectual property rights cannot be shared with third parties.

*Our school cares about the process of Personal Data Protection Law (PDPL); **Clarification Texts** are available on our website.

Academic Integrity Policy

Academic integrity equires accessing and presenting information in an objective, authentic, accurate, and principled manner. Hisar School is aware of the importance of the principles of Academic Integrity in order to bring individuals who follow the scientific method in all their academic studies to the society and the world to which it belongs, and at the same time, it is one of the carriers of this awareness and the mission of establishing academic ethics.

Although Hisar School recognizes that Artificial Intelligence (AI) technologies have the potential to support and enhance personalized and differentiated learning in educational environments, it believes that it is a priority to ensure that the use of these technologies is consistent with ethical considerations. Rules for acceptable use refer to the ethical, responsible and intended use of AI tools in a manner to support learning. Hisar School Academic Integrity Policy has been updated to include "Rules for acceptable use" mentioned in the use of AI.

All academic staff and students of Hisar School are expected to act in line with the **Academic Integrity Policy**.

Cyber Security Policy

Hisar School has developed a comprehensive cyber security policy in order to manage information technology processes more effectively. The main purpose of this policy is to maximize the protection of the school's data and technology infrastructure and users against cyber attacks.

These security policies and practices offer a comprehensive approach to protect the school's information and technology infrastructure against cyber threats and determine the responsibilities of employees regarding security. The School reviews and updates these policies and practices regularly to ensure that security measures always remain up-to-date and effective. The cyber security policy covering password security, **e-mail security, social media and internet security, user awareness** and other important topics is accessible via the link below.



1:1 iPad & BYOD Programs

1:1 iPad & BYOD: Bring Your Own Device programs which have been implemented at the middle and high schools since 2011 and primary school since 2021 directly affect the academic processes. Our goal is to ensure that our academic program is implemented effectively on all platforms using the appropriate technologies.

The devices to be used by our students were determined and recommended to be **MacBook / iPad** considering the planning of our school on information strategies, the readiness level of our students, and the feedback from the parents.

Since 2011-2012 academic year;

- ✓ In secondary school, our students bring their own iPads to school and use them in educational environments.
- ✓ At high school, the BYOD program ensures that each student brings their own computers and uses them in educational environments.

Starting from the 2021 - 2022 academic year, in addition to the 1:1 iPad and BYOD programs in middle and high school;

- ✓ Our pre-school students use the iPads in their classrooms in educational environments.
- ✓ Primary school students in 1st, 2nd, and 3rd grades use the school's mobile iPad laboratory in their educational environments.
- ✓ Our primary school 4th-grade students bring their own iPads to school and use them in educational settings.



Massive Open Source Online Courses (MOOC)

Massive Open Source Online Courses (MOOC), typically consist of pre-recorded video courses, readings, reviews, and discussion forums. These courses are;

Massive, enrollments are unlimited and large masses can be reached (Massive).

Open, everyone can enroll, there is no acceptance process (Open).

Online, they are performed online (Online).

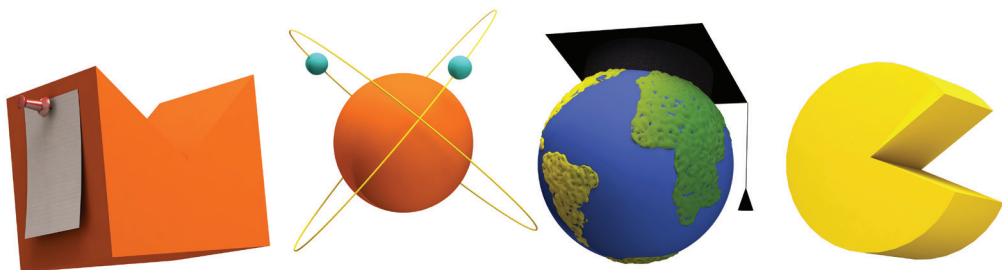
Course, composed of contents with determined achievements, time and goals (Course).

At Hisar School, online learning models are utilized as part of the academic process to promote flexible and extended learning opportunities where learners take responsibility for their own learning.

MOOC platforms are used for the school community in line with the below-mentioned objectives.

- ✓ Ensuring that learners develop lifelong learning skills
- ✓ Ensuring that learners take responsibility for their own learning process
- ✓ Providing time-independent, non-spatial, and flexible learning opportunities
- ✓ Provide alternative learning opportunities
- ✓ Adapting to the digitalized world
- ✓ Gaining cultural, international and interdisciplinary perspectives
- ✓ Preparing our students for the university life and the future
- ✓ Contributing to professional development of our teachers and employees

General information about the subject and the points to be considered about distance education are given in **Hisar High School & Coursera** presentation, we suggest you review it.



Informatics Infrastructure

The informatics infrastructure of our school is configured in a way that ensures internal and external learning activities are supported, correct resources are instantly reached through appropriate tools, and the learning is continued time-independent and non-spatial.

Hisar School ensures that the users benefit from learning and content management, accessible cloud and video conference systems such as **Google Workspace, MS Teams,** and **Cisco WebEx** consisting of **Apple, Google, Microsoft and Cisco** products thanks to its 1GB symmetric Internet connection, 2 units of 300MB symmetric standby lines and Cisco network infrastructure.

The digital tools, applications, and platforms that are used to promote face-to-face, online, synchronous and asynchronous studies and determined given the age, readiness, and academic needs of our students were integrated into our educational infrastructure.

Technical Infrastructure

Accessible Cloud Systems	Students and teachers communicate easily, reach the resources, complete assignments and submit projects by using the Google Workspace platform.
LMS: Learning Management Systems	Learning Management Systems (LMS) provide an online system for creating content, providing the content to the learner, monitoring learner engagement and assessing learner performance. Hisar School uses Google Classroom as the content management system at pre-school, primary school, middle school, and high school levels.
MacBook Computers	All teachers of Hisar School use MacBook computers.
Video Conference Systems	Hisar School uses Google Meet at the K12 level for online courses.
Smart Board Systems	Within the Pre-K12 integrity, all classrooms have Promethean Titanium ActiveBoard 75" or 86" Touch Smart Board system, as well as camera and sound systems that allow broadcasting from classrooms.

Table 2: Informatics Infrastructure

Communication Channels

Our digital communication channels are given in detail in the table below.

Communication Channel	Target Audience	Description
E-mail (name.surname@hisarschool.k12.tr)	Academic Staff Student Parent	It is used as the main communication tool; the e-mail account given by the school should be checked regularly.
Google Workspace	Academic Staff, Student	Applications such as Gmail, Google Classroom, Google Calendar, Google Meet, Docs, Slides, Sheets, Form are frequently used by teachers and students.
Content Management System	Academic Staff, Student	Course materials and contents are shared via Google Classroom regularly.
Video Conference System	Academic Staff, Student	Online courses, interviews, and meetings are held using Google Meet.
HisarNet Teacher Portal	Academic Staff	Hisar School Teacher Information System https://hisarnet.hisarschool.k12.tr/LogIn.aspx
HisarNet Student Portal	Student	Hisar School Student Information System https://smart.hisarschool.k12.tr/LogIn.aspx
HisarNet Parent Portal	Parent	Hisar School Parent Information System http://parents.hisarschool.k12.tr/
Support Website	General Access	Up-to-date information, training videos, and documents on the integration of technology into educational environments are shared. https://destek.hisarschool.k12.tr/
Hisar School Website	General Access	www.hisarschool.k12.tr

Table 3: Digital Communication Channels

Software Policy

Ensuring effective exercising of academic processes requires a reliable and sustainable digital ecosystem based on international standards. As part of this, the software to be included in the technical infrastructure needs to meet the following criteria.

1. Compliance of software to **ISTE / Common Sense Standards**
2. Compliance of software to **PDPL** process
3. Compliance of software to the technical infrastructure and systems of the school
4. Digital Sustainability
 - a. Setting the usage objectives of software,
 - b. License policy implemented by the software for educational institutions
 - c. Ensuring the continuity of software in use at K12 level
 - d. Cooperation of software with a common purpose.

Technology Road Map project is carried out by the BSM at the end of each academic year for the next academic year, taking into account the above criteria and supporting the course design processes. Applications featured by the international institutions **ISTE** and **Common Sense** are assessed as a priority and a distribution is made in line with the categories below.

- ✓ Operational
- ✓ Teaching
- ✓ Content
- ✓ Productivity
- ✓ Assessment

The list recommended by the BSM is submitted to the approval of the Executive Board and the approved list is shared with the academic staff.

Technology Road Map Application List: 2024-25

For the educational infrastructure and web applications in the list;

1. Purchasing, licensing, and installation are performed by IT.
2. The necessary support is provided by the BSM for teachers and students to use these applications.

For department-specific applications and digital contents;

1. IT handles purchasing, licensing (for institutional licensable applications only) and installation.
2. Limited support can be provided for teachers and students to use these software and applications, and for the possible problems that may occur during the process.

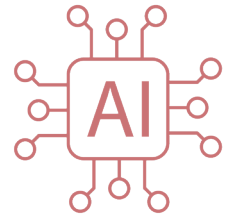
In case an application or digital content which does not exist in the Technology Road Map Application List: 2024 - 25 shared by BSM is needed;

At the end of every academic year, the demand is met for the next academic year by the relevant department head. The process is finalized with the approval of the School Principal and BSM. If an unpredictable need to purchase an application arises, the relevant department head makes a request for the current academic year. The process is finalized with the approval of the School Principal and BSM. It should be known that this process will take some time to finalize.

Limited support: It means that such applications cannot be tested by IT during the updating of technical infrastructure and systems (operating system of smart boards and computers) and the training materials on the usage of applications cannot be found on the support website.



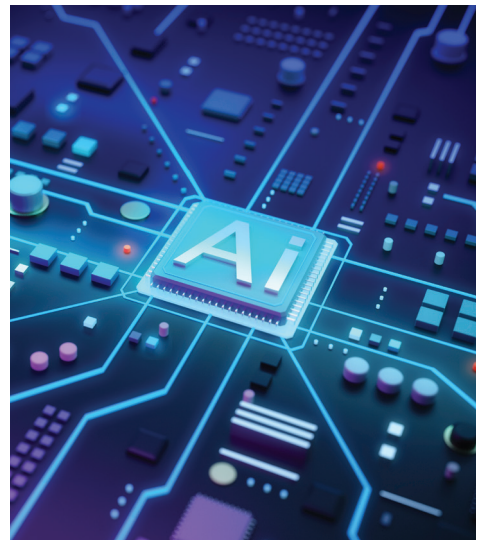
Artificial Intelligence Education Policy



By bringing the standards of technology integration in education, learning and ethical principles into the focus of studies on the role of AI in education, it is possible to develop effective recommendations and practices in the use of productive AI. **Hisar School Artificial Intelligence Education Policy** has been developed to set acceptable usage rules and directives to ensure ethical, safe and responsible use of Artificial Intelligence (AI) technologies for the school community.

Hisar School Artificial Intelligence Education Policy, developed with the participation of expert educators through an inclusive approach, consists of the following sub-headings.

1. Ethical Considerations, Transparency and Accountability
2. Data Privacy and Safety
3. Access and Equality
4. Academic Integrity
5. Integration with Education Policies and Curriculum
6. Integrity and Reliability
7. Professional Learning & Community Engagement
8. Policy Revisions and Updates
9. Next Steps



This policy document is applicable to all the constituents of our school community, including students, academic and administrative staff and other stakeholders who may utilize AI technologies in the school environment. The policy specifically covers generative AI technologies. Applications such as ChatGPT, DALL-E, Google Gemini and Midjourney could be given as examples, but one should note that the range of applications is increasing, and their scopes are expanding each passing day.

Hisar School Artificial Intelligence Education Policy

Roles and Responsibilities

Roles and Responsibilities of Academic Staff

It is important and necessary that Hisar School academic staff adhere to the Technology Standards for the Academic Staff which covers competencies, standards and guidelines on the use of technology. The relevant file is available via the link below.

[Technology Standards for Academic Staff](#)

International Society for Technology in Education (ISTE) tarafından belirlenen uluslararası eğitim teknolojileri standartları öğretmenlerin farklı rolleri ve standartları aşağıdaki gibi tanımlamıştır. Hisar Okulları akademik kadrosu teknoloji entegrasyonu konusunda bu standartlar doğrultusunda tüm çalışmalarını yürütür.

ISTE STANDARDS FOR EDUCATORS

Empowered Professional

Learner

Educators use technology to enable students to learn and constantly improve themselves in this regard.

Leader

Educators seek out and use leadership opportunities to enable students to be effective and successful, and to improve learning and teaching.

Digital Citizen

Educators encourage students to contribute positively to the digital world and to be ethical and responsible in terms of the digital environment.

Learning Catalyst

Collaborator

Educators dedicate time to collaborate with both colleagues and students to discover, and share resources and ideas, and solve problems.

Designer

Educators design authentic, flexible, and learner-driven activities and environments that recognize and accommodate learner variability.

Facilitator

Educators facilitate learning with technology to support student achievement of the ISTE Standards for Students.

Analyst

Educators understand and use data to drive their instruction and support students in achieving their learning goals.

Roles and Responsibilities of Academic Staff

General Responsibilities

1. Following the communication channels and school accounts regularly,
2. Following the **Technology Standards for the Academic Staff**,
3. Complying with the **Information Strategies Policy**
4. Complying with the **Digital Citizenship, Ethics, and Awareness** rules
5. Complying with **Artificial Intelligence Education Policies**
6. Complying with **Cyber Security Policy**
7. Complying with **PDPL** rules
8. Using the applications, programs and platforms specified through the **Technology Road Map Application List**,
9. Acting responsibly regarding the **Google Drive Sharing and Security Settings** as required,
10. Entering the course hours in line with the **instructions** through Google Calendar at the beginning of every academic year,
11. Sharing the process to be followed before, during and after the lesson on Google Classroom with students / parents in a transparent and clear way,
 - a. Course content (presentations, videos, documents and other resources)
 - b. Synchronous and asynchronous studies (homework, projects, and other resources)
 - c. Assessment and evaluation studies (rubrics, control charts, and other resources)
12. Providing regular feedback to students on their studies submitted through Google Classroom.

Online Courses and Interviews

1. Using Google Meet for online courses,

*It is important to use the Google Meet platform, which is institutionally determined by the school, to get quick support for security, tracking, analysis and usage.

2. Starting the online course sessions using the school account,
3. Informing the students in advance so that they can make all technical preparations and checks,
4. Watching videos during the online course can cause problems due to Internet connection (both your connection and the students' connection), therefore, sharing the video link instead,
5. The image and sound quality depends on the performance of the internet connection; if the lesson is held outside the school and the connection is not good enough, the connection should be improved

Table 4: Roles and Responsibilities of Academic Staff



Roles and Responsibilities of Students

International Society for Technology in Education (ISTE) defines the different roles of students as follows.

1. Empowered Learner

Students play an active role in the process while choosing their goals, achieving and exemplifying those goals by utilizing technology in the light of science

2. Digital Citizen

Students know the rights, responsibilities, and opportunities of living, learning, and working in an interconnected digital world, and they act and model in ways that are safe, legal, and ethical.

3. Knowledge Constructor

Students critically curate a variety of resources using digital tools to construct knowledge, produce creative artifacts and make meaningful learning experiences for themselves and others.

4. Innovative Designer

Students use a variety of technologies to identify and solve problems by creating new, useful, or imaginative solutions

5. Computational Thinker

Students develop and use strategies to understand and solve problems by utilizing the power of technology methods to develop and test solutions.

6. Creative Communicator

Students communicate clearly and express themselves creatively for a variety of purposes using the platforms, tools, styles, formats, and digital media appropriate to their goals.

7. Global Collaborator

Students use digital tools to broaden their perspectives and enrich their learning by collaborating with others and working effectively in teams locally and globally.

Within these standards, **students** are expected **to take responsibility for their own learning process and to act in accordance with the specified roles and responsibilities.**

<https://www.iste.org/standards/iste-standards-for-students>

Roles and Responsibilities of Preschool Students

*We would like to remind you that our pre-school students may need support from an adult.

General Responsibilities

1. Acting in line with the **Digital Citizenship, Ethics and Awareness** rules,
2. Following the course schedule and hours via Google Calendar,
3. Checking school e-mail accounts regularly,
4. Following the announcements, homework, and studies for each course via Google Classroom,
5. Completing and delivering homework and studies within the specified time period,

Roles and Responsibilities of Primary School Students

*We would like to remind you that our primary school students may need support from an adult.



General Responsibilities

1. Acting in line with the **Digital Citizenship, Ethics and Awareness** rules,
2. Following the course schedule and hours via Google Calendar,
3. Checking school e-mail accounts regularly,
4. Following the announcements, homework, and studies for each course via Google Classroom,
5. Completing and delivering homework and studies within the specified time period,

Use of Technology Roles and Responsibilities of Students

We would like to remind that our Primary School students may need support from an adult.

PRIMARY SCHOOL



1 We follow the course schedule and hours on Google Calendar.	2 We check school e-mail accounts on a regular basis.
3 We follow announcements, homework and studies for each course on Google Classroom.	4 We complete and deliver homework and studies within the specified time period.

Using iPads in Class

1. Using school iPads in 1st, 2nd, and 3rd grades in line with teachers' instructions,
2. For 4th grades: Complying with the following rules while using iPads at school,



iPad Usage Rules

1 I bring my iPad to school on days my teacher specifies.



2 I use my iPad as a teaching tool during school time.



3 I use applications and websites directed by my teacher.



4 I know that I shouldn't take someone else's photo or video at school.



5 I keep my iPad in my bag/locker during out of class times.



destek.hisarschool.k12.tr

Online Courses and Interviews

1. Following the Google Meet links on Google Classroom classes for the relevant course using Google Calendar,
2. Signing in to online courses using the e-mail account provided by the school,
3. Ensuring that the devices are updated and charged fully before courses.

It is important to pay attention to the following issues during the online (synchronous) courses given the concentration period, effective studying methods, and permanent learning techniques.

<p>1 Sit at our desks and get ready for the lesson.</p>	<p>2 Follow the syllabus.</p>	<p>3 Join the lesson on time.</p>	<p>4 Keep the mic off unless we speak.</p>
<p>5 Prepare our lesson materials.</p>	<p>6 Keep the camera on throughout the lesson.</p>	<p>7 Are always respectful.</p>	<p>8 Type our questions in the chat box.</p>

Roles and Responsibilities of Middle School Students

Genel Sorumluluklar

1. Acting in line with the **Digital Citizenship, Ethics and Awareness** rules,
2. **Complying with Artificial Intelligence Education Policy**
3. Following the course schedule and hours via Google Calendar,
4. Checking school e-mail accounts regularly,
5. Following the announcements, homework, and studies for each course via Google Classroom,
6. Completing and delivering homework and studies within the specified time period,
7. Following up the technical responsibilities;
 - a. Registering the device to the school network,
 - b. Making the necessary software updating,
 - c. Attending the courses with fully charged devices,
 - d. Using Google Drive space to back up the files.

Use of Technology Roles and Responsibilities of Students MIDDLE SCHOOL

- 1 **Check your school e-mail accounts frequently to stay in touch.**
- 2 **Check your Google Calendar application to keep track of your daily program.**
- 3 **Keep track of the announcements and materials of each course on Google Classroom for course follow-up.**
- 4 **Act in accordance with digital awareness and academic honesty principles.**
- 5 **Contact us via destek@hisarschool.k12.tr when necessary.**
- 6 **Update software and make sure that your device is fully charged, in order to use your device efficiently.**

Logos: HISAR SCHOOL ISTANBUL, common sense, ISTE, Bilişim Stratejileri Merkezi Hisar Okulları

Using iPads in Class

1. Ensuring that the iPads are updated and charged fully before courses,
2. Using iPads during courses only in line with the teacher's instructions
3. Being responsible for the security of iPads, keeping them in lockers when not in use

Online Courses and Interviews

1. Following the Google Meet links on Google Classroom classes for the relevant course using Google Calendar,
2. Signing in to online course sessions using the e-mail account provided by the school,
3. Ensuring that the devices are updated and charged fully before courses,

It is important to pay attention to the following issues during the online (synchronous) courses given the concentration period, effective studying methods, and permanent learning techniques.

1 To receive updates

Please check your Gmail account on a regular basis.



2 To keep track of classes

Please check announcement and materials for each class on Google Classroom.



3 To keep track of your daily lesson plans

Please use Google Calendar application.



4 During lessons

Please create a favorable environment and turn your camera on.



5 In lessons

Please mute your microphone unless you are speaking.



Please use the chat box for your questions.



6 Digital Awareness

Please act in accordance with the principles of academic honesty.



Roles and Responsibilities of High School Students

General Responsibilities

1. Acting in line with the **Digital Citizenship, Ethics and Awareness** rules,
2. **Complying with Artificial Intelligence Education Policy**
3. Following the course schedule and hours via Google Calendar,
4. Checking school e-mail accounts regularly,
5. Following the announcements, homework, and studies for each course via Google Classroom,
6. Completing and delivering homework and studies within the specified time period,
7. Following up the technical responsibilities;
 - a. Registering the device to the school network,
 - b. Making the necessary software updating,
 - c. Attending the courses with fully charged devices,
 - d. Using Google Drive space to back up the files.

Use of Technology Roles and Responsibilities of Students HIGH SCHOOL

- 1 Check your school e-mail accounts frequently to stay in touch.**
- 2 Check your Google Calendar application to keep track of your daily program.**
- 3 Keep track of the announcements and materials of each course on Google Classroom for course follow-up.**
- 4 Act in accordance with digital awareness and academic honesty principles.**
- 5 Contact us via destek@hisarschool.k12.tr when necessary.**
- 6 Update software and make sure that your device is fully charged, in order to use your device efficiently.**

destek.hisarschool.k12.tr

Using Computers in Class (BYOD)

1. Using computers during courses only in line with the teacher's instructions
2. Acting within the scope of **Digital Citizenship, Ethics and Awareness** rules.
3. Following the address <http://destek.hisarschool.k12.tr> for the use of digital applications.

Online Courses and Interviews

1. Following the Google Meet links on Google Classroom classes for the relevant course using Google Calendar,
2. Signing in to online course sessions using the e-mail account provided by the school,
3. Ensuring that the devices are updated and charged fully before courses,

It is important to pay attention to the following issues during the online (synchronous) courses given the concentration period, effective studying methods, and permanent learning techniques.

1 To receive updates

Please check your Gmail account on a regular basis.



2 To keep track of classes

Please check announcement and materials for each class on Google Classroom.



3 To keep track of your daily lesson plans

Please use Google Calendar application.



4 During lessons

Please create a favorable environment and turn your camera on.



5 In lessons

Please mute your microphone unless you are speaking.

Please use the chat box for your questions.



6 Digital Awareness

Please act in accordance with the principles of academic honesty.



Roles and Responsibilities of Parents

Once more, we would like to remind the significance of cooperation, support, and feedback provided by parents who are important stakeholders in the education-learning process.

Roles and Responsibilities of Parents

General Responsibilities

1. Checking all communication channels regularly,
2. Following parent information letters regularly,
3. Supporting your child about time management,
4. It is primarily the responsibility of our students to complete the work requested from our students, but in younger age groups / to provide the support your child may need when necessary,
5. Providing the necessary technological support for the continuation of the academic process in a healthy way (devices and applications recommended by the school/internet connection with an appropriate speed),
6. Showing sensitivity to compliance with the PDPL (Personal Data Protection Law),
7. Avoiding sharing of the presentations, videos, working sheets, documents, exams, and other course-related materials with third parties as part of the Intellectual Property Rights.

Online Courses and Interviews

Paying attention to the concentration period, effective studying methods, and permanent learning techniques during the online (synchronous) courses or asynchronous studies,

1. Ensuring that the working environment is arranged suitable for your child's age,
 - a. Ensuring that your child can focus, and there are no distracting persons or objects in the working environment,
 - b. Paying attention to the ambient light (that it is not dark or dim),
2. Ensuring that the devices are updated and charged fully,
3. Displaying sensitivity for the following issues during online courses,
 - a. Paying attention to student/teacher privacy,
 - b. Not being involved in the course,
 - c. Not comparing your child's development with other children in the class,
4. Not recording any videos/taking any pictures during online courses

Online Parent Interview Hours and Events

1. Making use of online teacher & parent interview hours,
 2. Signing in with a personal e-mail account in terms of the privacy and security of the interviews,
 3. Paying attention to time management by taking the next interview into consideration,
 4. Participating in online meetings and events organized by the school.
-

Roles and Responsibilities of Administrative Staff

It is important and necessary that Hisar School administrative staff adhere to the Technology Standards for the Administrative Staff which covers competencies, standards and guidelines on the use of technology.

Technology Standards for Administrative Staff

Roles and Responsibilities of Administrative Staff

General Responsibilities

1. Following the communication channels and school accounts regularly,
2. Following the **Technology Standards for the Administrative Staff**,
3. Complying with the **Information Strategies Policy**
4. Complying with **Artificial Intelligence Education Policies**
5. Complying with **Cyber Security Policy**
6. Complying with **PDPL** rules
7. Acting responsibly regarding the **Google Drive Sharing and Security Settings** as required,

Online Interviews

1. Using Google Meet for online interviews,

*It is important to use the Google Meet platform, which is institutionally determined by the school, to get quick support for security, tracking, analysis and usage.

2. Starting the online interviews using the school account,



Technology Road Map

To ensure that academic processes are carried out effectively, a **Technology Road Map** covering the topics of **Standards**, Programs and Practices has been prepared. It is important and necessary for all our teachers and students to act in compliance with the specified standards in order to ensure that the digital ecosystem is carried out in a problem-free and sustainable manner.

Technology Road Map Application list 24-25

During the process, updates can be made considering the changing needs, demands, and suggestions while these updates are shared at the beginning of every year regularly.

The important reminders on **smart board, video displays, updates, and support** while using the technology in the classroom can be found below.

Standards for Information Strategies

HISAR SCHOOL
ISTANBUL

1 UPDATES

- Please make sure that **MacOSX** operating system is up-to-date.
- Please make sure that **Google Chrome** application is up-to-date.
- Please make sure that you **restart** your computer every day.

2 SMART BOARD

- Please make sure that you connect to the smart board by **logging into** your own account at the beginning of the course.
- Please make that you **log out** of the smart board/your account at the end of the course.

3 SCREEN MIRRORING AND VIDEO DISPLAY

- Please use **AirPlay** system when you need to mirror your computer's screen.
- Please display the videos directly on the smart board.
- Please share the video link with your students instead of displaying the video via **Google Meet**.

4 SUPPORT

- Please test all technological tools, applications, and platforms you will use **before the course**.
- Training content related to the programs and applications is available at **Supporting Teacher's Portal**. Please access the portal when necessary.
- For any questions please contact **destek@hisarschool.k12.tr**.

destek.hisarschool.k12.tr

Technical Support

You can access our school's basic policies and explanations on information strategies, educational technology materials and videos, and relevant frequently asked questions and their answers through the website <https://destek.hisarschool.k12.tr> You can contact destek@hisarschool.k12.tr for your technical support needs and questions.



Open Source Approach

School Website

Materials that are open to sharing by Hisar School are published on our website for the access of all users as part of the open source approach. All open source shared related to BMS (reports, road maps, standards, newsletters) are accessible.

Hisar School Information Strategies Center

BSM Support Portal

All stakeholders are informed with general explanations, educational documents, educational videos, and frequently asked questions on the website <https://destek.hisarschool.k12.tr>, prepared with an open source approach.

BSM Bulletins

Addressing a wide range of subjects within the scope of digital transformation and covering different opinions and suggestions in the light of national and international reports and research, BSM Bulletins contain the articles of our teachers and colleagues as well as the experiences of valuable educators from different schools and opinions of leading academicians in their fields. **We aim to support and inspire each other within the scope of digital transformation, ensuring communication and collaboration among the members of the school community in this context.** Our bulletins are primarily shared with all our stakeholders, our academic staff, parents, alumni, Board of Directors, and Board of Trustees, and then published on the school's website for the benefit of the whole educational community with the open source approach.

BSM Bulletins



References

Education Reimagined: The Future of Learning

What Students Learn Matters

The Hisar School Comprehensive Report And Recommendations

New Vision for Education: Fostering Social and Emotional Learning through Technology

Framework for 21st Century Learning

MEB Dijital Çağda Ölçme Değerlendirme

Back to school: A framework for remote and hybrid learning amid COVID-19

A Guide to Hybrid and Blended Learning in Higher Education

Course Models At-a-Glance

Getting Started with Designing a Hybrid Learning Course

Hybrid/HyFlex Teaching & Learning

The Building Blocks of an Online Lesson

Unesco Uzaktan Eğitim Çözümleri

Google Uzaktan Eğitim Önerileri

Five Reasons High School Students Should Consider MOOCs

Massive Open Online Course Completion Rates Revisited: Assessment, Length and Attrition

Benefits and Costs of MOOC-Based Alternative Credentials 2018

What Makes a Successful Online Learner?

MOOC Strategies of European Institutions

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