

## 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,

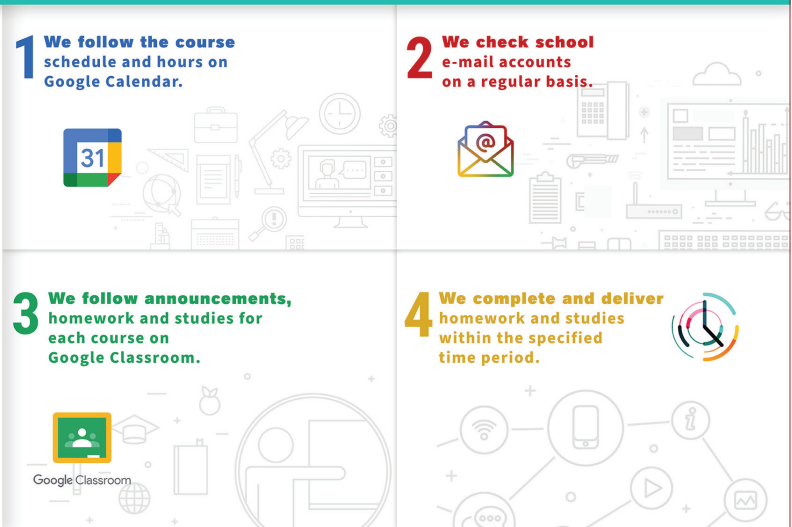
## Use of Technology Roles and Responsibilities of Students

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

### PRIMARY SCHOOL



<b>1</b> We follow the course schedule and hours on Google Calendar.	<b>2</b> We check school e-mail accounts on a regular basis.
<b>3</b> We follow announcements, homework and studies for each course on Google Classroom.	<b>4</b> 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](http://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><b>1</b> Sit at our desks and get ready for the lesson.</p>	<p><b>2</b> Follow the syllabus.</p>	<p><b>3</b> Join the lesson on time.</p>	<p><b>4</b> Keep the mic off unless we speak.</p>
<p><b>5</b> Prepare our lesson materials.</p>	<p><b>6</b> Keep the camera on throughout the lesson.</p>	<p><b>7</b> Are always respectful.</p>	<p><b>8</b> 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.

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### 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.

