المدرسة اللبنانية
THE LEBANESE SCHOOL

The Lebanese School - Qatar
Digital Learning Policy

Purpose and Scope

The Lebanese School of Qatar is committed to effectively and responsibly incorporating technology into its educational environment. Our aim is to enhance learning, inspire creativity, and prepare students for success in the digital age.

This Digital Learning Policy outlines guidelines for the ethical and effective use of digital tools, resources, and platforms by both students and staff. It applies to all users of digital resources within the school, during school hours, in extracurricular activities, and in online learning environments.

Technology Integration: The SAMR Model

LSQ employs the SAMR model (Substitution, Augmentation, Modification, Redefinition) to guide the integration of technology in education. This framework ensures that the integration of technology not only enhances the teaching process but also elevates the quality of student learning. Whether at the augmentation, modification, or redefinition levels, technology should be leveraged to create more engaging, interactive, and personalized learning experiences. By thoughtfully incorporating technological tools, we aim to foster deeper understanding, promote critical thinking, and support collaboration among students, ultimately leading to improved educational outcomes. Here is an example for each level of integration:

- Substitution: Digital tools replace traditional tools without changing their functionality (e.g., using digital textbooks instead of printed ones).
- Augmentation: Technology enhances learning by adding value (e.g., educational apps that provide instant feedback).
- Modification: Technology significantly alters learning activities, allowing for more complex tasks (e.g., using programs that tailor learning paths to individual student performance, allowing for differentiated instruction based on student needs.).
- Redefinition: Technology enables new learning experiences (e.g., design and follow individualized learning projects or inquiry-based learning units, supported by a range of digital tools and resources tailored to students' interests.).

Digital Tools and Platforms

LSQ provides students and staff with access to various digital tools, including school-provided devices, educational software, and communication platforms. These resources are strictly for academic purposes.

Middle and secondary students are requested to bring personal devices (laptops, tablets) that meet the school's specifications. Preschool and primary students use iPads which are provided by the school.

Student Mobile Phone Policy

Personal mobile phones are prohibited during school hours. Students' phones are collected and stored, while school phones are available for emergencies.

Acceptable Use and Behavior Expectations

All users must adhere to the following:

- Engage in respectful and appropriate online communication.
- Refrain from cyberbullying, harassment, offensive language, or sharing inappropriate content.
- Use school devices and resources only for educational purposes.
- Refrain from unauthorized access to school networks, systems, or devices.
- Avoid plagiarism and cheating.
- Respect intellectual property rights.

Ethical Use of AI in Students' Work

As generative AI technologies become more integrated into educational practices, it is vital for students to use these tools ethically. Students are encouraged to:

- Use AI responsibly as a tool for research, idea generation, and organizational support, while being aware of the limitations and biases of these technologies.
- Acknowledge any AI-generated content or assistance to uphold academic integrity by following the following guidelines:
  - ✓ Cite all AI-generated content using APA format.
  - ✓ Explicitly acknowledge the use of AI assistance in the methods section.
- Critically engage with AI outputs by verifying information and making informed decisions, rather than relying solely on automated responses.
- Be mindful of data privacy and personal security implications when using AI tools and platforms.

Disciplinary Actions and Consequences

Violations of this policy may lead to consequences specified in the LSQ Behavior Policy and the LSQ Academic Integrity Policy. Depending on the severity and recurrence of the violations, consequences may include:

- Documentation of behavior incidents on the school portal
- Signing warning letters by students
- Meetings with parents regarding student behavior
- Confiscation of phones or tablets
- Expulsion of the student from the school

Internet Safety and Cybersecurity

- Students are educated on safe internet practices, including protecting personal information and reporting suspicious activities.
- LSQ protects student data privacy and adheres to all relevant laws and regulations. Vetted platforms are used, and parents are informed about data collection policies.
- The school employs appropriate monitoring measures to ensure policy compliance.

Digital Citizenship

LSQ promotes digital citizenship education, emphasizing responsible online behavior, netiquette, and ethical digital practices.

Device and Resource Management

- Students are responsible for the care of school-provided devices. Any damage must be reported immediately via email to the Head of Section by either the teacher or the administrative personnel. The damage will then be assessed to determine if the parent will be asked to cover the repair or replacement cost.
- Teachers are responsible for the care of school-provided devices. They should report any damage to the IT department for assessment. The IT department will determine the repair or replacement costs and the individual responsible for payment.
- LSQ strives to ensure equitable access to digital resources for all students. Support is provided for students with limited access, including device loans and offline resources.
- The school will not compensate for lost, stolen, or damaged personal devices. However, it will investigate the incident and report it to the school's senior leadership team.

Support and Training

- LSQ provides ongoing professional development for teachers on effective technology integration.
- Digital literacy training is provided to students at all grade levels.
- The IT department provides technical support to minimize disruption to learning.

Assessment and Monitoring of Student Progress

Digital tools may supplement traditional methods to assess student learning and track progress. The data collected will be used responsibly and in accordance with data privacy regulations.

Parental Involvement

LSQ encourages parental involvement in monitoring their child's digital activities. The school provides guidance and resources, including regular updates and parental control tutorials for different platforms. LSQ offers support through virtual sessions and social media posts that provide tips for parents on ensuring students' safe use of online resources and platforms, including social media and online games.

Policy Review and Updates

This policy was written in December 2024. The academic senior leadership team will continuously monitor its application and effectiveness. It will be reviewed every three years and updated as necessary, incorporating feedback from the school community.