

The purpose of this document is to define the structures, expectations, and standards for effective use of digital tools. technology-



# MGIS DIGITAL TRANSFORMATION POLICY



## **IB MISSION STATEMENT**

The International Baccalaureate aims to develop inquiring, knowledgeable, and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end, the organization works with schools, governments, and international organizations to develop challenging programs of international education and rigorous assessment.

These programs encourage students across the world to become active, compassionate, and lifelong learners who understand that other people, with their differences, can also be right.

## **MGIS MISSION STATEMENT**

Transforming educational communities by fostering academic excellence, positive character, and appreciation of cultures.

## **MGIS VISION STATEMENT**

To be globally recognized as a pioneer in the advancement of comprehensive educational systems for critical language-oriented academies.

### **1- Philosophy of Digital Transformation**



MGIS believes that technology is a powerful catalyst for learning, creativity, innovation, and global citizenship. Our digital transformation aims to create equitable access to modern tools, enrich teaching practices, and empower learners to become responsible digital participants, critical thinkers, and lifelong learners.

Technology at MGIS is not an add-on; it is a strategic, intentional component of teaching and learning, rooted in the belief that:

- Learners thrive in environments where digital tools are integrated meaningfully.
- Technology amplifies inquiry, collaboration, creativity, and student agency.
- All learners—regardless of grade level, ability, or background—deserve access to high-quality digital learning opportunities.
- A secure digital ecosystem promotes safety, responsibility, and ethical technology use.
- Teachers become more effective when supported by robust tools, training, and infrastructure.
- Digital transformation must evolve with global trends while maintaining alignment with national educational frameworks and values.

MGIS is committed to responsible, innovative, and future-ready digital learning, ensuring that technology supports—not replaces—high-quality teaching, human connection, and student well-being.

## 2- Scope

This policy applies to:

- All students KG–Grade 9
- All MGIS teachers and assistants
- All administrators and support staff
- Parents accessing school digital systems
- All digital devices owned or managed by MGIS
- All school platforms (Educore, Google Workspace, e-library systems)
- All technology-based learning materials (Technokids, digital textbooks)



### 3- Digital Learning Vision

MGIS aims to become a digitally innovative school that:

- Integrates meaningful technology in all classrooms
- Uses Educare LMS as the central communication and academic platform
- Ensures a device-ready environment: iPads (KG–G3), Chromebooks (G4–G9)
- Provides equitable access to digital resources
- Supports creativity and problem-solving through programming, robotics, multimedia design, and digital storytelling
- Builds strong digital citizenship habits in all learners

### 4- Digital Learning Goals

#### 4.1 Teaching & Learning

- Ensure that digital tools meaningfully support instructional objectives.
- Implement the Technokids curriculum fully across grade levels.
- Promote student-centered, inquiry-driven digital tasks.
- Embed ICT skills in transdisciplinary learning.

#### 4.2 Infrastructure & Devices

- Maintain reliable, updated devices across all grade levels.
- Ensure WiFi coverage in all learning spaces.
- Maintain inventory, device logs, and device health reports.
- Provide adequate charging systems and classroom setups.

#### 4.3 Educare LMS Utilization

- Standardize weekly posting expectations.



- Ensure teachers' use of gradebooks, assignments, announcements, and galleries.
- Increase parent engagement through consistent communication.
- Track analytics to monitor usage and compliance.

#### **4.4 Cybersecurity & Digital Safety**

- Enforce online safety protocols for all users.
- Provide annual cybersecurity training for staff.
- Activate filtering, monitoring, and secure access systems.
- Protect student data and comply with privacy regulations.

#### **4.5 Capacity Building**

- Provide ongoing ICT training for all teachers.
- Conduct specialized workshops (coding, digital assessment, multimedia tools).
- Support co-teaching between the ICT department and subject teachers.
- Evaluate teacher technology integration annually.

## **5- Device Management Policy**

### **5.1 iPads (KG–Grade 3)**

- Assigned per class or per student, depending on grade.
- Must remain updated by the IT department.
- Apps installed based on curriculum and teacher needs.

### **5.2 Chromebooks (Grade 4–9)**

- Managed under Google Admin Console.



- Login is restricted to school email accounts.
- Usage logs are monitored for digital safety.

### **5.3 Device Care & Responsibility**

- Students must handle devices responsibly.
- Damage must be reported immediately.
- Repeated carelessness results in restorative discipline measures.

## **6- Digital Citizenship Policy**

MGIS adopts a whole-school digital citizenship model that includes:

### **6.1 Safety**

- Safe browsing
- Avoiding harmful content
- Understanding digital footprints

### **6.2 Responsibility**

- Respectful communication
- Ethical use of information
- Caring for devices

### **6.3 Cyberbullying Prevention**

- Zero-tolerance policy
- Reporting structures
- Counseling support

### **6.4 Training & Curriculum**

- Integrated into ICT lessons, homerooms, and PYP units
- Annual student and parent workshops

## **7- Educare LMS Policy**

### **7.1 Teacher Requirements**



Teachers must use Educare to:

- Post weekly assignments
- Upload resources
- Share photos in galleries
- Post announcements
- Record grades (middle school)
- Communicate with parents responsibly

## 7.2 Parent Responsibilities

Parents must:

- Check Educare regularly
- Communicate through official channels
- Support children in managing tasks

## 7.3 Monitoring & Compliance

- Weekly audits by Academic Leaders
- Monthly analytics review by the Committee
- Follow-up support for low-usage staff

## 8-Digital Curriculum Integration (Technokids)

### 8.1 Planning

Every grade must integrate at least **two Technokids modules** per semester.

### 8.2 Skills Development

Includes:

- Coding
- Digital literacy
- Spreadsheet use
- Multimedia design
- Presentation skills

### 8.3 Evidence Requirements

Teachers must upload:

- Student samples
- Screenshots



- Assessment rubrics
- Photos and videos of digital projects

## 9- Professional Development

The school will offer:

- Classroom technology coaching cycles
- Educore refresher training every semester
- Onboarding digital training for new staff
- PD aligned with classroom observation findings

## 10- Monitoring & Evaluation

The Technology Committee will monitor:

✓		Device		readiness
✓	Teacher		tech	integration
✓	Educore		usage	analytics
✓		Technokids		implementation
✓	Cyber		safety	compliance
✓		PD		participation
✓	Classroom observations			

Annual evaluation will produce:

- Digital Learning Report
- Updated Digital Strategy Plan
- Data-driven recommendations

## 11- Roles & Responsibilities

### School Leadership

- Provide resources
- Ensure compliance
- Support digital transformation

### ICT Team

- Maintain devices
- Support teachers
- Ensure cybersecurity

### Teachers



- Integrate technology meaningfully
- Use Educare consistently
- Model digital citizenship

### **Students**

- Use devices responsibly
- Follow safety rules
- Engage actively in digital tasks

### **Parents**

- Support appropriate use at home
- Communicate professionally on Educare
- Monitor children's digital habits

## **12- Policy Review**

This policy will be:

- Reviewed annually by the Technology Committee
- Updated to reflect curriculum changes, software updates, safety requirements, and school needs
- Communicated to all staff and parents after each revision

**Policy prepared by:** School Policies Committee and Technology & Digital Learning Committee

**Date of Last Review:** September 2025

**Policy reviewed by:** School Leadership & Improvement Team (SLT)

**Policy Approved by:** Director of Operations