TECHNICAL DEVICES POLICY

iPads, Digital Pencils, & NAP Classification

1. Purpose

Cedars International School of Angola (CISA) operates a digital learning environment in which technology is an essential part of teaching, learning, assessment, and access to educational resources.

This policy establishes the responsibilities of parents regarding students' technical devices and defines the procedures followed when required devices are missing, damaged, malfunctioning, or not properly maintained.

2. Mandatory Technical Devices

All students must attend school with the technical devices required for their grade level, including:

- A functioning iPad that meets CISA's technical requirements to be used only for school works.
- A compatible digital pencil.
- All necessary accessories to ensure the devices are available and ready for classroom use.

Parents are responsible for ensuring that their children have the required equipment in working condition throughout the academic year, charged and ready for dailly use, parents cannot ask school to free the ipad from any restrictions within any vacation, unless if the student will leave CISA.

3. Technical Problems and Parental Responsibilities

Parents must inform CISA promptly whenever a technical problem affects their child's ability to use the required devices.

Where an iPad or digital pencil is damaged, lost, malfunctioning, or requires repair, parents are expected to take immediate action to resolve the issue within maximum one week, and communicate the expected resolution date to the school.

Parents must not assume that reporting a technical problem automatically suspends the school's device requirements.

CISA will consider the circumstances and any agreed resolution timeframe. However, the responsibility to restore the student's access to the required equipment remains with the family.

Any delays, failure to respond to school communications, or failure to take reasonable action to resolve an identified problem may result in the application of the **NAP classification**, as described below.

4. NAP Classification

NAP stands for "Not Aligning with the CISA Academic Process".

NAP is an administrative classification used when a student cannot fully comply with an essential academic participation requirement because the required technical devices are unavailable, not functioning, or not maintained in accordance with CISA requirements, and the matter remains unresolved despite appropriate notification and follow-up.

NAP is intended to identify unresolved compliance issues and encourage timely corrective action.

Examples include:

- Repeatedly sending a student to school without a functioning iPad.
- Failing to replace or repair a damaged digital pencil or other required device.
- Allowing a technical problem to remain unresolved without reasonable corrective action.
- Failing to respond to school communications concerning essential device requirements.
- Repeatedly missing an agreed deadline to resolve a technical issue without communicating with the school.

NAP is not an academic grade, a subject result, or an automatic decision concerning student promotion. It must not be confused with CISA's academic assessment classifications or academic support programmes.

5. Procedure for Applying NAP

CISA will follow the procedure below:

Stage 1 – Initial notification:
The school informs the parents that student cannot be join the school without a well funcitioning IPAD, for more than 5 academic days within an academic year.

Stage 2 – Resolution timeframe:
Parents are expected to respond promptly for repairing, replacing, or restoring the required device. Within maximum the 5 academic days.

Stage 3 – Follow-up notification:
If the problem remains unresolved for more than 5 academic days, or parents fail to respond or take reasonable corrective action, the school will apply NAP.

Stage 4 – NAP classification:
If the requirement remains unmet after appropriate notification and review, CISA Management or its authorised representative may apply NAP and record the reason for the decision.

The procedure may be adjusted by the School Board where urgent circumstances require immediate action to protect the student's access to learning.

6. Consequences and Academic Participation

Students whose required devices are unavailable may be unable to participate fully in certain digital learning activities.

CISA may determine what temporary learning arrangements are practicable while the problem is being resolved.

The application of NAP does not automatically result in academic failure, retention, or denial of promotion. Academic results and progression remain subject to CISA's applicable academic policies and assessment procedures.

7. Responsibilities of Parents

Parents are expected to:

1. Ensure that their children attend school with functioning and fully charged required devices.
2. Maintain the iPad and digital pencil in good working condition.
3. Inform the school promptly of any technical problem.
4. Take timely action to repair or replace damaged or missing equipment.
5. Respond to school communications and comply with agreed resolution deadlines.
6. Cooperate with the IT Department when technical configuration or access support is required.
7. Consider the student iPad to be used only for the school works, never asking school to free it from any restrictions within any vacation, unless if the student will leave CISA.

A technical issue that is promptly reported and actively addressed will be considered differently from a requirement that remains unresolved because of repeated delays, lack of response, or failure to take reasonable action.

8. Responsibilities of CISA

CISA will:

- Communicate technical requirements clearly.
- Inform parents when a device-related issue affects learning.

- Document relevant notifications and agreed resolution deadlines.
- Consider the circumstances before applying NAP.
- Provide technical guidance within the responsibilities of the IT Department.

9. Final Provision

The availability of functioning technical devices is an essential requirement of CISA's digital learning environment. Parents are expected to address device-related problems promptly and cooperate with the school to prevent unnecessary disruption to their children's education.

Where parents do not take reasonable and timely action to resolve an identified issue, CISA reserves the right to apply the NAP classification in accordance with this policy.

All families are expected to comply with this policy as part of their responsibility to support their children's participation in CISA's academic process.