



IKG STUDENT HANDBOOK

18/19

Team
Responsibility
Trust



Address	Internationella Kunskapsgymnasiet/International College Buteljgatan 4, 117 43 STOCKHOLM
Tel	08 510 081 30
Fax	08 510 081 59
Home page	www.kunskapsgymnasiet.se/internationella
e-mail	info@internationella.kunskapsgymnasiet.se
Absence registration	Tel 0515-86905 (Before 8.30)
Open Hours	The school is open 08.00 - 17.00 p m (08.00-16.00 on Fridays).
Principal	Linda Eksholm 08 510 08 132 linda.eksholm@kunskapsgymnasiet.se
Vice-principal	Armi Tulldahl 08 510 08 131 armi.tulldahl@kunskapsgymnasiet.se
School nurse	Lena Solén, 08 510 08 138 Mon-Fri 09.00-15.30 lena.solen@kunskapsgymnasiet.se
Front desk/Student	Petra Möller 08 510 08 130 Mon-Fri 8.30-16.00
Administration	petra.moller@kunskapsgymnasiet.se
E-mail to staff:	firstname.lastname@kunskapsgymnasiet.se (å, ä = a and ö = o)

Questions regarding schedule? Please, contact Armi Tulldahl

Questions regarding study plans? Please, contact Armi Tulldahl

Questions regarding absence /Skola 24?

Please, contact Armi Tulldahl and/or Petra Möller



Welcome to Internationella Kunskapsgymnasiet/ International College!

International College (IKG) prides itself in providing a safe working environment, where students and staff form close bonds and together achieve excellent results. Hard work and fun are integral to the spirit of the school.

We offer you personalised learning. You set your own individual learning goals together with your personal coach at the start of each term and on a weekly basis. To reach your goals, it is important that you understand our rules and routines. This handbook has been put together to help you with this. You will go through the contents at the beginning of the autumn term and at basegroup meetings during the first months of the school year. We also advise you to read it carefully on your own to boost your confidence as a new student to IKG.

You will also find this information on the IKG Intranet under “Student Handbook”, you will also get a copy to your school mail.

We are happy that you have chosen us for your upper secondary studies and we promise to do our very best to live up to your expectations.

The school is open

Monday-Thursday 7.45 - 17.00

Friday 7.45 - 16.00

It is not allowed to stay in the building after closing hours

2018/2019

Overview

Autumn Term 2018

• Skolstart år 1	21 augusti 10.00
• Skolstart år 2, 3 (T4)	22 augusti åk 2 kl. 10.00 åk 3 kl. 11.00 T4 kl.11.30
• Föräldramöte åk 1	30 augusti 18.00-20.00
• Föräldramöte åk 2	20 september kl 18.00-19.00
• Föräldramöte åk 3	20 september kl 19.00-20.00
• Utvecklingssamtal åk 1-3	Vecka 46 (Kallelse via PH)
• Höstlov	Vecka 44
• Höstterminens sista dag	21 december

Spring Term 2019

• Terminsstart	8 januari
• Utvecklingssamtal åk 1-3	Vecka 8 (Kallelse via PH)
• Sportlov	Vecka 9
• Påsklov	Vecka 16
• Mösspåtagning åk 3	30/4 kl 14.30 (Halv skoldag för övriga)
• Lovdag vid Kristi himmelfärd	30+31 maj
• Lovdag vid Nationaldagen	6 juni
• Studentutspring åk 3	14 juni
• Skolavslutning år 1, 2 (T4)	13 juni
• Läsårets sista dag.	14 juni
• Åk 3 hämtar betygen	18 juni mellan kl 13.00- 14.30

Kursomdömen i EDS Traffic Lights/ BI

Vecka 35 30/8 kl 16

Vecka 39 28/9 kl 16

Vecka 44 29/10 kl 16

Vecka 5 1/2 kl 16

Vecka 15 12/4 kl 16

Traffic Lights/BI

Green = Well done! You reach your personal goal

Amber = You are risking not reaching your personal goal (See comments on EDS)

Red = F-warning ! (See comments on EDS)

International profile

Excellent command in Both Swedish and English

- Possibility to take English fast track
- Possibility to take CAE (Cambridge exam in advanced English)
- Other courses may also be taught in English
- Model UN (FN- rollspel) in school Y2
- Model UN, European session Y2
- Model UN, Asian session (Beijing) Y3
- Focus on Modern languages – more time
- Language trips in Y 3 (Step 5)
- International student group
- Humanitarian aid project (Operation Dagsverke)
- Exchange students from all over the world

IKG House Rules

We at IKG pride ourselves on the good atmosphere between students and staff. Hard work is mixed with fun and laughter on a daily basis. We want IKG to be a good working environment for all. In order to keep the IKG spirit, we expect students to follow our house rules. These rules has been decided by student council.

- Be on time
- Bring essential material to class
- Do not disturb others
- Read your school mail regulary
- No mobilephones during class



IKG A-Z



Assessment/Grading

We see knowledge as a process. Consequently much of our effort is dedicated to oral and written feed-back. Our strategy holds:

- assessments at various intervals throughout the course
- regular meetings with your PH
- extra teacher assistance for the projects
- development talks with you and your guardian twice a year

Grades are given at the end of each course – January and/or June.

Assessments, Traffic Lights are given on EDS five times a year.

Attendance

When a minor (omyndig) student misses classes without a valid reason, IKG will inform the guardians in accordance with Skolverkets rules.

Attendance information can also be given to students over 18 years of age if requested.

If absence from class is too high, you risk losing your CSN student benefit.

IKG will send a CSN warning letter to guardian/student and a meeting may be required with the EVT (elevvårdsteam).

For questions regarding attendance turn to the school coordinator Petra Möller or Vice principal Armi Tuldahl

(See more information under “Skola24”.)



Base group

Your base group meet once a week. These meetings are obligatory and are scheduled on your timetable. Don't forget your log book (see log book) as you will be given information regarding what is on in school.



Career and Study Counselling (SYV)

Once a week SYV, Thomas Sjöberg is in our school. You may sign up for appointments on the door. SYV will guide you through your studies and inform you of future studies.

Email to Thomas Sjöberg: ljore@msn.com

Changing Addresses/ Domiciles

You should report to the Student Administration as soon as you change addresses or domiciles (mantalsskrivningsort).

Cleaning

The school's cleaning company ensure that professional cleanliness is maintained. An open landscape and flexible hours and methods mean that students and teachers need to keep our own workplaces neat and tidy at all times. The school environment catches a visitor's eye first! We are all responsible for our workenvironment, please make sure it is tidy and clean.

Computers (see IT regulations for more information)

Students are not allowed to play or install games on the school computers. The chrome book that is given to you by the school is to be treated as your own personal belonging.

You need to bring it to class every day

Confidentiality

All school staff are required to maintain confidentiality regarding student welfare and progress - according to law.

Course Curriculum

Upper Secondary School subjects are normally divided into courses. Course descriptions (including the grading criteria) are issued by your subject teachers. The course outlines are also available on the Portal and on www.skolverket.se

Course Materials

You will receive your course literature at the beginning of the term. Please put your name on your belongings and don't leave them lying around the school! The book you receive at the beginning of the year is the same book you are to return by the end of the school year. Borrowed materials are your responsibility. If you loose a book you will have to pay for a new one.

CSN

If a student has high absence without permission, you risk losing your CSN student benefit. The school decides what is considered as high absence and/or if the permission is valid (according to CSN's rules/regulations). IKG will send a CSN warning letter to guardian/student and a meeting may be required with the EVT (elevvårdsteam). Continual absence will result in CSN removing your student benefit money and you may be required to pay the money back. The school has the right to ask for a "sjukintyg" if a student has an unexplainable high absence.

The school decides when a "sjukintyg" is needed (according to CSN's rules/regulations). If the student can not produce a "sjukintyg", the absence will be reported to CSN.



Deadlines

Teachers are responsible for setting the deadlines for courses. These dates are available on your assessment planners which can be found on the Portal or Google classroom. The the assessment planners are discussed in your base group at the beginning of every term. All students have a saying in how and when tests, hand ins, presentations etc should be spread out over the weeks. Late work and assignments can affect your grades. **Contact your subject teacher beforehand , if you foresee deadline problems.**

The final date for hand-ins is up to the individual teacher. The courses and marking burden are different for every course so courses may have different final deadline dates.

According to Skolverket:

"Läraren ska enligt läroplanen planera undervisningen tillsammans med eleverna. I samband med denna planering är det lämpligt att man diskuterar igenom frågor om hur arbetet ska bedrivas och när arbeten ska slutföras. Enligt läroplanen ska lärarna tillsammans med eleverna diskutera och utveckla regler för arbetet och samvaron i gruppen. Skolan ska sträva mot att varje elev tar personligt ansvar för sina studier. **En del i det personliga ansvaret är att lämna in arbeten i tid och därför ska eleverna respektera de slutdatum som sätts upp för exempelvis inlämning av skriftliga uppgifter.**

Bedömningen och betygsättningen kan dock inte användas för att "bestraffa" elever som lämnar in arbeten o.d. efter satt slutdatum. Läraren ska enligt läroplanen vid betygsättningen använda all tillgänglig information om elevens kunskaper. Det finns inget stöd i skolförfattningarna för att en elev som lämnar in ett arbete för sent inte ska få arbetet beaktat i bedömningen. Om arbetet betygsätts finns det inte heller stöd för att endast ge exempelvis betyget E på det. **Däremot är det naturligtvis så att en sista inlämningstid i allmänhet sätts för att läraren ska få tid att bedöma elevernas arbeten innan ämnet eller kursen avslutats och betygsatts."**

Development Talks

Students and parents are invited to a development talk together with the personal tutor (PH) twice per year. Your personal tutor will inform you of the dates and times.

If necessary, additional talks will be held throughout the school year.

Dress Code

The way you dress is part of your personality, which we will treat with respect.

Please keep in mind that we are an international school, open to many visitors!

A polite and positive impression is the basis of good relations.

Students are asked not to wear hats/baseball caps and coats indoors.

Drugs/Alcohol/Tobacco

We will at all times keep IKG free of drugs, alcohol and tobacco. According to Swedish law, smoking is NOT allowed around school buildings i.e. you are not permitted to smoke outside the school entrances. The school has a close collaboration with the police therefore police and police-dogs can search the building if it is needed.



EDS/Bi

With the Educational Documentation System (EDS), the PH, student, and parents can follow the student's learning process. The EDS contains the student's personal curriculum and ultimate goals, and goals and strategies for the school term. The student's grade results, the assessments as well as their own personal reflections of his/her performance during the term are also documented in the EDS.

Parental access to this system is via student log-in details.

Emergency Evacuation

Emergency evacuation will be practised at least once a year.

Ethos/ Ethics

A warm and friendly atmosphere between students and staff are the key factors to support performance. **Respect for others means that you should not act in a way that might offend other people.**

Foul language (svordomar) between students, and to staff, is not accepted behaviour at IKG.

Excellent Command in both Swedish and English is one of the school's motto



Grades

We use the grading system , F-A. Each course has a list of requirements and grading criteria available on the Portal and at [www. Skolverket.se](http://www.Skolverket.se). Your subject teachers and your coach will help you understand the grades. Grades will be given after completion of each course.

Three times a year students receive assessment grades/Omdömen on EDS in form of Traffic lights (Green = Everything is OK. Amber = You are risking not reaching your personal goal. Speak to your subject teacher + See comments on EDS, Red = F-waning! Speak to your subject teacher + See comments on EDS)

Once a grade is set, teachers may not change them.

Students can not “överklaga” set grades.

If a student fails a course, an opportunity will be provided to do an exam (prövning) covering the course. These exams are scheduled at certain periods during the year.

Students are required to register in advance in order to take these exams. Talk to your subject teacher and register in the front office and the schools coordinator Petra.

Goals

As a pupil at IKG you set long-term learning and attainment goals together with your subject teacher. The long-term goals will be broken down into a plan with term goals and weekly goals, and these are followed up week by week in individual tutorial discussions.

Your goals are reviewed a number of times during the year.



Health Care (EVT)/Student Support Team

Our College focuses on preventive health care. The principal and the vice principal together with the school nurse/counsellor, Lena Solén and the supplement teacher Klara Stålnacke , are responsible for the programme and for the Student Support Team.

The Support Team has access to medical consultation with our school doctor and school psychologist.

Högskolebehörighet

For more information, contact SYV

Email: ljore@msn



Individual study plan

All students have an individual study plan (ISP) available on EDS. It is your responsibility together with your coach to ensure that your plan is correct. Included in your ISP are your goals and strategies set up at the development talks.
Remember to check your study plan!

Contact Vice principal *Armi Tulldahl* if there are courses missing from your study plan.

Information Accessibility

Via the Portal you are able to read your e-mails and access your files from home.
Our local intranet is an important source of information.

On our home page you may find the calendar, news, our school's Likabehandlingsplan and other essential information. The home page is updated regularly
www.kunskapsgymnasiet.se/internationella

A letter from the school principal is e-mailed to all students a couple of times of times per academic year and also published on the school's home page
www.kunskapsgymnasiet.se/internationella

It is your responsibility to keep yourself informed of school events. **You must check and maintain your e-mail account regularly.** If you are absent from class, it is up to you to ask your teacher or other students for what you have missed.

The Bulletin boards advertise important information.

The Information TV, located at the front desk, is updated every day.

Insurance

The school insurance for students is valid when travelling to and from school and during school hours. Kunskapsskolan i Sverige cooperates with AIG insurance. For additional insurance (e.g.needed during school trips), please contact your own insurance company.



Leave of Absence

You should approach your PH for leave of absence. You must apply in good time as your PH may need to consult his/her colleagues. Students check with the parent/guardian the results on EDS before applying. A written application is needed and has to be signed by your parent if you are under 18. Leave of absence more than three days has to be approved by the principal. Who will, together with the PH, take into consideration if your results are satisfactory or if you have high absence. Longer periods away from school are not encouraged and will not be approved if the student's studies will be affected negatively.

**It is your responsibility to make up for missed material -
ask your teachers or your fellow students!**

About the student's leave from the school work for individual affairs.

All absence affects the study results and may affect the grades. It is important that parents and students are aware of the consequences of the absence and partly about the shared responsibility for the student's development at home and school. The student and the parents have the main responsibility. It is not the responsibility of the teachers to ensure that the student recovers the teaching the student has missed during absence (valid/approved or not valid/not approved). The students should therefore, on their own initiative if absent, find out what tasks should be done and make sure they are done.

When handling applications (requests of absence) we apply the following principles: - Leave is granted with great restrictivity, especially when it comes to "vacation travel". Such trips must be placed during breaks. - Support or additional examinations (interrogations) can not be granted.

Likabehandlingsplan

Staff and students work actively with the **Likabehandlingsplan**. For more information, please see the summarized version in the handbook. A more detailed version is available on our website: www.kunskapssgymnasiet.se/internationella.

IKG is a non-denominational school (icke-konfessionell skola). Students religious beliefs are respected. However, during school time religious beliefs are of private nature. Students may not leave classes/workshops to pray. Please contact the school management if you have special requirements due to your religious beliefs.

Lockers

Each student has a personal locker, however the school does not provide locks i.e. students should buy a lock and key.

Rules for using of lockers:

The cabinet is the property of the school and is lent to the student for the storage of teaching materials and other school supplies, bags and outerwear. Valuables should not be stored in the cabinet. Possible storage of valuables is at your own risk. Objects forbidden by law or for reasons of order, unauthorized items must not be stored in the cabinet. Drafts, stickers or other damage to and in your own or others' cabinets are always followed by contact with the home. The right to dispose of cabinets can be withdrawn and damage should always be replaced. The school is entitled to open the cabinet in case of suspicion that something is not allowed to be stored there. In the first place, the student is given the opportunity to open the cabinet himself/herself in the presence of at least two representatives of the school. If this is not possible, the school is entitled to open the cabinet. Parents are informed of the action. Changing cabinets between students is not allowed.

Skåpet är skolans egendom och utlånas till eleven för förvaring av läromedel och annat skolmaterial, väska och ytterkläder. Värdesaker bör inte förvaras i skåpet. Eventuell förvaring av värdesaker sker på egen risk. Föremål förbjudna enligt lag eller av ordnings skäl otillåtna föremål får ej förvaras i skåpet. Kladd, klistermärken eller annan skadegörelse på och i eget eller andras skåp följs alltid av kontakt med hemmet. Rätten att disponera skåp kan dras in och skada ska alltid ersättas. Skolan har rätt att öppna skåpet vid misstanke om att något otillåtet förvaras där. I första hand ges eleven möjlighet att själv öppna skåpet i närvaro av minst två företrädare för skolan. Om detta inte är möjligt har skolan rätt att öppna skåpet. Föräldrar informeras om åtgärden. Byte av skåp mellan elever är inte tillåtet.

Log book

Your logbook includes your weekly goals and your personal timetable for each week, together with a follow-up of your work and your results. Your timetable will include lectures, workshops, seminars, tasks on the Portal and other things which the school offers. You will also fit into the timetable the times when you will be working in a group or on your own with various tasks. The logbook is digital.

Lunch

Lunch is served in the café area between 10:30-13:00 and is provided by Kleins Kitchen. Special food requirements are catered for i.e. due to allergies or religious beliefs. Contact the school nurse if you have any allergies. etc.



Mobile Phones

Mobile phones are not be used in classes. There will be a place to put the phones in.



Optional Courses

IKG offers a number of optional courses in year 3. These are presented in detail in the early spring term in year 2.

Students may drop or change a one term course up to 14 days after the course starts and a two term course up to 4 weeks after the course start. No changes may be made after these deadlines.

All course changes require confirmation from Vice principal **Armi Tulldahl** .



Parent Evenings

Parents are invited to attend information/parent evenings at the school during the term.
Invitations are sent out by the PH.

Parking Facilities

Bicycles and mopeds should be parked outside Buteljgatan 4. Remember to lock your property.
There are no available parking spaces for student cars.

NB: Student cars are not to be parked outside the exit – Buteljgatan 4.
You risk receiving a fine/car towed away.

PH (Personlig Handledning)

See tutorship

Plagiarism (Fusk)

Plagiarism is not permitted at IKG. The school uses an online system (“Urkund”) to detect cheating on all written works submitted for grading. Tests, assignments etc. are created to avoid/prevent cheating.

If a student plagiarises, the assignment will not be graded i.e. you receive no assessment on that assignment and this may affect your final grade. It is up to the individual teacher to determine if an alternative assignment is given.

A meeting may also be held with the student, tutor and subject teacher. Parents of minor students are informed.

Portal

The Portal is our own Internet web-portal through which you always have access to the school’s educational aids and resources. You can reach it wherever there is an Internet connection, from your home and other places as well as from the school. Here you can find all the steps and courses with proposed work procedures, tasks and resources in the form of texts, reference books, manuals, study tips, current news etc. For each course, there are clear goals and descriptions of what you are expected to learn - and also what is required to achieve your grades . Many teachers also use Google drive.

Stay informed of which platform to use!



School teams

Students, who are interested in forming school teams, are asked to contact our P.E. teacher, **Mats Sandling**.

Security

The College has an alarm system, which is activated when the school closes. Please note: there are a number of doors in the school which are always locked (emergency exits). If you open these doors the alarm will sound. All of these doors are clearly marked.

Always ask a stranger his/her business!

Skola24

Skola24 is an online internet service for absence registration. Parents/Guardians can log on to the system and check the attendance records. For more information and questions regarding attendance, and/or account access please contact **Petra Möller**

SL Bus and Train Pass

You are entitled to an SL bus and train pass if you live more than 6 km from the school according to Google maps. For more information check **www.stockholm.se**. SL offers a supplementary pass valid seven days a week at your own expense.

Student Council (Elevråd)

IKG involves its students in the long-term planning of the school as well as the daily work. Students form a Student Council/Elevråd. Every base group has two student council representatives who act on behalf of the base group during meetings. It is important that all students are engaged in the student council work as this is your chance to influence how you want IKG to be. The student council meet with the Management Group on a regular basis and the aim is towards active student participation and student-involved learning.

Student Ambassadors

Our school ethos is based on student responsibility and influence. Personal commitment will also help you grow as an individual and we encourage students to participate in our Ambassador's programme. You will participate in promoting the school at the school fair in Älvsjö, information evenings/Open Houses for year 9 students, hosting year 9 students when they visit IKG and be guiding visitors to our school (many of them international visitors). Also promotes our school in social media and www.gymnasium.se



Timetable (Scheduling)

Scheduling takes place a number of times per year – the main changes during August and January for the Autumn and Spring terms, however you should also be prepared for changes during terms. Courses, guest speakers or study visits may be scheduled outside of your weekly timetable. It is important you check your online schedule on a weekly basis.

Tutorship (PH)

At IKG, you will have a teacher as your personal tutor/PH who will help you to find strategies for your set goals, break down term goals into weekly goals and help you to plan and follow up your school work.

Your personal tutor will be available for support and control. You will meet in private or in smaller groups, for a 15 minutes each week, to make sure that your work is progressing according to plan and ensure that your learning strategies are efficient, and to see whether you can challenge your limits a little more. As you learn to set your goals and plan your time yourself, you will be able with personal commitment to take a greater responsibility for your own studies.

The personal supervision is the most important factor in ensuring that your personalised education is really functioning properly.

Each teacher is responsible for 20-25 students as a PH.

Meetings are scheduled and compulsory.



Valuables/ Theft

Valuables and money should be stored in your personal locker in order to avoid thefts.
Do not leave valuables in your coat pockets.

NB: The school does not take any responsibility for lost student property/valuables.

Visitors/ School Guides

The school frequently receives visitors who share our interest in school development, and we must all make them feel welcome. We will often ask students to guide guests or to present the school to newcomers – ideal opportunities to train presentation techniques and language skills!

All visitors must check in with the administration so that we have an overview of all the guests in the school. Only students, parents and invited people are allowed in the school.

Every visitor has to sign in at the reception and wear a visitors badge. During some weeks we have restrictions when it comes to visitors, due to national exams and retakes.

The school environment must then be kept calm with no disturbance.



Working Hours

Working hours are 08:00-17:00 Monday – Thursday and 08.00-16.00 on Fridays .

Being punctual, when required, is a simple but self-evident rule for all of us. Late arrivals are not accepted. You may be asked to make up the time during work shops and continual lateness will be addressed during your PH meeting. Continual lateness will affect your attendance report and in the long run, your CSN student benefit.

Workplace/ Open Door Environment

The school is a workplace, where we show one another consideration and our open door environment makes students feel at home. But this means keeping voices down.

An open-plan school requires us to be disciplined, to respond to schoolmates' wish to work in peace and quiet and always to respect teachers and administration at work. Students are not permitted in the teacher room. Also book a meeting time if you wish to discuss your subject progress with your teachers.

Writing Materials

You are expected to provide your own writing materials such as pen, paper etc..



Åtgärdsprogram

If a student falls behind in school work and requires extra assistance/särskilt stöd in reaching his/her goals, a plan will be put in place together with the student, tutor, parent (if the student is a minor) and the student support team.

The plan is documented and followed-up after a 6-8 week period.

Internationella Kunskaps-gymnasiets Likabehandlingsplan

MÅL

- Hos oss ska alla trivas och inspireras till att göra sitt bästa både som studerande och medmänniska.
- Vi vill att verksamheten ska genomsyras av att alla människor har lika värde och blir behandlade som individer på lika villkor.
- Med all kraft motverkar vi alla former av diskriminering, mobbning och kränkande behandling genom tydliga ansvarsområden och rutiner som får elever, lärare och övrig personal känna ett gemensamt ansvar för att **alla** trivs och har det bra i skolan.
- Vi arbetar med medvetenhet och empati för ökad förståelse för allas rätt till lika behandling.
- Vi skapar medvetenhet och förståelse för skolans ståndpunkt, policy och gensvar vid alla former av kränkande behandling.
- Elever och personal känner sig trygga, sedda och delar tron på lika värde.
- Elever och personal känner förtroende för skolans arbete och är medvetna om hur de kan medverka till att upprätthålla skolans policy. Detta inkluderar hur man bör agera vid en obehaglig situation och till vem man kan vända sig till för att få hjälp.
- Personal och elever känner sig trygga i att rapportera en kränkande behandling.
- Elever och personal medverkar aktivt till en positiv atmosfär i skolan genom att följa skolans trivsel regler.



På Internationella Kunskapsgymnasiet gäller följande:

POLICY

Rektor har fastställt en **policy** om nolltolerans mot trakasserier, mobbning och all kränkande behandling. Med policyn som grund fastställer rektorn årligen en **Likabehandlingsplan**, efter revision av tidigare års Likabehandlingsplan, samt genomgång av den årliga elev- och medarbetarenkäten.

NOLLTOLERANS

Nolltolerans innebär att alla på skolan, elever, lärare och övrig personal ska markera att trakasserier, mobbning och all kränkande behandling är oacceptabelt. Att tiga eller se mellan fingrarna är detsamma som att tillåta ett sådant beteende.

VARJE TILLBUD SKA RESULTERA I EN REAKTION FRÅN DE VUXNA!

IT REGLER FÖR ELEVER

Hur dator-, nät- och systemresurser får användas vid Kunskapsgymnasiet.

1. Kunskapsskolans elevdatorer

Som elev på Internationella Kunskapsgymnasiet får du din egen chrome book. De ska behandlas som din egen personliga ägodel och tas med till varje lektion. Stulen eller borttappad chrome book anmäls till ditt eget försäkringsbolag som betalar ut pengar till skolan där du då får en ny. Skadegörelse betalas av dej (via ditt försäkringsbolag) men åtgärdas av skolan. **Tänk på att aldrig lämna datorn inloggad med ditt användarkonto utan uppsikt, lämna heller aldrig ut ditt användarnamn och lösenord till annan person än dina föräldrar!**

2. Regler för användande av skolans nätverk

Kunskapskolan har som mål att skolans nätverk skall kunna vara så öppna som möjligt. Därför ställer skolan särskilda krav på dig som elev när du använder skolans datorer. När du använder en dator är du personligt ansvariga för att dessa inte använts på ett sådant sätt att skolans anseende skadas.

- **Skolans nätverk och datorer får bara användas för skolarbete.**
- **Elevens vårdnadshavare har rätt till elevens användarnamn och lösenord för att få tillgång till Kunskapskolan's elevdokumentationssystem, EDS.**
- **Kunskapskolan äger rätt till att hantera och kontrollera all informationen som lagras på nätverket.**

Det är inte tillåtet att

- försöka få tillgång till hemkataloger, gemensamma mappar eller andra filtytor utan att ha rätt till dem
- försöka dölja sin användaridentitet (utom i de fall då detta är uttryckligen tillåtet)
Det är särskilt viktigt att inte ge intrycket av att Kunskapskolan* står bakom information som publiceras av en elev
- försöka störa eller avbryta nätverket
- uppenbart slösa med tillgängliga resurser (maskinvara eller programvara)
- försöka skada eller förstöra den lagrade informationen på nätverket
- göra intrång i personers privatliv
- skicka massmail
- via mail – massmail eller till enskilda – trakassera, mobba eller diskriminera
- på nätverket skapa eller använda sig av uppgifter som avslöjar ras eller etniskt ursprung, politiska åsikter, religiös eller filosofisk övertygelse, medlemskap i fackförening eller uppgifter som rör privatpersoners hälsa eller sexualliv
- ladda ned programvara, mediafiler eller annan typ av filformat som inte tillhör skolarbetet.
- missbruka antalet utskrifter, skriva ut material som inte tillhör skolarbetet
- gå in på pornografiska, våldsrelaterade, eller rasistiska hemsidor
- spela spel över Internet, undervisningsspel undantaget IT-regler för elever på Kunskapskolan

Det är heller inte tillåtet att

- använda skolans nätverk för affärsverksamhet.
- privatkopiera program och spel m.m. eller att lagra dem på skolans nätverk.
Den som bryter mot någon av dessa regler kan stängas av från tillgång till Kunskapskolan's (i Sverige AB) nätverk. Är det fråga om överträdelser som också kan vara brottsliga kan det också bli aktuellt med polisanmälan.

Klagomålshantering

För att säkerställa att information kring hur man går tillväga om man har ett klagomål når alla berörda så finns information om skolans rutiner för klagomålshantering med i det material som delas ut i samband med elevens skolstart. Dessutom finns information på skolans hemsida

Missnöje

- Elever, föräldrar eller vårdnadshavare som är missnöjda och har klagomål mot utbildningen/skolan ska i första hand vända sig till rektor.
- Rektor ansvarar för att det så snart som möjligt görs en utredning vid skolan om det förhållande som missnöjet avser, samt att nödvändiga åtgärder vidtas för att rätta till eventuella brister.
- Rektor ansvarar för att de som klagat informeras om på vilket sätt konstaterande brister eventuellt åtgärdats.
- Rektor ansvarar för att klagomålet, utredningen och åtgärderna dokumenteras och att dokumentationen sparas på lämpligt sätt.

Klagomål

- Om den/de som klagat inte är nöjda med de åtgärder som vidtagits av rektor har man möjlighet att göra en klagomålsanmälan till huvudmannen.
- Om rektor anser att frågan bör av Kunskapsskolan centralt förs ärendet vidare till huvudmannen.
- I vissa fall kommer klagomål till huvudmannen via en myndighet som fått en anmälan direkt från t ex elev/förälder/vårdnadshavare.
- Regionchefen tar i dessa fall över rektors ansvar för att klagomålet utreds och åtgärdas på lämpligt sätt, samt att de/dem som klagat informeras om vilka åtgärder som vidtagits med anledning av klagomålet.
- Alla klagomål till huvudmannen diarieförs och tas upp i ledningsgruppen kvartalsvis.

NATURVETENSKAPS-
PROGRAMMET

SAMHÄLLSVETENSKAPS-
PROGRAMMET

HUMANISTISKA PROGRAMMET

TEKNIKPROGRAMMET

T4

IMSPR



www.kunskaps gymnasiet.se