TODDLE POLICY

Staff Incharge	Primary Principal
Latest revision	August 2025
Approved by	Head of School
Next Revision	August 2026

Our Vision

SISQ aims to develop learners who are

FULFILLED   INSPIRED   PREPARED

رؤيتنا

تهدف المدرسة السويسرية إلى تطوير متعلمين يتصفون بأنهم

مُستَعِدون   مُلهَمون   مُشبَعون

Notre Vision

SISQ encourage les apprenants à devenir

ACCOMPLIS   INSPIRÉS   PRÊTS

Our Mission

Through learning that is fun, engaging, holistic, collaborative and caring, SISQ develops students who are:

- Intellectually fulfilled: they find joy in their own learning and the learning of others; they are curious, engaged and passionate about learning.
- Emotionally fulfilled: they are happy with themselves, healthy, balanced and confident.
- Socially fulfilled: they develop meaningful relationships; they are connected to others, the world around them and the environment.

Through learning that is inquiry-based, meaningful, challenging, authentic and innovative, SISQ develops students who are:

- Inspired to keep learning: they are inquisitive, questioning and willing to try new things; they take ownership of their learning and are self-motivated.
- Inspired to share and apply their learning: they can use their learning to improve their lives and the lives of others; they communicate their learning to inspire others.

Through learning that is focused on transferable skills, character, attitudes and dispositions, SISQ develops students who are:

- Prepared for the future: they embrace change and challenge; they adapt to new situations and think creatively to solve complex problems.
- Prepared to lead lives of integrity: they are principled and strong; they have a set of values that guide them when they make decisions.
- Prepared to be good global citizens: they are multilingual, open-minded and multicultural in their outlook; they are courageous, caring and prepared to take action to make their community and the world a better place.

رسالتنا

من خلال المتعة والمشاركة ، والتعاون ، والشمولية والاهتمام ، تعمل المدرسة السويسرية على تطوير طلاب يتصفون بأنهم

- مشبعون فكرياً، يجدون الفرح في تعلمهم وتعلم الآخرين ؛ إنهم فضوليون ومشاركون ومتحمسون للتعلم.
- مشبعون عاطفياً إنهم سعداء بأنفسهم ، يتمتعون بصحة جيدة ، ومتوازنون ، وواثقون من أنفسهم.
- مشبعون اجتماعياً: يطورون علاقات ذات مغزى ؛ إنهم مرتبطون بالآخرين وبالعالم من حولهم وبالبيئة.

من خلال التعلم الهادف و القائم على الاستقصاء ، والتحدي والابتكار ، تعمل المدرسة السويسرية على تطويرطلاب يتصفون بأنهم

- مُلهَمون لمواصلة التعلم؛ فهم فضوليون ومتسائلون ومستعدون لتجربة أشياء جديدة ؛ يتعلمون بدوافع ذاتية.
- مُلهَمون لمشاركة ما تعلموه وتطبيقه، يمكنهم استخدام ما تعلموه لتحسين حياتهم وحياة الآخرين ؛ ينقلون تعلمهم لإلهام الآخرين.

من خلال التعلم الذي يركز على المهارات القابلة للنقل والمهارات الشخصية والمواقف والتصرفات تعمل المدرسة السويسرية على تطويرطلاب يتصفون بأنهم

- مستعدون للمستقبل يتبنون التغيير والتحدي ؛ يتكيفون مع المواقف الجديدة ويفكرون بشكل خلاق لحل المشكلات المعقدة.
- مستعدون لعيش حياة تتسم بالنزاهة: فهم متمسكون بالمبادئ أقوياء ؛ لديهم مجموعة من القيم التي توجههم عند اتخاذ القرارات.
- مستعدون ليكونوا مواطنين عالميين صالحين: فهم متعددو اللغات ومنفتحون ومتعددو الثقافات في نظرتهم ؛ إنهم شجعان ومهتمون ومستعدون لاتخاذ إجراءات لجعل مجتمعهم والعالم مكاناً أفضل.

Notre Mission

Au travers d'expériences d'apprentissage amusantes, interéssantes, holistiques, collaboratives, positives, SISQ encourage les apprenants à devenir:

- Intellectuellement accomplis: ils prennent plaisir à apprendre individuellement et collectivement. Ils sont curieux, intéressés et passionnés par leur apprentissage.
- Émotionnellement aptes: ils savent s'apprécier, ils sont positifs, équilibrés et sûrs d'eux-mêmes.
- Socialement compétents: ils développent des relations significatives avec les autres, ils vivent en harmonie avec les autres, le monde et l'environnement.

Au travers d'un apprentissage centré sur la recherche, significatif, comportant des défis, authentique et innovant, SISQ encourage les apprenants à devenir:

- Toujours prêts à apprendre : ils sont curieux, ils posent des questions et sont prêts à innover, ils sont responsables de leur apprentissage et intrinsèquement motivés.
- Toujours prêts à partager et à appliquer leurs connaissances : capables d'utiliser leurs compétences pour transformer positivement leur existence et celle des autres, ils transfèrent leurs apprentissages pour inspirer autrui.

Grâce à un apprentissage orienté vers des compétences de transfert, l'édification du caractère, créant des attitudes et une disposition psychologique bénéfiques, SISQ encourage les étudiants à devenir:

- Prêts pour l'avenir : ils acceptent le changement et les défis, s'adaptent à de nouvelles situations et résolvent des questions complexes grâce à leur créativité.
- Déterminés à vivre de manière éthique, ils suivent leurs principes et sont intègres. Leur valeurs les guident dans la prise de décisions.
- En tant que citoyens du monde: ils parlent plusieurs langues, pratiquent l'ouverture d'esprit en se confrontant à de multiples perspectives. Ils sont courageux, attentionnés et prêts à l'action pour transformer positivement leur communauté et le monde.

Introduction

This policy outlines the guidelines and expectations for the Primary teachers from Swiss International School, Qatar, using the Toddle app as an educational tool. The Toddle app aims to enhance collaboration, communication, and curriculum planning within the IB framework. This policy ensures the effective and responsible use of the Toddle app for educational purposes.

What is Toddle: The Learning Journal?

The Toddle app is intended to support primary teachers in IB schools by facilitating communication, collaboration, and curriculum planning. It provides a platform to streamline the teaching process, share resources, and effectively engage with students and parents.

Aims

Students will develop their understanding of Social Awareness and Social Management and develop the following skills:

- Communicate effectively
- Access, create, and share ideas and their understanding of their learning
- Work collaboratively
- Work in a controlled, safe online setting
- Negotiate and resolve conflict
- Develop leadership skills
- Appreciate diverse perspectives
- Understand relationships

How will Toddle be used at SISQ?

At SISQ, we will use the three main streams of sharing and communicating:

1. Students can share their learning and understanding, hereafter referred to as a Portfolio. The portfolio is accessible by parents and family members and will be used to document learning and assessment tasks and track progress.
2. The link to the class is only shared with trusted family members.
3. Toddle has a component specifically designed to post school-wide or class-wide announcements or send messages to particular families, also giving them the opportunity to contact the teacher directly.
4. Toddle Classroom is used to post learning experiences and assessment tasks. This is also a portal for students to submit their assignments and view the feedback from their teachers.
5. Toddle Calendar is used to schedule Zoom meetings for Online or Blended learning.

Toddle Privacy Principles

An extract from Toddle:

Toddle is completely secure. Data is handled with utmost care:

- Toddle is certified for ISO 27001, 27002, 27017, 27018, COPPA, FERPA and is compliant with **GDPR**.
- Toddle works with iKeepSafe for all of their certifications and compliance. iKeepSafe is a leading organisation in data privacy for education technology.
- Their servers are based out of Europe and the USA.
- We use Amazon Web Servers for all of our data storage.

Click on their Privacy Centre or reach out to us at privacy@toddleapp.com. (Retrieved from Toddle)

Roles and Responsibilities of Stakeholders

Our first and foremost responsibility is to keep our students safe while online and their information private and secure.

Toddle Administrator Responsibilities

- Work collaboratively with the school's Toddle Buddy to roll over the students from one year to another on the platform at the end of the school year and have the platform ready when the new school year starts.
- Homeroom classes are to be set up according to the class list information on ISAMS.
- Set up the Language classes, such as Beginner French or Intermediate Arabic, according to the class sets, within the first two weeks of the new academic year.
- Ensure that new students are added as soon as information is received from the Admissions Team.
- Help teachers and students troubleshoot. If the problem persists, contact the school's Toddle Buddy and see if the problem can be solved from their end.
- Monitor the school's Toddle account to ensure the purchased licenses match the Active Student quota.
- Support Teachers, Students and Home Tutors by using Toddle.
- Ensure the Toddle Policy is available to the school community through the School website.
- Suspend or remove a student account if the student's behaviour is determined to contravene the School's Student Code of Conduct (Policy).

Staff Responsibilities

- The Toddle app is designed to assist teachers in planning and organising their curriculum according to the IB framework.
- Teachers can upload and share resources, lesson plans, assessments, and other relevant materials with colleagues and parents.
- All shared content should align with the school's educational goals and values.
- All planning: Unit planners and Weekly planning should be done on Toddle
- All assessment tasks should be done on Toddle.
- Ensure that all essential PYP elements are evidenced: ATL, Learner Profile
- Teachers should use the Toddle app to communicate with colleagues, parents, and students in a professional and respectful manner.
- Collaborative features like discussion boards and shared planning spaces should be

utilised to cultivate teamwork and idea-sharing.
- Teachers can use the Toddle app to engage students in learning activities, share assignments, and provide timely feedback.
- Students' privacy and data protection should be maintained while using the app. Avoid sharing sensitive information.
- Ensure that learners have ongoing discussions on Digital Citizenship - responsible online behaviour and respectful commenting when appropriate.
- Teachers provide ongoing feedback to learners.
- Teachers ensure that they are evidencing each student's learning.
- Notify the Toddle Administrator if a learner needs to be added or removed from your class (rvladica@sisq.qa, amutwiri@sisq.qa)
- Ensure that learners have a school-approved Profile photo, which will be printed on the front cover of the mid-year and end-of-year reports.
- The school administration may monitor app usage to ensure compliance with this policy and to provide support where needed.
- Training sessions will be conducted to help teachers effectively use the app's features and functionalities.

Learner Responsibilities
- Use Toddle for educational purposes only. This is a digital learning portfolio, so items that show learning achievements and progress are posted on Toddle.
- Being a Good Digital Citizen.
- Ensure work is submitted in accordance with the teachers' requests and timelines.
- Ensure that items are tagged according to the teacher's instructions.
- Only post materials and comments in alignment with the School's Student Code of Conduct. Ensure that all communication is courteous, considerate and respectful.
- Do not share passwords or any private information.
- Learners will sign into Toddle using their own account and not the account of other learners.
- Learners will not allow other learners to use their Toddle account.

Parent Responsibilities
- The Toddle app facilitates parent-teacher communication by allowing teachers to share student progress, updates, and important information.
- Parents should be encouraged to actively participate in their child's learning journey through the app.
- Take note of all Home-School Communication sent on Toddle.
- Ensure that learners understand their responsibilities when using Toddle. Learners need to understand the difference between appropriate and inappropriate use.
- All communication through Toddle must be courteous, considerate and respectful.
- Parents will only share their own child's work/photos outside of Toddle.
- Parents can access Toddle's Privacy Policy.
- Toddle Family Portal Walkthrough

General Guidelines for using Toddle as a Digital Portfolio
Only posts containing learning, assessment or tracking progress should be added to each student's Portfolio.

Grade Level	Toddle Guidelines: Sharing posts
PK1 & PK2 KINDERGARTEN	• When possible, the teacher adds most posts to increase student independence during the year. • The students are taught how to handle the iPad. • The students are taught how to take pictures with their name cards (to ease the process of uploading). • Teachers can moderate photographs on Camera Roll and upload items. • No Comments by Family members. Connected family members can like posts • Items shared may include Art, Oral Language, Reading, Maths, Writing, PE, Music, UOI work, French, Arabic, German and Islamic Studies, individual performances or home learning (Homeroom Teachers and Specialist Teachers can contribute to Student Accounts) • 1-2 items per week
G1	• The teacher adds some posts, aiming to increase student independence during the year when possible. • Students are taught to use QR Codes and access their own accounts. • Items added by students are moderated by the teachers, encouraging student ownership and working towards posts mostly added by the students towards the end of the year. • Teachers moderate uploaded items. • No Comments by Family members. Connected family members can like posts. • Items shared may include Art, Oral Language, Reading, Maths, Writing, PE, Music, UOI work, French, Arabic, German and Islamic Studies, individual performances or home learning (Homeroom Teachers and Specialist Teachers can contribute to Student Accounts) • Two items per subject per month

G2	• Items added are moderated by the teachers, encouraging student ownership and working towards mostly added by the students • Students can access their own accounts using the QR Code or their individual Google login • Teachers moderate uploaded items • No Comments by Family members. Connected family members can like posts • Items shared may include Art, Oral Language, Reading, Maths, Writing, PE, Music, UOI work, French, Arabic, German and Islamic Studies, individual performances or home learning (Homeroom Teachers and Specialist Teachers can contribute to Student Accounts) • Two items per subject per month
G3-G4	• Students can access their own accounts using the QR Code or their individual Google login • The Teacher moderates items uploaded • No Comments by Family members. Connected family members can like posts • Items shared may include Art, Oral Language, Reading, Maths, Writing, PE, Music, UOI work, French, Arabic, German and Islamic Studies, individual performances or home learning (Homeroom Teachers and Specialist Teachers can contribute to Student Accounts) • Two items per subject per month
G5	• Students can access their own accounts using the QR Code or their individual Google login. • Items added mostly by students • No Comments by Family members. Connected family members can like posts • The Teacher moderates items uploaded • Items shared may include Art, Oral Language, Reading, Maths, Writing, PE, Music, UOI work, French, Arabic, German and Islamic Studies, individual performances or home learning (Homeroom Teachers and Specialist Teachers can contribute to Student Accounts) • Two items per subject per month

Failure to comply with this policy may result in disciplinary actions in accordance with the school's policies.

Conclusion:

The Toddle app is a valuable tool for primary teachers in IB schools to enhance collaboration, communication, and curriculum planning. Adhering to this policy will ensure responsible and effective use of the app, contributing to the overall educational experience of students within the IB framework.

This document is based on

- *The Acceptable Use of the Internet and Digital Technologies in Schools*
- *Providing Student Privacy While Using Online Educational Services*
- *ISB HS Acceptable Use Policy*
- *Toddle: Frequently Asked Questions*