



ABUDHABI INDIAN SCHOOL

ICT POLICY

Name of Policy	:	School ICT Policy
Purpose of Policy	:	To establish guidelines for to protect the integrity of the computer network, and students from offensive material that is available on the Internet.
Approval for this Policy given by	:	Hon. Chairman (BOG)
Responsibility for its update	:	Principal
Policy applies to	:	To all the students of Abu Dhabi Indian School
Date of Approval	:	01-09-2017
Proposed Date of Review	:	01-09-2019

ICT POLICY FOR ABUDHABI INDIAN SCHOOL

INTRODUCTION

The Internet enables students to communicate readily using e-mail and to gain access to valuable information from around the World. Unfortunately, small number of people use the Internet to send offensive e-mail messages or gain access to undesirable sites.

Abu Dhabi Indian School has approved the following Code of Conduct for students using the school network of computers. The Code serves to protect the integrity of the computer network, and students from undesirable material that is available on the Internet.

Whilst the school's computer network managers have the capacity to electronically deny access to offensive Internet sites, the task of blocking all pornographic sites would be quite impossible. It is highly unlikely that any student would stumble upon a pornographic site during the course of regular classroom work with computers. These sites are generally found through intentional searches by using key words or known Internet addresses.

The School's leadership team feels that the only effective way of ensuring that the school's computer network is strictly used for valid educational purposes is to implement a strict code of conduct for users, with appropriate sanctions for breaches of the Code.

The School has purchased computer programs that permanently record all Internet sites visited by each student. All users of the School's network must understand that all files held on School-owned computers may be visited by authorised staff to ensure that the computer network is being used for legitimate educational purposes only.

The rules for acceptable use of the School's computer facilities and the Internet are also published in the student code of conduct, and students and parents are provided with a copy of these rules for signing before the commencement of each school year.

RULES FOR THE USE OF SCHOOL'S COMPUTER FACILITIES

- All computer hardware is to be used for school work only.
- Students must not disclose passwords to other students.
- Students are not to tamper with the systems set-up or to add or remove software.
- No food or drinks are to be consumed or brought into the computer area.
- Non-educational games and music CDs are not to be used on any computer.
- On completion of work on the computer and printer, all paper, including printouts, must be removed or placed in the bin.
- There should be no defacing or damage to the computer hardware or associated furniture.
- Documents should only be printed after the print preview has been used to check the document, a spell check has been done and the document/draft is completed.
- Vandalism is defined as 'any malicious attempt to harm, modify and destroy', therefore it is strictly prohibited to vandalise any one else's user's data, the school network or other networks that are connected to the Internet. This includes the uploading of viruses and attempting to hack into the school system.
- Students must get the permission of a teacher before entering a computer room used by another class or an empty computer room.
- Students are not to be left unsupervised in a computer room. The teacher has the right to refuse them entry in the computer room.
- The school reserves the right to check for inappropriate material in all USB disks, CD's and laptops brought into the school.
- The School's network is for the sole purpose of storage of student data related files.

- The Network Administrator has the right to delete any non-related school files.

RULES FOR THE ACCEPTABLE USE OF THE INTERNET

- The Internet is to be used for schoolwork only. Students must be able to demonstrate that the use is a valid component of research or classwork.
- All students are expected to abide by the generally accepted rules of network etiquette. They must be polite when communicating with other people. This will include: not swearing, using vulgarities or inappropriate language.
- Students must respect the school's rights relating to privacy and confidentiality. They must not give other people any information about themselves other than their name, e-mail address and their school. Similarly they should not provide any information about any other member of the school community.
- The work of other people is theirs alone. When using the Internet as a source of information, a complete citing of the reference, including the web address and date should be given. Plagiarism is unacceptable, if another person's work is used it must be acknowledged in accordance with copyright regulations. Students must not download or post information and assume authorship of the material.
- Students are not to deliberately access, display, download or send unacceptable or illegal material (racist, sexist, violent, anti social, obscene or pornographic).
- Students are to avoid libellous criticism of other people or organisations. While debate is encouraged, libellous criticism can result in legal penalties.
- Students are not to access chat sites.

- If a student chances upon unacceptable material, he/she must switch the screen off and inform the teacher immediately.
- Passwords are to be strictly confidential.
- Copyright laws apply to certain Web Sites - students must abide by copyright rules.

