



IT POLICY

April 2019



DIGITAL RESOURCES

Access to information via school technologies which include, desktops, iPads/tablets, Wi-Fi Network, Internet, laptops, smart boards, projectors, cables, speakers, UPS, Power Ports, Remote and other IT equipment, has the potential to support the school's curricular objectives; to promote innovation, collaboration, and communication with local and global faculties; and to prepare students for their roles in all pervasive technological society. Such access to information, including access to the Internet, is, therefore, to be encouraged within guidelines that protect users and the rights of others. Access and use of digital information in the school premises and on school technologies carry no expectation of privacy and constitute consent to authorized sporadic monitoring by School's IT department.

RESPECT AND MAINTAIN THE SCHOOL'S PROPERTY AND DATA

- It is the user's (which includes students, teachers and non-teaching staff) responsibility to exercise reasonable judgment to ensure that no equipment or software is destroyed, modified, or abused in any way.
- Technology used at school is expected to be in good working condition with only properly licensed software installed, with sufficient power (i.e., battery life) to operate when required in classrooms. Faculty and IT staff may check desktops and laptops at any time to verify ownership.
- Students from LS III onwards may need to bring their own Laptops/iPads/Tablets. They should make sure their device meets the following requirements:
 - Licensed Operating System – Windows 7/8 Professional, Mac OS X (Please remember the Homer version of Operating System will not be able to connect to the school network).
 - Antivirus – A Paid, updated and active version of Antivirus software (devices with free or out of date antivirus will not be allowed to connect with school network)
 - Licensed Software – All software installed on the device should be licensed.
 - Student should make sure that they do not have any games, pirated movies, any kind of obscene images, videos, audios or text and other unauthorised content like songs, movies, videos on their device. In case such material is found on the device, the access to the school network may be blocked and the device may be confiscated.
 - It will be at the discretion of the teacher to allow or not to allow the use of Laptop/tablet/iPads during a particular classroom session.
- Regular maintenance and servicing of equipment is the key responsibility of the users. In case of any problem or issue with the equipment, it must be reported to the IT department.
- If the school has issued any equipment (such as laptop, camera, iPad, project etc.) to a user, it is the sole responsibility of the user to make sure that the equipment is in proper working condition while issuing. The user will be held responsible for any damage or loss of the equipment and will have to pay the repair/replacement charges at actual.
- Some equipment might be issued to a class, a department or a particular user for the entire year. It is the responsibility of the homeroom teacher, or the user to make sure that the equipment is used properly and kept in order. At the end of the academic year, the homeroom teacher, or the user must return it to the IT department. In case the equipment is found missing or damaged at the end of the year, the respective homeroom teacher, Head of Department or user will have to pay for the repair or replacement of the equipment.

MAINTAIN INTEGRITY AND LAWFULNESS:

- Users are responsible for adhering to the laws for copyrighted and intellectual property (IP) protection under international guidelines and using technology in accordance with school policy.
- Use of laptop/other computing devices inside classroom should be only for the purpose of school work. The device should not be used for any other purpose.
- The PC/laptop/other computing devices should not be used for consuming offline or online content like games, movies, music, images, chatting, blogging, social networking and browsing internet for the purpose of other than studies.

- School may install a monitoring and control software on the devices to make sure that the devices are not misused during school hours.
- Students are not allowed to carry mobiles, headphones, music players, other such devices in the classroom. In case they are bringing any of these devices, they must keep it in the coordinators room and collected it at the end of the day before going home.

RESPECT PRIVACY AND OTHERS' PROPERTY:

- Each user shall respect others' work, files, passwords and property (hardware and software).
- All users are responsible for keeping their passwords strong, private and secure. Users are encouraged to change passwords on a regular basis.
- Users shall not seek information on, obtain copies of, or modify files, data, or passwords belonging to others.
- Users shall not misrepresent themselves, others, or the School in communications and/or online posts.
- Derogatory, obscene, or otherwise inappropriate communications and posts are prohibited and are liable to disciplinary.

APPROPRIATE USE OF THE RESOURCES:

- It is the user's responsibility to keep all unlicensed, obscene, copyright or IP protected materials and files, virus-infected media, or other software dangerous to the integrity of the system away from the school's technology.
- The school expects that users will not access inappropriate materials. Inappropriate use, materials and/or access include, but are not limited to, plagiarism, hate mail, cyber-bullying, chain letters, unauthorized access (hacking) including the use of proxy servers, and email messages that initiate false alarms.
- Students should access only classroom-related sites and programs during class time.
- Users must not access any kind of obscene material in the school premises or using the school technologies. Users must be aware that possessing, distributing and posting online, any kind of obscene material is punishable under the Indian IT Act.
- Users should conserve paper, toner and disk space whenever possible.
- Users should act responsibly and not degrade the performance of the network. Streamed media that are not used for school-related work and communications are discouraged during the school day because of the impact on the School's bandwidth. Downloads should be limited to school-related files only to conserve storage space.
- Users must use the school file servers only for the academic purpose. Any files, songs, movies, games or other material which is not useful for the school studies should not be kept on the school file server. If such material is found on the server, it will be deleted without any intimation and strict action will be taken against the user.

CONSEQUENCES OF UNACCEPTABLE USE OF TECHNOLOGY:

Any user found to be in breach of the above policy will be liable for strict disciplinary action as deemed fit by the school administration.

If any equipment is damaged by the user, the user will have to bear the necessary repair or replacement charges as per the rules mentioned. Further disciplinary action might be taken as per the behaviour policy.

Any user found to be accessing any prohibited or sensitive data of the school (e.g. examination papers, records etc.) will be liable for a strict action.

In the above cases a meeting with the programme coordinator and Principal along with the Parent (in case the offender is a student) will be called. Following disciplinary actions may be taken in such

cases depending on the severity of the case:

- A verbal warning would be given to the user in case the breach is minor and if student is using personal device, it will be confiscated for a day.
- A written warning would be given in major cases of misuse and any personal device will be confiscated and will only be given back to parents when they visit the school.
- The user might be suspended from the school in severe cases of misuse.

School leadership and Principal will decide on the severity of the misuse after investigating the misuse and listening to the explanation of the user.

**SEEDLING INTERNATIONAL ACADEMY****Academic Year 2020-21****Consent form for LAPTOP AND INTERNET Usage****Class:** _____**Date:** _____**STUDENT CONTRACT:**

I have read and understood the School's IT. By signing this form, I further agree that any violation of these regulations could result in privileges being prohibited by the school authorities as a result school disciplinary action and/or strict action being taken.

Signature**Essential Agreements**

- ✓ I will use laptop exclusively for school tasks and not for personal work.
- ✓ I will only visit websites which are meant for academic purposes.
- ✓ I will maintain school server the way it has been organized and will not change, delete, or move files.
- ✓ I will not download or install anything from the school Internet without teacher's recommendation.
- ✓ I will immediately inform the teacher if anything inappropriate appears on my screen.
- ✓ I will give credit to research and images content by citing my work.
- ✓ I will use email features for school reasons only, not to send personal comments.
- ✓ I will login only when my teacher will instruct me to do so for her/his class.
- ✓ I will download the documents for school purpose only.
- ✓ If I see any of my friends not abiding by the rules laid down in this policy I shall immediately inform the teacher.
- ✓ I will not share my laptop with Staff /Students or Teachers unless I have taken permission from the Coordinator & Principal of the school.

CONSEQUENCES FOR LAPTOP AND INTERNET USE INFRACTIONS

While infractions will be handled on a case by case basis, if students do not follow the Essential Agreements, the following actions will be considered:

- A verbal warning would be given to the user in case the breach is minor and if student is using personal device, it will be confiscated for a day.
- A written warning would be given in major cases of misuse and any personal device will be confiscated and will only be given back to parents when they visit the school.
- The user might be suspended from the school in severe cases of misuse.

PARENT OR GUARDIAN:

As a parent or guardian of this student, I have read the procedure for accessing Laptop and Internet.

I understand that this Application form is designed for educational purposes and that Seedling International Academy has taken required precaution to eliminate the access of controversial and inappropriate materials

By signing below, I have reviewed these responsibilities with my child and give my permission for Laptop & Internet access.

Parent/Guardian's Signature

**** PLEASE RETURN THIS FORM TO THE SCHOOL ****