



ACCEPTABLE USE OF SCHOOL RESOURCES POLICY

POLICY NAME	ACCEPTABLE USE OF SCHOOL RESOURCES POLICY						
APPROVAL AUTHORITY	PRINCIPAL	ADOPTED	APRIL 2023	REVIEWED	JANUARY 2024	NEXT REVIEW	JANUARY 2025
RESPONSIBLE EXCECUTIVE	IT ADMINSTRATOR	REVISED	”	”	”	”	”
RESPONSIBLE OFFICE	ADMINSTARTION	AVAILABLE	In the Library , Website				

INTRODUCTION:

Access to technology is integral to the educational mission and purpose of our institution. These policies address the appropriate use of technology provided by the school and personally owned technological device.

AIMS:

- The aim of the Acceptable Use Policy is to ensure that all users within the school are aware of the different risks and hazards of the IT infrastructure usage, and use it sensibly and safely only for the purpose of teaching, learning and other related uses.
- All users should be free of any fear of cyberbullying by anyone known or unknown.
- All users should be able to recognize cyberbullying and to be able to recognize the proper ways to deal with it effectively.

OBJECTIVE:

This Acceptable Use of Technology Agreement is to ensure:

- That our students will be responsible users and stay safe while using the internet and other communications technologies for educational, personal, and recreational use.
- That school computing systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- The school will ensure that students will have good access to computing to enhance their learning, and we expect the students and parents to agree to be responsible users.

POLICY STATEMENTS:

1. We expect our students to act responsibly and thoughtfully when using technology.
2. Students should not expect that what they write or publish online is private. The school reserves the right to monitor and track all behaviours and interactions that take place online or through the use of technology on our property or at our events.
3. The use of all school-owned technologies including the school network and its Internet connection is limited to educational purposes only.
4. Commercial and recreational use of school technology resources is prohibited.
5. All emails sent from school provided accounts are representative of the school.
6. Connection to wireless Internet by students is only allowed while doing research and investigation work in class using BYOD.
7. Only the internet gateway provided by the school may be accessed while on campus. Personal internet devices such as cell phones /cell network adapters are not allowed at all to access outside internet sources at any time.
8. Students are responsible for any activity that occurs through their personal account.
9. Students must respect the privacy of others while online.
10. Do not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to others.
11. Do not re-post information that was sent to you privately without the permission of the person who sent you the information.
12. Do not post private information, photos, or videos about another person without prior permission.
13. Do not use another person's account. If you have been given an account with special privileges, do not use that account outside of the terms with which you were given access to that account.
14. Do not voluntarily post private information about yourself online, including your name, your age, your school's name, your address, your phone number, or other identifying information.
15. Our institution prides itself on its reputation for excellence; therefore, you may not use the school's name, logo, mascot or other likeness or representation on a non- school website without express permission from legitimate authority.

16. Never use devices capable of capturing, transmitting, or storing images or recordings to record others without the expressed permission of the person(s) being recorded (included leaders and other young people). Teachers or school personnel reserve the right to confiscate, collect, and inspect any device to ensure the policies.
17. Use of social networking is not permitted in the school. Students may not create social networking pages, accounts, sites, or groups that impersonate or misrepresent any individual or our institution.
18. Students may not access material that is offensive, profane, or obscene including pornography and hate literature.
19. Inappropriate communication is prohibited in any public messages, private messages, and material posted online by students.
20. All access to the Internet will be filtered and monitored.
21. Unless legitimate authority grants explicit permission, students are not allowed to alter, change, modify, repair, or reconfigure settings on school-owned computers. This includes downloading, adding, or installing new programs, software, or hardware.
22. If you accidentally access inappropriate information or if someone sends you inappropriate information, you should immediately inform the Section Supervisor as the first point of contact in this regard.
23. If you witness someone else either deliberately or accidentally access inappropriate information or use technology in a way that violates this policy, you must report the incident as soon as possible.
24. The school retains the right to suspend service, accounts, and access to data, including student files and any other stored data.
25. The school is not responsible for any damages that the students may suffer, including but not limited to, loss of data or interruptions of service.

Students Acknowledge that:

1. The school's network filters will be applied to one's connection to the internet and attempts will not be made to bypass them.
2. Bringing on premises or infecting the network with a virus, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of Student Acceptable Use Policy.

3. Processing or accessing information on school property related to unethical methods altering, or bypassing network security policies is in violation of student Acceptable Use Policy.

4. The school has the right to collect and examine any device that is suspected of causing problems or was the sources of an attack or virus infection or malicious activity.

Acceptable Use of Locations:

Location	Use
Classrooms	As directed by teachers
Hallways, Washrooms, Canteen and at Recess	Not permitted
Buses	Not permitted

Acceptable Use Policy for Young Children (eg : for those aged 8 or younger)

This is how we stay safe when we use computers:

I will ask a teacher / an adult if I want to use the computer.

I will only use activities that the teacher /an adult has told or allowed me to use.

I will take care of the computer and other equipment.

I will tell my parent / teacher if someone contacts me online to whom I don't know.

I will not give out my personal information to any stranger online.

I will ask for help from the teacher / an adult if I am not sure what to do or if I think I have done something wrong.

I know excessive use which may impact on my social and emotional development and learning.

I will tell the teacher / an adult if I see something that upsets me on the screen.

I know that if I break the rules I might not be allowed to use a computer.

Dr. Prasana Bhaskar

Principal

My Name :

My Signatire :

Acceptable use policy for staff

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new

opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe access to the internet and digital technologies at all times.

This acceptable use policy is intended to ensure:

- the staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- the school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- the staff are protected from potential risk in their use of technology in their everyday work.

The school will try to ensure that staff and volunteers will have good access to digital technology to enhance their work, to enhance learning opportunities for *students* learning and will, in return, expect staff and volunteers to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users. I recognise the value of the use of digital technology for enhancing learning and will ensure that students receive opportunities to gain from the use of digital technology. I will, where possible, educate the young people in my care in the safe use of digital technology and embed online safety in my work with young people.

For my professional and personal safety:

- I understand that the *school* will monitor my use of the school digital technology and communications systems.
- I understand that the rules set out in this agreement also apply to use of these technologies (e.g. laptops, email etc.) out of school, and to the transfer of personal data (digital or paper based) out of school
- I understand that the school digital technology systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.

I will be professional in my communications and actions when using school systems:

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and/or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital/video images. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (e.g. on the school website) it will not be possible to identify by name, or other personal information, those who are featured.

- I will only use social networking sites in school in accordance with the school's policies.
- I will only communicate with students and parents using official school systems. Any such communication will be professional in tone and manner.
- I will not engage in any on-line activity that may compromise our professional responsibilities.

The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the *school*:

- When I use my mobile devices in school, I will follow the rules set out in this agreement, in the same way as if I was using *school* equipment. I will also follow any additional rules set by the *school* about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- I will not use personal email addresses on the school systems.
- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted, or if I have any concerns about the validity of the email.
- I will ensure that my data is regularly backed up, in accordance with relevant school policies.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, terrorist or extremist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless this is allowed in school policies.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the School Personal Data Policy. Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based documents containing personal data must be held in lockable storage.
- I understand that data protection policy requires that any staff or student data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

When using the internet in my professional capacity or for school sanctioned personal use:

- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).

I understand that I am responsible for my actions in and out of the school:

- I understand that this acceptable use policy applies not only to my work and use of school digital technology equipment in school, but also applies to my use of school systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the school
- I understand that if I fail to comply with this acceptable use agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors and in the event of illegal activities the involvement of the police.

I have read and understand the above and agree to use the school digital technology systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Staff Name: _____

Date: _____

Signed : _____

Acceptable use policy for Parents :

Child protection and safeguarding: e-safety Parent/Carer Acceptable Use

We have an Acceptable Use Agreement in place to safeguard children in their use of technologies such as the internet, mobile phones, digital devices, etc. We want to ensure that:

- children will be responsible users and stay safe while using the internet and other communication technologies (for educational, personal and recreational use)
- school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk
- parents/carers are aware of the importance of e-safety and are involved in the education and guidance of their children with regard to their online behaviour.

The school will ensure that our students have good access to ICT to enhance their learning and expect that they agree to be responsible users. A copy of the Child Acceptable Use Agreement is attached, so that you as a parent/carers are aware of the school expectations of the children in our care.

As the parent/carers of a student at Ideal English School I:

- know that my child has signed an Acceptable Use Agreement and receives e-safety education to help them understand the importance of safe use of ICT – both in and out of school
- understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that children will be safe when they use the internet and ICT systems.
- understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies

- understand that my child's activity on the ICT systems will be monitored and that the school will contact me if they have any concerns about possible breaches of the Acceptable Use Agreement
- encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's e-safety.
- Got involved with their children in regular discussions regarding different challenges they might face through surfing the internet.

Child's name.

Parent/carer name.

Signed.

Date.

The Department of IT reserves full authority to monitor usage activities and report any breaches to the authorities and withdraw services to the defaulter without notice. They are also authorized to login to any IT device in IES ,RAK network directly or remotely without prior notice to make sure the above policy is complied. This policy can be updated anytime and all users will be notified through the Website of IES ,RAK

User compliance

Using the IT facility in IES ,RAK, I understand and will abide by this IES,RAK, Fair Internet Usage Policy. I further understand that should I commit any violation of this policy, my access privileges may be revoked, disciplinary action and / or appropriate legal action may be taken.

Date of Review : January 2024

Next Review : January 2025



**Dr. Prasanna Bhaskar
Principal**