

**Title: Information and Communication ( ICT) - Acceptable use Policy**

	PREPARED BY	CHECKED BY	APPROVED BY		
<b>Name</b>	Executive Director	Mr. Anith	SMT		
<b>Position</b>	Executive Director	IT	SMT		
<b>Prepared</b>	SY 2016-2017	<b>Reviewed</b>	SY 2019-2020	<b>Valid until</b>	SY 2020-2021

**Rational:**

As well as being an important educational resource, the ability to use ICT effectively is a vital life skill in modern society. At Step One, we aim to produce learners who are confident and effective users of ICT.

**Aims:**

- 1) Teaching ICT skills as a separate subject .
- 2) Ensuring that ICT is incorporated into all subjects on the curriculum.
- 3) Helping all students to use ICT with purpose and enjoyment.
- 4) Supporting and educating our students to be safe and responsible users of digital technologies and the internet.

**Guidelines:**

To provide the best possible ICT education to all our students we have:

- 1) A well-equipped Computer lab with a desktop computer for each student.
- 2) Three computer work stations on the first floor
- 3) Interactive Smart Boards with OHP and desktop computers.
- 4) A filtered internet service that caters to the curriculum needs alone.
- 5) An active ICT Club that conducts games and other activities to kindle student interests in the subject
- 6) Student tablets

Though we celebrate the choicest use of digital technology, we are also focused to ensure that:

- Students will be responsible users of ICT and stay safe whilst using the internet and other Information and Communications Technologies.
- School Information and Communications Technologies systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- Students shall not be allowed to use internet except during the ICT lessons and other subject classes with supervision. All Internet sessions will always be supervised by the teacher to minimize the risk of exposure to inappropriate material.
- Students shall not be allowed to change passwords at all times.
- Student shall be held responsible for any damage caused by him/her to the software or hardware owned by the school.
- Though YouTube provides a large number of educational resources online, their use shall be restricted to those appropriate to the curriculum.
- All school computers are monitored using the **Network Employee Monitor** Software to minimize access to inappropriate material.



**DEPARTMENT: OPERATION**

## **PROCEDURE**

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- In order to protect against a virus threat, **ESET** anti-virus software is installed and updated regularly on all School PCs.
- All Gaming websites are blocked and cannot be accessed by students.
- All staff will sign Staff agreement form.
- Staffs are responsible to monitor resources use in class and with students. Any inappropriate items must be reported to the IT technician.
- Parents/ caregivers and students will be bind to the student agreement policy.
- School Website and Facebook to be updated regularly by assigned staff, HOA will monitor uploading appropriate items and updating information. Students photos maybe uploaded as appropriate (parent permission must be obtained- as per admission procedure).

The School will ensure that students shall have good access to Information and Communications Technologies (ICT) to enhance their learning and will, in return, expect them to agree to be responsible users. Misuse of the ICT systems may result in disciplinary action as per school procedures. The school also reserves the right to report any illegal activities to the appropriate authorities.

This Policy has two attachments: Staff and Student Acceptable use Agreement

Approved by:

Principal - IT Department

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## **Staff Acceptable Use Agreement -ICT**

Dear Teacher,

The purpose of this agreement is to set out a clear code of conduct for the staff to the right usage of Information and Communications Technologies (ICT) to enhance your teaching and learning experience. Following are few guidelines:

- Every employee has responsibility to maintain, protect and enhance the school's reputation and public image and to use school computers and email, intranet and internet access in proper and productive manner.
- No material that may affect the school reputation or nullify the school mission, vision or values shall be posted by any member of the staff on social media.
- Any unauthorized or improper use of the computer equipment, e-mail, the intranet and internet, smart board is not acceptable and will not be permitted.
- Teachers must see to it that the computer, projector and smart board in their classrooms are switched off before the school disperses.
- Teachers must never reveal their smart board or computer passwords to students.
- Teachers and assistants shall be held responsible for any damages caused by students on the computer, projector and smart board.
- Attempting to access Photocopy Machine /Printer without specific authorization is prohibited.
- All Staff must log out of the network and turn their computers off before leaving the school.
- Staff are not allowed to change the provided passwords without prior consent from the IT coordinator.
- Though we celebrate the choicest use of digital technology, we restrict the usage of internet to those appropriate to the curriculum. Use of social media like Facebook, Twitter etc. may be restricted as SMT see appropriate.
- All school computers are monitored by the Principal and ICT technician to minimize access to inappropriate material.
- Students may not use or access the internet without teacher's permission/supervision.
- Teachers are responsible to choose, check and present suitable materials for their students that are appropriate and meet the school values and guidelines.

**I have read and agree to abide by the School's Acceptable Use Policy (ICT).I understand that any breach in doing so, shall require me to provide clarifications and accept the consequences.**

Teacher's Signature

HOD's Signature



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## **Student Acceptable Use Agreement –ICT**

**Dear Parents,**

**Step One recognizes the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online and offline behaviors is essential and is best taught in partnership with parents. We request that parents work with us in this regard and encourage this behavior at home.**

- Students will be responsible users of ICT and stay safe whilst using the internet and other Information and Communications Technologies.
- Students shall not misuse, type or print any inappropriate material at any time.
- Students shall ensure that School Information and Communications Technologies systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- Students shall not use internet except during the ICT lessons as per the curriculum and under the supervision of his/her teachers to prevent exposure to inappropriate material.
- Students shall not change passwords at all times.
- Student shall be held responsible for any damage caused by him/her to the software or hardware owned by the school.
- Use of YouTube shall be restricted to those appropriate to the curriculum as directed by teachers.
- Students shall not access any Gaming websites.
- Students shall not access or use computers without teacher's supervision.

**As the parent or legal guardian of \_\_\_\_\_, I have read the Acceptable Use Policy, I understand and agree that my ward shall comply with the terms of acceptable use and expected standards of behavior set out within this agreement. I understand that there are actions and consequences established within the school's Policy if he/she do not behave appropriately.**

Parent's Signature

Date: