



<b>POLICY NAME:</b>	<b>ACCEPTABLE USE POLICY</b>				
<b>APPROVAL AUTHORITY:</b>	<b>PRINCIPAL</b>	<b>ADOPTED:</b>	<b>03.05.2021</b>	<b>REVIEWED:</b>	<b>03.10.2022</b>
<b>RESPONSIBLE EXECUTIVE:</b>	<b>E-SAFETY OFFICER</b>	<b>REVISED:</b>	<b>15.4.2024</b>	<b>NEXT REVIEW ON:</b>	
<b>RESPONSIBLE OFFICE:</b>	<b>IT DEPARTMENT</b>	<b>AVAILABLE:</b>	<b>IN THE LIBRARY, WEBSITE, NLP</b>		

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These 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. Students should have an entitlement to safe internet access at all times.

**This Acceptable Use Policy is intended to ensure:**

- that students will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- that school 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 try to ensure that students will have good access to digital technologies to enhance their learning and will, in return, expect the students and staff to agree to be responsible users.

**ACCEPTABLE USE POLICY (FOR STUDENTS)**

The school has installed computers and Internet access to help our learning. These rules will keep everyone safe and help us to be fair to others.

- Do not use internet at school without the permission of a teacher.
- Do not access other people's folders without permission.
- Use ICT systems in school, including the internet, email, digital video, mobile technologies, etc, only for school purposes.
- Do not download or install software on school technologies.
- Do not change any hardware or software settings of school technologies.
- Open email attachments from people you know are safe.
- Always log on to the school web portal with your own user name and password.
- Do not reveal your passwords to anyone and change them regularly.
- Always make sure that all ICT communications with other students, teachers or others is responsible and sensible.
- Always behave responsibly when using the Internet. This includes resources you access and the

language you use.

- Do not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If you accidentally come across any such material, report it immediately to your teacher.
- Do not copy other people’s work and say that it is your own.
- Do not give out any personal information such as name, phone number or address. You will not arrange to meet someone unless this is part of a school project approved by your teacher.
- Images of students and/ or staff will only be taken, stored and used for school purposes in line with school policy and not be distributed outside the school network without the permission.
- Always ensure that your online activity, both in school and outside school, will not cause the school, the staff, students or others distress or bring into disrepute.
- Do not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community.
- Use of the Internet and other related technologies can be monitored and logged and can be made available to your teachers.

Mobile phones are not allowed in the school. If you need it after school working hours, deposit it with the Class Teacher which can be collected at the end of the day.

- Students are not allowed to use the printers at school.
- These rules are designed to keep you safe and that if they are not followed, school sanctions will be applied and your parent/ guardian may be contacted.

**The school cannot accept any responsibility for access to the internet outside of school even if children are researching a topic related to school.**

Dear Parent/Guardian,

ICT including the internet, learning platforms, email and mobile technologies has become an important part of learning in our school. We expect all students to be safe and responsible when using any ICT. It is essential that students are aware of e-safety and know how to stay safe when using any ICT. Students are expected to read and discuss this agreement with their parent or guardian and then to sign and follow the terms of the agreement. Any concerns or explanation can be discussed with the School.

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Acknowledgement to be filled and returned

We have discussed this document and ..... (Student’s name) agrees to follow the E-safety rules and to support the safe and responsible use of ICT at Indian Public High School.

Name of Student:

Class & Div :

Student's Signature:

Parent's Signature:

As part of learning, IPHS is integrating technology into learning assessments and home learning activities.

Kindly note to read the guidelines below for a better understanding of its implementation.

**Guidelines:**

All Users are responsible for:

- ☒ Registering their electronic device with the school and submitting a signed Use of Electronic Devices Agreement prior to connecting to the school network (**Page 3**) ;
- ☒ Ensuring electronic devices are used in accordance with school policies and procedures;
- ☒ Caring, maintaining, securing, and storing electronic devices;
- ☒ Preserving privacy of accounts, login names, passwords, and/or lock codes to maintain security of electronic devices and data.

**Students are responsible for:**

- ☒ Using electronic devices for educational purposes in approved locations under the supervision of school personnel only;
- ☒ Implementing virus and malware scanning on their electronic devices;
- ☒ Reporting any inappropriate electronic device usage to a teacher or administrator immediately;
- ☒ Ensuring their electronic devices are charged prior to bringing them to school;
- ☒ Continuing to learn using an alternative method if an electronic device malfunctions.

**Parents are responsible for:**

- ☒ Helping their children take all reasonable steps to care, maintain, secure, store and transport their electronic device;
- ☒ Helping their children preserve the privacy of accounts, login names, passwords, and/or lock codes;
- ☒ Identifying the electronic device by labeling it, recording details such as make, model, and serial number, and/or installing tracking software;
- ☒ Encouraging their children to follow school policy and practice digital citizenship;
- ☒ Contacting the school office to communicate with their child during the school day, instead of using text messages, emails, phone calls, or other digital means that have no curriculum related/education purpose;
- ☒ Assuming all responsibility for their child's unauthorized use of non-school Internet connections such as a 3G/4G cellular phone network.

**Unauthorized Use of Electronic Devices**

Prohibited uses of electronic devices includes, but are not limited to:

- ☒ Areas where there is a reasonable expectation of privacy, such as change rooms or restrooms;
- ☒ Circumventing school's approved network infrastructure to access Internet connections using an external wireless provider;
- ☒ Downloading files that are unrelated to educational activities;
- ☒ Engaging in non-educational activities such as playing games, watching videos, using social media, listening to music, texting, or taking personal calls;

Cheating on assignments or tests;

- ☒ Accessing information that is confidential;
- ☒ Using photographs and audio/video recordings for a purpose unrelated to the school assignment;
- ☒ Obtaining unauthorized access and using it to alter, destroy, or removing data;
- ☒ Engaging in cyberbullying which involves using technology to harass, threaten, embarrass, or target another person;
- ☒ Infecting a device with a virus or other program designed to alter, damage, or destroy;
- ☒ Committing a crime under federal, provincial, and/or municipal statutes;
- ☒ Infringing upon copyright laws or plagiarizing protected information; misusing network resources for commercial or political party purposes.

**Consequences: Remedial and Disciplinary Action:**

- ☒ Individuals who do not comply with this Policy will be subject to appropriate consequences consistent Acceptable Use Policy.
- ☒ Consequences may include, but are not limited to, the following, either singularly or in combination depending on the individual circumstances:

**Liability:**

- ☒ Users are solely responsible for the care and use of electronic devices they choose to bring to school. Users bringing these devices to school do so at their own risk.
- ☒ The school and school personnel shall not be liable for the loss, damage, misuse, or theft of any student-owned electronic device: possessed/used during the school day; in/on school buildings, property, vehicles, or contracted vehicles; during transport to/from school; while attending school- sponsored activities.
- ☒ The school and school personnel shall not be responsible for any negative consequences to electronic devices caused by running specific software or by accessing the school network.

**You are required to support your ward with an electronic gadget preferably Laptop/ Notepad/ Tablet and not mobile phones everyday (Grade 9 TO 12).**

“ Always leave a positive digital footprint”