



المدرسة الهندية العامة العليا الخاصة  
Indian Public High School Private

<b>POLICY NAME:</b>	<b>ACCEPTABLE USE POLICY</b>		
<b>APPROVAL AUTHORITY:</b>	<b>PRINCIPAL</b>	<b>ADOPTED:</b>	<b>03.05.2018</b>
<b>RESPONSIBLE PERSON</b>	<b>E-Safety Officer</b>		
<b>REVISED:</b>	<b>15.4.2024</b>	<b>NEXT REVIEW ON:</b>	<b>19.3.2025</b>
		<b>AVAILABLE:</b>	<b>IN THE LIBRARY, WEBSITE, NLP</b>



## **RATIONALE:**

The acceptable use policy(AUP)is designed to ensure the safe, responsible and ethical use of digital technologies by students and staff, protecting them from potential risks like cyber bullying, exposure to inappropriate content and data breaches. By outlining clear guidelines, the policy promotes digital citizenship, maintains system security, support educational objectives, ensures legal compliance and fosters accountability. The AUP helps create a safe and productive environment where technology enhances learning and teaching while encouraging users to act responsibly and respectfully online.

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 (NASCORP, NLP) 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.
- Maintain academic integrity by avoiding plagiarism and ensuring all work is original.
- 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 in the supervisor's office 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.
- Do not use social media websites(whatsapp, facebook, Instagram,etc...) in school campus.

**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

## ACCEPTABLE USE POLICY (FOR STAFF)

The computer system is owned by the school and is made available to staff to enhance their professional activities, including teaching, research, administration and management. The school's Internet Access Policy has been drawn up to protect all parties - the students, the staff and the school.

The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited.

- Always use the school's Internet / Intranet / web portal and any related technologies for professional purposes or for uses deemed 'reasonable' by the Principal, Supervisors or HoDs.
- Always comply with the ICT system security and not disclose any passwords provided to you by the school or other related authorities.
- Always ensure that all electronic communications with students and staff are compatible with your professional role.
- Do not give out your own personal details, such as mobile phone number and personal email address online.
- Always ensure that students' personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorized by the Principal or Supervisors.
- Do not install any hardware or software without permission of the IT Team.
- Always open email attachments from sources you know to be safe.
- Do not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of students and/ or staff will only be taken, stored and used for professional purposes in line with school policy and with written consent of the parent, guardian or staff member. Images will not be distributed outside the school network without the permission of the parent/ guardian, member of staff or Principal.
- Use of the Internet and other related technologies can be monitored, logged and made available, on request, to the Principal or supervisors.
- Do not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community.
- Always respect copyright and intellectual property rights.
- Always ensure that your online activity, both in school and outside school, will not bring your professional role into disrepute.
- Support and promote the school's E-Safety Policy and help students to be safe and responsible in their use of ICT and related technologies.

- Do not use mobile phones during classes.
- Access to the internet and school server should only be made via the authorized account and password, which should not be made available to any other person.
- It is the responsibility of staff members to make the ICT coordinator aware of occasions when passwords cease to become private.
- Activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems, is forbidden.
- Users are responsible for all emails sent and for contacts made that may result in email being received.
- Use of the network to access inappropriate materials such as pornographic, racist or offensive material is forbidden
- Any breaches in the operation of the requirements laid out in this Acceptable Use Statement will result in the Disciplinary Policy being invoked.

### **User Signature**

I agree to follow this code of conduct and to support the safe use of ICT throughout the school.

Full name:

Designation:

Signature: