Information Technology Policy

Tripada Singapore Internationalé School (TSI)

Mission

IB Mission Statement

The International Baccalaureate® aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

TSI Mission Statement

To lead the cosmic environment where each learner is an entrepreneur, innovator and able to lead differences with balanced approaches promoting internationalism for a

One World, One Family

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Tripada at a Glance

Tripada is a renowned name in the field of education catering to more than five thousand students, with its different schools, for past fifty years. TSI is the first proposed IB candidate school in Gandhinagar, with a vision to have all the programmes: IBDP, MYP and PYP.

1. Objective

- To equip students and teachers with the necessary skills to access Information Technology effectively utilising Learning Technologies.
- To confidently and appropriately use available Learning Technologies as a tool, to enhance class programs and provide high quality teaching and learning
- To provide students with opportunities to obtain information, engage in discussion, and liaise with individuals, organisation and groups world-wide so as to increase skills, knowledge and abilities.
- To improve student learning outcomes by increasing access to worldwide information.
- To develop skills in discriminate and appropriate internet usage.

The Role of IT to support teaching and learning- All Curriculums

As students engage with IT they come across to a deeper understanding of the tool as well as its usage in everyday life. IT provides opportunities to students to

- investigate to find answers using IT tools
- create IT tools
- communicate their learning and share ideas
- views and feedback through IT
- collaborate to participate in sharing & creating knowledge
- organize ideas and understanding systems to be used

Role of IT in communication

IT plays a vital role in communication with all stakeholders. A number of mediums allow access to information:

Staff: The IT department enrolls all staff members to the school email account. It is expected that the staff will use only this account for all official communications within and outside the school. Staff is trained to use Google Doc's for collaborative planning and working.

Students: Senior school students also have email Id's on school email server. Teachers communicate to students online via email and Google Classroom.

Parents: IT tools are vital in communicating to parents. Circulars are sent via email and updated regularly on the school website.

Outside World: The school website is the window to the outside world; relevant information is available for prospective parents and forms that enable us to reach out to them. The IT department continuously strive to improve the channel of communication with all stakeholders.

Hardware and Peripherals : The school aims to offer a wide range of IT resources, including communication aids, switches and other appropriate devices. An annual audit of IT equipment is carried out in house so that refurbishment and provision for new technologies can be included in Development Planning.

Software: All students have use of software covering the breadth of the curriculum and access to it. Software is also used to enhance and support all forms of communication. Computers also have a suitable student interface, to facilitate use of applications and avoid damage to software

Guidelines for members of the school community with respect to the IT provision & usage

1. Head of IT Department is responsible for:
   a. meeting statutory IT requirements.
   b. presenting an Annual IT Budget to the Senior Management Team.
   c. ensuring that there is an IT policy and that it is implemented.
   d. reviewing and updating the IT policy with the Senior Management Team.
   e. ensuring that the IT Administrator is effectively line managed and supported.
   f. monitoring and evaluating the purchase of IT equipment.
   g. developing a whole school curriculum for IT in collaboration with IT facilitators and other teachers.
   h. ensure smooth working of IT facilities in collaboration with IT admin team
   i. ensure that effective communication is facilitated among all stakeholders of the school.
   j. continuously engage in implementing new technology that will enhance student learning.
   k. plan Strategy for access of resources.
   l. manage Admin accounts for all channels of communication.
   m. maintain relations with external agencies regarding the use of IT.
   n. liaison with other schools

2. Administration

The IT admin team must ensure:
   a. all systems are up and running at all times
   b. health check of systems is carried out on regular intervals
   c. the school network is up and running at all times
   d. all have access to school internet through intranet and wifi access.
   e. all software are updated. Only license copies are installed.
   f. staff has User ID on the server and allocate working space for staff.
   g. smooth working of Biometric and EPBX machines
   h. anti Virus updates
   i. regular maintenance of UPS, Network devices, Biometric machines, EPBX, Computers, Laptops, Printers, Xerox machines.
   j. safety norms are met at all times.
   k. maintain the School Email Portal
   l. report any malicious activity on server, email and print servers
   m. regularly update the school website

n.   look into the service request from teachers regarding hardware or software problems.
o.   recommend replacements of old machines
p.   maintain inventory of all IT equipment
q.   issue and return of IT equipment given to staff

3. IT facilitators

IT facilitators are responsible for:

a.   creating the detail curriculum for each grade and they must prepare the timeline of implementing these each year.
b.   ensuring that the whole school curriculum is vertically and horizontally aligned.
c.   equipping students with IT skills to be used with other subjects
d.   preparing connections in transdiciplinary units with other subject teachers.
e.   upgrading their skills by attending workshops and higher course to keep abreast with ever changing technology.
f.   conducting training sessions for staff on a regular basis to equip them with latest in technology.
g.   sessions must be focused on helping the staff integrate technology effectively in their lessons.
h.   ensuring that the students and staff are aware of cyber safety and ethical use of technology

4. Teachers

It is the responsibility of every teacher to:

a.   plan and teach appropriate IT activities and support the IT team in monitoring & recording student progress in IT.
b.   abide by the responsible internet usage in school and the rules.
c.   use the IT across the curriculum and provide interactive resources to the students.
d.   should encourage and motivate students to use internet to enhance their learning.
e.   develop their own capability to support their teaching and students' learning.
f.   report faults to the It admin team

5. Students

The students have access to desktop computer in the labs, laptops and ipads for research and learn in all subjects across the curriculum. They need to:

a.   take care of the machine as much as of themselves while using the same.
b.   be respectful of other student's work as well as equipments and avoid making changes without permission.
c.   switch- off laptops and close I-pads when not in use.
d.   log on from own account, seek adult support and guidance and give credits to the source

Acceptable Use

1. The school defines acceptable use as activities that directly or indirectly support the academics of students.

2. Students are blocked from accessing certain websites during school hours such as Facebook, twitter, and other social networking sites. Though, Google docs is acceptable for sharing within the school.
3. The usage of devices will be recommended by the respective teacher for their classrooms. Students may also use these devices at times for research work, report writing, presentation making during their breaks of free periods(if any) by the permission of the respective teacher.
4. Devices may not be used at any time to:
    i. store or transmit illicit materials
    ii. harass others
    iii. download or view/listen/play music, games, movies and any material which is not related to academics
5. The students are expected to bring their devices fully charged from home.

User Policy and safety rules

Examples of unacceptable uses that are expressly prohibited include but are not limited to the following:
Accessing Inappropriate Materials - Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal

1. Illegal Activities - Using School Department computers, networks and Internet services for any illegal activity or activity that violates other School Department policies, procedures and/or school rules.
2. Violating Copyrights - Copying or downloading copyrighted materials without the owner's permission.
3. Plagiarism - Representing as one's own work any materials obtained on the Internet (such as term papers, articles, etc.). When Internet sources are used in student work, the author, publisher and web site must be identified.
4. Copying or Installing Software – Copying, downloading or installing software through school's internet without the expressed authorization of the computer system administrator.
5. Non-School Related Uses - Using networks and Internet services for nonschool related purposes such as private financial gain, commercial, advertising or solicitation purposes, or for any other personal use.
6. Misuse of Passwords and Unauthorized Access - Sharing passwords, using other users' passwords and/or accessing other users' accounts.
7. Malicious Use or Vandalism - Any malicious use, disruption or harm to School Department computers, networks and Internet services, including but not limited to hacking activities, breaching of security features, and creating, uploading or spreading computer viruses.
8. Unauthorized Access to Chat Rooms, Instant Messaging or Newsgroups - Accessing chat rooms, instant messaging or newsgroups without specific authorization from the supervising teacher.
9. Negatively Impacting Network Capacity – Engaging in activities that cause unreasonable demand on network capacity or disruption of system operation including but not limited to downloading large files without permission from the computer system administrator.
10. Social Networking- Use of social networking sites is strITly prohibited in school. Students below age of 18 according to National Cyber law are not eligible to have a account on Facebook , Google + or any other social networking site. Creating a false electronic record is an offence under the Information Technology Act and the Indian Penal Code. We request parents to refrain their wards from having accounts at these sites.
11. National Cyber Law - Computing, network, and Internet resources must not be used to knowingly violate the laws and regulations of the country or any other nation, or the laws and regulations of any state, city, province, or local jurisdITion in any material way.

12. Ownership - Students have no right of ownership or expectation of personal privacy to their Internet usage, including personal computers or laptops while on the TSI campus. It is possible to monitor network and Internet usage, and TSI reserves the right to inspect any and all network traffic and files at any time. TSI reserves the right, without notice, to limit or restrIT any computer, network or Internet usage.
13. Privacy Policy - No one may use TSI facilities to monitor use of computing or network resources by any other individual, or perform any probing, scanning, "sniffing," or vulnerability testing, except as otherwise provided by TSI policies or law.
14. Virus - No one may use TSI computer, network, or Internet facilities to deliberately propagate any virus, worm, Trojan horse, trap-door, or back-door program code or knowingly disable or overload any computer system, network, or to circumvent any system intended to protect the privacy or security of another user.
15. Violating Filtration - No one may install, remove, or otherwise modify any software for the purpose of bypassing, avoiding, or defeating any filtering, monitoring, or other security measures TSI may have in place, except as otherwise provided by TSI policies.

MANDATORY GUIDELINES

1. Laptop is to be used for only academic purpose under supervision of Teachers at designated locations.
2. The laptops should not have any objectionable data at any point of time in it. (Videos other than related to academics, songs and movies, songs are not to be stored in any format.)
3. The school has full authority to check any student's laptops at any point of time in his/her presence/absence.
4. The school does not take any responsibility for the authenticity of software installed on laptops. All the software should be licensed.
5. The laptops should be used during specified time as decided by in-charge/ Teachers only.
6. The school's WIFI connection will be allowed only after the written permission from Principal / Coordinator. However, if sanctioned, the net must only be used for academic/research purpose. Downloading of any other material is strITly prohibited.
7. Any student found accessing any restrITed site which is not meant for him / her will be penalized and the same may lead to the school authority confiscating his / her laptop.
8. The students are solely responsible for his/ her laptops.
9. The school authority has full rights to make any change in the laptops for academic purpose.
10. Any chat applet, messenger and social networking sites are strITly not allowed.
11. Students can check their e-mails only during IT period.
12. Headphones, Earphones, Gaming device and any similar kind of device are not allowed .
13. Students need to deposit their hard disks or pen drives with their teachers/ IT department and use only when required under supervision.
14. The school authority has full rights to check any portable storage device of the students.
15. The student's laptop should not have games and movies stored in it. Only videos related to academics should be stored.
16. The laptop should also not have personal photos and videos in it which might be objectionable. Students willing to keep photos and videos must get them approved by IT department. TSI reserves the rights to confiscate the laptop in case the above points are violated. (Students and parents to sign the Agreement on page 7, after reading the policy)

Student must not

- Change the IP or any other configuration related to use of SNIS's computers
- Knowingly infringe copyright.
- Download programs or games. (Except for Anti-Virus updates)

Violation of these policies constitute misuse of TSI assets and therefore are considered violations of TSI Code of Conduct and may result in disciplinary actions sanctioned under relevant provisions of TSI Rules and Regulations

Please Note

- The policy was discussed and drafted with IT heads, IT faculties and coordinators of the school.
- The policy has been reviewed by the Academic director.
- The policy has been concluded and compiled by head of the school and DP coordinator.
- The policy is made in September, 2017.

Bibliography

- Brighton school, Virginia,
- IT Policy, Sreenidhi International School
- IT Policy, Fountain head school

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Declaration

I confirm that I have read, understand and agree to abide by the Tripada Singapore Internationale School's IT Policy.

Student's name: ……………………………………………………

Signature: ………………………………………………………….

Date: ………………………….