



# Trivandrum International School

## IT Access Policy at Trivandrum International School

Trivandrum International School aims at training its students and staff to use ICT/Computers to facilitate learning & teaching in all subject areas. This policy is also meant to address issues of potential concern in the area of internet usage.

The School's ICT facilities are meant for use in connection with teaching, learning, research, and other approved activities by the school as follows:

- Student ICT labs exclusive for teaching & learning purpose –one in the academic block and one in the junior block.
- Computers for staff for preparation & research in the staff rooms [senior, middle & junior].
- Computers for student use in the hostel.
- Computers for administrative purposes in the Office.
- Printers for students, staff & admin, photocopier for copying & printing.
- AV rooms -4 in number
- Portable projector
- Wi-Fi connectivity to staff with a firewall support

The school therefore reserves the right to monitor, inspect, copy and review files and activity at any time and without prior notice. Each student (classes 9-12, class logins for lower classes)/staff is given a unique username and password that allows them access onto the system and which also provides them with the ability to save their work into their own secure area. Users should logout promptly after the usage. All activities are under the sole responsibility of the account login user & no complaint will be entertained, what so ever the nature is. This area must be used for educational purposes only. Routine checks of network storage areas will be carried out without prior notice.



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## **ICT POLICY for Students @ trins:**

All the **students** are expected to strictly adhere to the internet usage policy and the following:

- Students may use screen less music players while they are travelling on the school bus. However, students are not allowed to bring electronic gadgets like MP3/MP4 players, tablets of any make / kind, mobile phones & Digital Cameras into the campus, unless authorized by the Section Head and confirmed by the Principal [E.g. in the case of class trips or cameras during functions]. Before they alight the bus, the music players should be handed over to the teacher in charge of the bus.
- Portable storage devices such as USB drives and portable Hard disks to be brought in only with the concurrence of the subject/class teacher concerned & content checked by the system administrator.
- Peer to peer websites are not allowed(eg : torrents)
- In case any inappropriate material or screensaver opens up on the screen by accident, the student must immediately turn off or minimize the screen and report to the teacher.
- Students should always use the ICT resources appropriately and not try to tamper with the hardware or try access to other users' data.
- Students are expected to NOT to share their user account details with others, which can result in loss or deletion of data, for which the administrator/ school cannot be held responsible.
- Students must not deliberately damage or vandalize any ICT equipment. If it is established that the damage is done by student/s, the entire software / hardware cost is recovered from the student/s.
- Students must not intentionally waste resources, including printer ink and paper.
- Students must not unplug any cables from the back of machines.
- Students should handle ICT equipment with utmost care, as it is provided as a tool for education.
- Students should report any computer problems to a member of staff.
- Students should avoid eating or drinking around computer equipment.
- Students [classes 11 & 12 IBDP & A Levels] may get their own laptops/tablets suggested by the concerned teacher in-charge. Any loss or damage to hardware or software is the sole responsibility of the owner and the school will not entertain any complaint, whatsoever.

- Students will use approved devices only for an educational purpose, and only after directed by system administrator and after signing the school ICT policy.
- Students may not use the camera feature to capture, record, or transmit audio, video or still photos of other students, faculty, or staff without explicit permission.
- Students are not to use the device in a manner that is disruptive to the educational environment. Approved devices must be in silent mode while on school campus, unless otherwise allowed by a teacher. Headphones may be used with permission from the teacher.
- Students are responsible for servicing their personal electronic devices. The school will not service, repair or maintain any device brought to, and used at school by students.
- Students are not allowed to use their own device for non-instructional purposes (such as making personal phone calls and text messaging).
- The school will provide wireless network to access the internet and does not guarantee connectivity or the quality of the connection with personal devices.
- Students are responsible for ensuring the safety of their own personal devices. The school is not responsible for the loss or theft of a device, nor are they responsible for any damage done to the device while at school.

*Any breach of rule will be reported to the concerned Section Head & Principal, which can result in penalties like denial of network access/Cost recovery/replacement & even expelling from school.*

Accepted the above policy

(Parent signature)

(Student Signature)

Date :