



NES INTERNATIONAL SCHOOL MUMBAI -IB CONTINUUM WORLD SCHOOL

SCHOOL CODE: 003810



**Cambridge
Assessment
International
Education**

ICT POLICY

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ICT POLICY

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ICT POLICY

Philosophy

The Information Technology (IT) resources and services of NESISM are provided for the advancement of the school's educational, research, and learning objectives. They are offered primarily to facilitate the School's staff and students for the purposes of research learning, teaching and carrying out other assigned tasks.

GUIDELINES FOR INTERNET ACCESS

- Faculty and students are responsible for using the school Internet/Computer Network in ethical manner.
- The Internet is provided for faculty and students in support of education and research and consistent with the instructional objectives of the school system.
- The School Internet access shall not be used for recreational purpose by downloading /playing ANY online games, and watching any online movies, music videos, or any other online video sites (except for class purposes).
- Students are not allowed to use school internet for personal communication such as chatting, instant messaging, and/or social networking sites.
- Blogs, WordPress, noodles and wiki spaces can be used for educational purposes only.
- No downloading and/or installing any programs or software without permission.
- The Internet offers access to various inappropriate sites such as those that are pornographic, militant/extremist, racist, and gambling-related. Students should not access any information of this kind.
- Students should not involve in any cyber bullying (sending or displaying offensive messages or pictures, harassing, insulting or attacking others etc).



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GUIDELINES FOR SCHOOL COMPUTER NETWORK

- Access to School Computer Network is a privilege, not a right. The use of the school network system must be consistent with, and directly related to, the educational objectives of the NESISM.
- Students are required to save their work/any assignment task in the individual Google drive or any other clouding facility.
- Protect your identity! Do not share your email username and password with others.
Always Log Off your system before leaving the system.
- Students are not allowed to LOG ON to another person's account or alter/change other's work/files.

ANTI-VIRUS POLICY

With the increased reliance on internet connectivity, anti-virus software is necessary to protect a computer against viruses, worms and other types of malicious code.

- All users should install Anti-Virus to their laptops and all other devices.
- The School's standard anti-virus software is e-Scan at present.
- School has installed antivirus to all the IT resources.
- However, the users who are using his/her own devices will have to install their own Anti-Virus software.

ACCEPTABLE DEVICES - Laptops/Tablets/iPads

Purpose

NES International School Mumbai will provide access to a Wi-Fi internet facility in the campus and the option of bringing in a personal laptop as a means to enhance learning. It opens limitless possibilities and user can access the sea of information available on



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WWW. With such opportunity comes responsibility. Use of NESISM internet connection and computer network facility is privilege given to the members of the school community. The school provides a set of guidelines for security and acceptable use and violation of these guidelines will have to face consequences.

- All DP students are allowed to carry laptops to the school regularly.
- Middle year school students are allowed to use their personal laptop in the school only with the permission of the subject teacher/Coordinator.
- The Laptop that students bring should be Wi-Fi enabled.
- IT helpdesk /server administrator of the school will verify whether the antivirus software has been updated or not. If the IT Department finds that the laptop owned by a student does not contain the latest virus definition files/the OS is corrupt/Trojan horses are found/spyware is detected/peer-to-peer sharing applications exist, then he/she would not be permitted to use the laptop on campus as the school network security is of paramount concern.
- Students must turn off and put away a personal laptop when requested by a teacher.
- Students should be aware that their use of the laptop could cause distraction for others in the classroom, especially with regards to audio. Therefore, audio should be muted, since headphones should not be used during instructional time.
- During class, students may not use any chat, online games, viewing movies or any other activities which is against the school internet policy.
- The responsibility for any kind of hardware or software damage to their laptops rests completely with the students and the Management assumes no responsibility whatsoever of any damage/theft concerning the laptop on the school campus.
- Students should take all reasonable steps to protect against the theft or damage of their personal laptop.

CONSEQUENCES

Consequences for Laptops/Tablets/iPads

If students refuse to comply with the guidelines related to Laptop/Tablets/iPads usage, the following consequences will apply.

- **1st Offence:** Issue a verbal warning and inform the Homeroom advisor and respective coordinator.
- **2nd Offence:** Laptop/tablets/I Pads will be confiscated for 3 school days, when the student may retrieve it after 3 days by giving second warning and informing the Homeroom teacher, respective Coordinator, parent and discipline committee.
- **3rd Offence:** Loss of laptop privileges for a 1-week period of time and inform Homeroom advisor, respective Coordinator, Discipline Committee and Founder Principal. Student's parent must be called in to retrieve it.

Consequences for violating other guidelines

- **1st Offence:** Issue a verbal warning and inform the Homeroom advisor and respective coordinator.
- **2nd Offence:** Respective teacher will forward the case to the Coordinator, Parents and discipline committee will conduct an Inquiry first before they come to any conclusion.
- **3rd Offence:** Any user, who violates for the third time, will be dealt by School Discipline Committee and report the same to the Founder Principal. Thereafter, the Founder principal and the school Discipline Committee will decide the consequences depending on the degree of violation.

(This document is a working document which will be reviewed from time to time.)