



مدرسة نور الديار الخاصة
NOOR AL DIYAR
PRIVATE SCHOOL

ACCEPTABLE USE OF TECHNOLOGY



1.0 POLICY PURPOSE

This policy aims at providing guidelines, procedures for safe and secure use of technology related resources, equipment and network, in order to help protect students from harm and create environment where students can benefit from using the technology in learning.

2.0 GENERAL STATEMENT OF THE POLICY

This policy consists of the procedures required to ensure that the use of the digital devices by students is to promote an opportunity for creative learning and provide an environment that supports researches and enhances wellbeing and critical thinking. It describes the purpose for the digital devices use, the guidelines and the shared responsibility.

Types of Devices

Acceptable devices are defined as any device that is privately owned wireless and/or portable electronic equipment. The device list is currently limited to laptops and tablets only.

3.0 POLICY PROCEDURES

The policy procedures are as described below:

3.1 Purpose for the electronic technology use

Students are allowed to use their own digital devices at the classroom only for research purposes, solving activities, working on projects, practicing previous IGCSE papers, and other educational purposes only.

3.2 Acceptable use guidelines

- The use of a digital device and the school network connection is a privilege for higher grades students (from grade 9 and above), and it is not a right. Therefore, students should not violate this policy guidelines or any other school policies while using the devices.
- Student and parent should sign the acceptable use of technology agreement. (Appendix-1: Acceptable Use of Technology Agreement)
- If the principal approved the use of the digital device, the student should submit the device to the IT department to install control/restriction programmes in order to foster online safety in the use of the device & the school network.
- Students are not allowed to use the device in the school's corridors, buses, rest rooms, etc. The device should only be used in the classroom and under direct supervision from the teacher.
- The digital device should be used for in class educational purposes only, and should not be used at any other school activities or events.
- Students should comply with the instructions from school staff related to the use of the digital device and the school network.
- Students who get access to inappropriate content should immediately notify his/her teacher.

- School staff should monitor the use of the digital devices by the students and should report immediately any incidents of inappropriate use to the coordinator.
- It is strictly prohibited by this policy guideline to use the digital device for photograph, audio-record, video-record, of other students or staff members at all time.
- Students should not use the digital device to intimidate, bully, harass, or embrace others.
- Students should keep password access for their devices, to maintain confidentiality.
- Any materials or communications generated by using the school network is the responsibility of the student, and the school reserve the right to monitor, read and archive the digital materials.

3.3 Responsibility

The implementation of this policy is a shared responsibility of students, parents and school staff.

3.3.1 Student(s):

- Should use the digital devices and online network in responsible way as outlined in this policy and as described in the acceptable use agreement.
- The digital device should be used only by the student that got the approval on the use of the school network. No device allowed to be shared by other students.
- Is responsible for the loss or damage of the device while in use at school.
- Should agree to full usage terms without any exceptions.
- Should agree for school to use any means of monitoring of student devices.
- Should ensure keeping access details secure.
- Are not allowed to install or attempt to install any unauthorised software while connecting to the school network.

3.3.2 Parents:

- Are responsible for their children unsuitable use of the digital device and the school network.
- Should support their children in complying to schools' policies and guidelines.
- Should specify to their children what material is and what is not acceptable, for access by them.
- Should consult with the school regarding any concerns about their children use of the device.

3.3.3 School Staff

- Ensure students respectful use of the devices.
- Provide students with the guidelines of where the digital devices can be used during the lesson.
- Ensure that students are fully aware of research skills & embed e-safety issues in the curriculum.
- Report any breaches of the acceptable use guidelines to the coordinator.
- In case, the device is damaged by abused act of another student, an investigation of the incident circumstances will be conducted by the social counsellor, and the students' behavioural policy will be enforced.

3.3.4 IT Department

- Implement web filtering management system to block illegal and inappropriate sites.
- Use anti-virus software.
- Use approved system to secure emails.
- Block chat rooms, social networking, shopping sites and music downloads.
- Implement any preventive action to protect students from online harm.

4.0 APPENDIXES

- Appendix-1: Acceptable use of Technology Agreement.