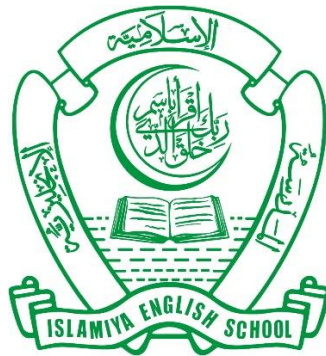# ICT
POLICY
(Revised in August 2024)

Islamiya English School Abu Dhabi LLC

ICT POLICY

Purpose:

The policy reflects the school values in relation to the teaching and learning of ICT. It gives guidance on planning, teaching and assessment.

Vision:

Our vision is for all the teachers and pupils in our school to become confident users of ICT so that they can develop the skills, knowledge and understanding which enables them to use appropriate ICT resources effectively as powerful tools for teaching and learning.

Introduction:

Information and communication technology (ICT) is changing the lives of everyone .ICT generic term used to denote the convergence of computers, videos and telecommunications as seen in the use of multimedia computers mobile phones etc.

I CT is an important tool in the process of teaching and learning. Pupils use ICT tools to find explore, analyses exchange and present information responsibly, creatively and with determination.

ICT forms part of the school Development plan and is reviewed annually.

Islamiya English School is equipped with:

- Three ICT labs(Primary, Girls and Boys)
- All labs equipped with multimedia projectors.
- Each classroom in all the three sections has Internet access.
- KG 1 to grade 12 all classrooms have now multimedia projectors.
- 2 resource rooms, one activity room and three science labs with Internet access Boys' and Girls' section.

Aim:

- To foster positive attitude towards ICT
- To enable children to become independent users of ICT.
- To provide children with opportunities to develop their ICT capabilities in all areas.
- To enable children to take greater responsibility for their own learning and provide opportunities for them to decide when it is appropriate to use ICT in their work.

Objectives for ICT in the Curriculum:

ICT will enhance the process of teaching and learning in all areas of the curriculum. In particular children should achieve the following skills and

Abilities:

- Confidence in handling hardware software and other ICT equipment

- The ability to use ICT equipment to manipulate and present return work, images and sound to convey a message effectively

- The ability to use an ICT equipment to store information and retrieve it and then present it in ways which enhance interpretation and analysis.
- To be able to talk about their use of ICT and its place within real life context.

Role of the Senior Management:

The overall responsibility for the use of ICT rests with the senior management of the school.The management with the consultation of ICT coordinator:

- Determines the ways ICT should support enrich and extend the curriculum Decides the provision and allocation of resources
- Decides ways in which development can be assessed and records are maintained
- Ensures that ICT is used in way to achieve the aims and objectives of the school.

The Role of the ICT Coordinator:

- Manage and look after the school network.
- Formulate policies about the use of the network.
- Promote the integration of ICT within appropriate teaching and learning activities.
- Manage the provision and development of resources.
- Encourage colleagues.
- Act as a contact point between the school and support agencies

Strategies for use of ICT:

- All pupils are given equal access
- ICT is entitlement for all pupils.
- Practical for grade 1,2,3, 4 to 7 and 8- 10 are available on server
- Common tasks are set better open-ended and can have a variety of responses.
- Use of ICT at home will continue to be encountered through the projects and homework which can be researched through home computer.

Internet safety:

- All peoples are responsible
- All peoples are safe users of Internet.
- School offers a safe online environment through filtered Internet access to ensure the online safety of the child.

Unacceptable uses:

The following users of the Internet are considered unacceptable:

- Users will not use the school Internet to access, review, upload download store, print, post, receive, transmit or distribute:
- Pornographic, obscene material or other visual depictions that are harmful to minors:
- Obscene, abusive, vulgar, rude, inflammatory, threatening disrespectful
- Materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;

- Information or materials that could cause damage or danger of disruption to the educational process;
- Materials that use language or images that advocate violence or discrimination towards other people or that may constitute harassment or discrimination
- Users will not use the school Internet knowingly or recklessly post, transmit or distribute false for defamatory information about a person or organization, or to harass another person, or to engage in personal attacks including prejudicial or discriminatory attacks.
- Users will not use the school Internet to engage in any illegal act.
- Users will not use the school Internet to gain unauthorized access to information resources or to access another person's materials
  Information, or files without the implied or direct permission of that person.
- Users will not use the school Internet to post private information about another person, personal contact information about themselves to other persons.

Employee's responsibilities

Some rules for appropriate use:

- Employees must only open ,view, modify, and delete their own computer files unless they have specific information from the SLT to do otherwise
- Internet use at school must be primarily related to school assignment and projects.
- Employees may be assigned individual accounts and must use only those accounts and passwords that they have been granted permission by the School to use. All account activity should be for educational purposes only.
- Employees are responsible at all times for the use of School Internet and must assume personal responsibility to behave ethically and
  Responsibly, even when technology provides them the freedom to do otherwise.

Some examples of inappropriate use:

- Disabling, bypassing or attempting to disable or bypass any system monitoring, filtering or other security measures.
- Sharing your username and password with others, borrowing someone else username (i.e, staff or student) password on account access.
- Purposefully opening ,viewing ,using ,or deleting files belonging to   to another system user without permission
- Electronically posting personal information about yourself or (i.e. addresses, phone number, pictures)
- Downloading or plagiarizing copyrighted information without permission from the copyright holder
- Intentionally introducing a virus or other malicious programs into the system
- Electronically posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening harassing, damaging to other's reputation or illegal.
- Wasting or abusing school resources through unauthorized system use
- (e.g .online gaming, Internet, radio ,downloading music, watching videos, participating in chat rooms, taking personal e-mail, etc).
- Gaining unauthorized access to restricted information or network resources.

Students Responsibilities:

I understand but I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety and to the safety and security of the ICT systems and other users.

Section: 1

As a member of Islamiya English school community:

- I will use of School's ICT facilities strictly for educational purposes ;
- I will not access any e-mail account/ address which I use on a personal basis on the school ICT systems during the school day;
- I will store all files in my work area(My work on the school network)
- I will be responsible for my printing and will not waste paper through unnecessary printing;
- I will always log off when I have finished using the computer station;
- I will always log off and shut down at the end of the school day;
- I will not bring food or drink into computer areas; and
- I will not knowingly cause damage to computers or other ICT equipment.

Please note:

While normal privacy will be respected, the school's network manager may review files and communications to maintain the integrity of the system and to ensure that users are using the system responsibly. You should not expect files stored on the school's computer network to be absolutely private.

My Personal Safety

For my own personal safety:

- I understand that the school will monitor my use of the ICT systems, e-mail and other digital communications;
- I will keep my username and password confidential at all times. I will not share it, nor will I try to use any other person's username and password;
- I will use a 'strong' password (A strong password has numbers, letters, and symbols with eight or more characters, does not contain a dictionary word and is only used on one system)
- I am aware of "stranger danger", when I am communicating online;
- I will not disclose or share personal information about myself or others when on online except where work is directed by my teacher;
- I will not arrange to meet people off-line that I have communicated with on-line ; and

- I will immediately report to SLT any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.

Equal Rights to the Use of technology

I understand that everyone has equal rights to use technology as a resource and:

- Understand that the school ICT systems are intended for educational use and that I will not use the systems for personal or recreational use ;
- I understand that information systems and ICT include networks, data and data storage, online and offline communication technologies and access devices. Examples include **mobile phones**, PDAs, digital cameras, e-mail and social media sites, laptops , VLE both in and out of school ;
- I will not try (unless I have permission) to make large downloads or uploads that might take up Internet capacity and prevent other users from being able to carry out their work ;and
- I will not use the school IT systems for on-line gaming, on-line gambling, Internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have the permission of a member of staff to do so solely for educational purposes.

Respecting Others

I will act as I expect others to do towards me:

- I will respect others' work and property and will not access, copy ,remove or otherwise alter any other user's files , without the owner's knowledge and permission;
- I will be polite and responsible when I communicate with others and will not use strong, aggressive or inappropriate language. I appreciate that others may have different opinions and;
- I will not take or distribute images of anyone without their permission. These images will be used for educational purposes only.

Using Email

When using e-mail I recognize that:

- I should use the school e-mail facility for educational purposes only;
- I should report any unwelcome, unpleasant or abusive e-mail messages I receive to my teacher /SLT and not respond to such messages;
- I shall not use vulgar or offensive language or include any offensive material in an e-mail or attachment; and
- I will not open an attachment to any e-mail received unless I know and trust the person sending it**.**

Responsibility for My Actions outside school

I understand that I am responsible for my actions both in and out of school:

- Understand that the school has the right to take action against me if I am involved in incidents of inappropriate behavior, that are covered in this agreement, when I am out of school and where they involve my membership of the school community examples could be cyber bullying, use of images or personal information; and

- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action.

Sanctions for Unacceptable Use of ICT

I understand that any failure on my part to adhere to the Acceptable   Use of ICT policy may result in the following sanctions:

- Parents will be informed immediately;
- A temporary or permanent ban from Internet access ;
- A Temporary or permanent ban from the use of school's ICT facilities ;
- Access to the Internet may be withdrawn if a pupil is found to be in breach of the School's Acceptable Use Policy. A serious breach of the policy will result in further disciplinary action being taken, including suspension or expulsion. If it is suspected that a criminal offence has been committed the appropriate authorities will be informed ;
- Appropriate additional disciplinary action if the action breaks any other school rule or convention. This action will be defined in the whole School Behavior policy and /or Anti-bullying Policy - Cyber bullying Policy;
- Where applicable, referral to appropriate external agencies; and sanctions regarding inappropriate use of a mobile phone are detailed in the Mobile Phone Policy.

Family Contract for Online Safety Parents' Pledge:

- I will get to know the services and Website my child uses. If I don't know how to use them, I will get my child to show me how.

- I will set reasonable rules and guidelines for computer use by my children and will discuss these rules and post them near the computer as reminder. I will remember to monitor their compliance with these rules, especially when it comes to the amount of time they spend on the computer.

- I will not overreact if my child tells me about the problem he or she is having on the Internet. Instead we will work together to try to solve the problem and prevent it from happening again.

- I will make the Internet a family activity and ask my child to help plan family events using the Internet. I agree to the above

_____

Parent(s)

I Understand that my parents has agreed to these rules and agree to help my parents explore the Internet with me

_____

Students' signature

HAZARDS AND SAFETY ISSUES

1. **Trailing Cables:**

Computer equipment is often connected to lots of cables: power, network, etc. If these cables are laying on the floor, they can cause people to trip oven them

Solution: Place cables inside cable ducts, or under the carpet/ flooring

2. **Split Drinks or Food:**

If any liquids are spilt on electrical equipment, such as a computer, it can result in damage to the equipment, or an electric shock to the user.

Solution: Keep drinks and food away from computers

3. **Overloaded Power Sockets:**

Plugging too many power cables into a socket can result in the socket being overloaded, overheating, and a fire starting.

Solution: Never plug too many cables into a socket. Always make sure there are fire extinguishers nearby

4. **Heavy Objects Falling:**

Many items of computer equipment are very heavy: CRT monitors, laser printers, etc. Heavy items can cause serious injury if they fall on people,

Solution: Make sure equipment is placed on strong tables / shelves.

COMPUTER LAB RULES

C

Come into the lab quietly and go to your class assigned computer. Do not touch other keyboards or mice on the way to your computer. Read board and begin assignment if one exists or wait for instructions. Before you do anything.

O

Only visit approved internet sites and only when you have permission to do so. Never give out personal information. Do not share your passwords. With anyone else other than your parents or teachers, if school related. If you see anything that makes you uncomfortable, turn off your monitor and let your teacher know immediately.

M

Make sure you leave your work area neat and organized. Exit out of all programs. Hang your headphones. Straighten your keyboard and mouse. Push in your chair. Throw away any trash.

P

Print only if you have permission. Only press the Print button once! Ask your neighbors for help before you raise your hand to ask your teacher. Keep your fingers out of your nose and mouth.

U

Use only your assigned computer. Do not move, change, delete any of the Icons on the desktop? Do not edit files that do not belong to you. Help others with your mouth and not their mouse.

T

Treat your classmates, your teacher, and all equipment with respect. Do not talk while the teacher is talking. Come to computer lab with clean hands. No Banging on the mouse or keyboard. Do not twist the monitors for your neighbors to see.

E

Eat and drink outside of the lab only. No food or drinks allowed in the lab. Wash your hands with soap before returning from the bathroom. Do not get out of your seat unless you have permissions.

R

Raise your hand if you need help or if you need to go to the bathroom. Read the monitor screen before asking questions. No running in the lab.

Policy Review

The School Leadership team is responsible for ensuring the annual review of this policy

Draft Date:	**03/07/24**
Approved By Board of Governors:	**Approved**
Principal Approval:	
Review Date:	**26/08/24**

The End.