

# **Ahmedabad International School**

## **Computer Use Policy**

The computer use policy is issued to all students and their parents at AIS on admission. The policy is non-negotiable. The policy itself is communicated to all stakeholders through the website and other handbooks issued to students.

### **IT facilities provided by AIS:**

**We have spacious 24 x 7 Wi-Fi internet enabled Multimedia IT lab with all necessary modern amenities. Each individual student occupies a computer for his/her intensive study and applications, duly supervised by efficient instructors.**

### **Requisites to use computer Lab (student/Staff):**

The school allocates access to the Internet on the basis of its didactic value. AIS encourages students to make the best use of all technological facilities furnished by the school to shape their academic performance.

The proper use of the Internet is a combined responsibility of students, parents/guardians and staff at school and they should understand the significance of the educational value to be gained from it.

### **Acceptable Computer Use Policy**

Use of the school Internet is a privilege not a right. If a student abuses that privilege s/he can expect to lose the privilege,

1. The Internet at school is for the purpose of education, for researching approved school assignments and under the direction of a teacher,
2. Internet at school is only used if there are teachers present to supervise. Unsupervised use is not permitted,
3. Internet at school is used politely and with respect for other people and respect for the hardware and software you are using at all times,
4. It is not allowed to give out full name, home address or telephone number, or school name, address or telephone number, to anyone else online without the permission of the school,
5. It is not allowed to hide things that you are doing online from teachers,

6. If you have a technical problem with the computer or the Internet, share this with teachers and ask for their help, No access to Social Networking sites.
7. Access to pornographic sites will not be allowed.
8. Students are expected to act in a professional manner in the computer labs.
9. User should not unplug lab computers or any lab hardware.
10. User should not install or attempt to use any unlicensed software.
11. User should not act in a manner likely to cause damage to equipment – this includes the chairs.
12. Students and staffs are requested to ensure that after using their accounts it is properly logged off.
13. Lab user should not use the computer systems to access, download or store any material that might be deemed inappropriate or be in violation of copyright law.
14. Technical and teaching staff may access your account as part of their duties.
15. Any failure to follow these lab rules may result in the loss of your lab privileges.
16. The school has a zero-tolerance policy for violation of the above rules.
17. Printing of web site images and pages must be for academic purposes only.  
Arrangements must be made with a lab aide to print images that could be visually disturbing to other students.
18. Online chatting will be allowed only for academic purposes under instructors supervision
19. You are not responsible for what other people say and do on the Internet, therefore if someone else online says or does something offensive or disturbing, or if you see images on a website that make you feel upset or disturbed in any way, tell your teacher. Do not respond to any messages that make you feel upset, angry or scared, and
20. Do not participate in any unacceptable use of the school Internet.

### **Unacceptable use of the internet**

Using the school computers or the Internet to:

- Commit crimes,
- Bully, harass or stalk others,
- Commit copyright violations, such as illegal copying of music files, movies, pictures or software,
- Transmit obscene, hateful or threatening communications,
- Communicate or publish inaccurate or racially offensive materials,
- Invade someone else's private computer files or read their E-mail,
- Play electronic games unless authorized by a teacher,
- Download software from websites without teacher permission or approval,
- Upload or download any computer virus on purpose,

- By-pass any school imposed restrictions on access to the World Wide Web,
- Transmit via E-mail any unsolicited advertising, promotional materials, “junk mail”, “spam”, “chain letters”, “pyramid schemes”, or any other form of E-mail solicitation,
- Engage in commercial activities online such as buying or selling things, without permission from teachers,
- View and/or download or upload pornographic, violent or offensive pictures or stories,
- Send in someone else’s E-mail address to a “Crush” or “Secret Admirer” website, or to any website collecting other people’s E-mail addresses for any purpose whatsoever,
- Your parents could be held financially liable for any damage you cause to computers at school, for any harm you cause to other people as a result of malice, recklessness or negligence on your part, or for any harm caused to others by any violation of this acceptable use policy, and
- Chat of any kind whether it is by using chatting programs or chatting rooms, including Facebook, MySpace, MSN and Gmail without explicit permission from the teacher.

#### **Lab etiquette:**

- During busy periods in the labs, please give priority to students doing subject related work.
- Please leave a room in a timely fashion when asked to by staff, for example, when a lab has been engaged for a class.
- If listening to music or watching videos, please use headphones. Please maintain complete silence in a lab.

**Non-compliance with the above conditions and requests can result in a range of penalties including but not limited to – the suspension of your account, referral to the Head of School for disciplinary action.**

#### **Consequences:**

1. First Violation: The violator will receive a written warning from the Coordinator of Instructional Computing outlining the consequences that will follow if there are further violations.
2. Second Violation: The violator will be immediately removed from all the facilities from ICT labs and digital class room.
3. Third Violation: The habitual violator will be permanently banned and suspended from the school. ( above consequences and details would be aligned with the admission policy document of AIS )

## **Sanctions**

Students should understand that breaking these rules will have consequences. These may involve losing the privilege to access the Internet for a period of time. In cases of vandalism it would lead to claims for compensation or repair. Other sanctions may be employed in line with the **THIS** code of conduct.