

**VIDYA DEVI JINDAL SCHOOL
POLICY FOR USAGE OF IT**

Student Computer & Internet Acceptable Use Agreement

This policy applies to every student of VDJS and all students must sign it.

The Internet is a time-efficient tool for everyone which widens the possibilities for curriculum growth by providing relevant and reliable information quickly and easily. Students can select, understand and access that information to solve Classroom exercises, and take-home assessment tasks. It also helps in developing the skills of distinguishing facts from opinion. Keeping in view the changing learning needs and to enhance the level of education, VDJS provides the use of (Personal Laptops and) Internet/Intranet resource access to students as a privilege and not a right. The resources provided are required to be used in a responsible, legal, and ethical manner. VDJS retains the right to monitor all computer usage and files for compliance to all regulations/procedures. Guidelines are provided so that the users are aware of their responsibilities while using computers and internet in the following way:

Guidelines for using school computers in LAB and other locations:

- Visit the computer lab only in designated periods/timings. On other occasions use the computer only with a written permission of the concerned in-charges or in their presence.
- Users shall not intentionally break into information by cracking passwords, obtain copies of or modify files/data belonging to other users without their knowledge.
- Do not use the network in a way that would disrupt the use of network by other users (e.g. sending mass E-mail messages or annoying other users using unprofessional practices). It should be used only for research and information gathering for academic assignments and extra-curricular projects supervised by school faculty. Students are prohibited from chatting, online shopping, playing games and downloading and playing any form of audio/video formats or any other media. Educational videos if required can be provided by the concerned teachers.
- Attempts to modify, remove, or bypass firewall configurations installed in school computer to prevent access prohibited resources through proxies are forbidden. Such violations shall result in cancellation of usage privileges and will be dealt with as such by the laid down consequences for violation of IT policy of the school. This will result in immediate loss of access.
- Use of external storage media like pen drives, CDs, music players, cameras etc are not permitted to be carried in the computer lab without permission of the teachers. If found, a teacher is authorised to confiscate it. Students can use the intranet facility to transfer the documents from one system to another.
- Hardware, software or other file/information shall not be destroyed, modified or abused in any way. Vandalism shall result in the recovery of the cost of the entire system, damaged and undamaged.
- Students are permitted to use only the authorized means of communication (Mobiles under teachers' supervision). All other communication will happen through school Email-ID.
- Network printers should be used responsibly to prevent wastage.
- Eatables are not allowed at any computer workstation or in any computer lab at any time.

Student Acceptable Intranet/Internet Usage Policy

- Transmission of any material in violation of any local, state, national or international law/ regulation is prohibited. This includes but is not limited to: distribution of copyrighted material, threatening/ provoking, watching/ showing obscene or pornographic material, distribution of material protected by trade secret or material protected by other people using the network.
- Students should not subscribe to Internet mailing lists, distribution lists or Usenet Newsgroups.
- VDJS will not be responsible for any loss of data resulting from delays, non-deliveries, wrong deliveries, or service interruptions caused by its own negligence, errors, or omissions.
- Do not reveal on social media the personal addresses, phone numbers or passwords of students, teachers, or other staff of VDJS including you.
- Be polite; do not send abusive, threatening, bullying, intimidating and/or harassing messages to others. Use appropriate language.
- Posting of information related to the School, School staff, Students, Images of the school, the School Logo, initials or seal in any form on the Internet or in any form of communication without specific written permission of the Principal and/or her designee shall be prohibited. The posting of any such information on any website, bulletin board, chat room, email, social networking sites or other messaging system, without permission or the posting of images or information in any format related to the school, staff, or students that are defamatory, abusive, pornographic or which could be construed as threatening or impugning the character of another person is strictly prohibited.
- From time to time, Network Administrator of VDJS has right to determine on whether specific uses of the network are consistent with the acceptable use and practice. He also has the right to terminate the privileges of a particular user if she violates the norms and guidelines set by the School for Network Use or she is deemed to be a potential threat to the network.

Guidelines for use of Personal Laptops:

- Student will be responsible for proper safeguarding of personal machine from any kind of damage/ theft / mishandling in terms of hardware and software. Students will read carefully the operating manual provided with the machine for all do's and Don'ts. The cost of repairing damage will be borne by the student herself.
- Students will ensure the security of the information stored on the personal machine by applying the passwords to the machine and to the files.
- Student will be responsible for any kind of communication or other activity that has happened to her machine. Sharing of the machine among friends, storing and watching/showing movies/videos is strictly prohibited. It should only be used for academic purpose.
- Students will use the machine only in designated areas and within the permissible time limits. Students will bring the machine in the classroom only when it is asked by the teacher to do so.
- Students will use only the school Wi-Fi system for using the internet which is meant for the students only. Carrying personal network devices is strictly prohibited and will lead to heavy penalties and forever ban on possessing the laptop.

- Using the machine for any unethical work like communicating with somebody without the knowledge of parents/teachers, watching pornographic or obscene material on internet, using abusive language on social media or spreading/ initiating the rumours etc. will lead to the serious consequences

Consequences of Unacceptable Use of Internet

VDJS has the right and capabilities to monitor and log instances of Internet usage that may reveal information such as which internet sites have been accessed by users. VDJS will engage in real-time, consecutive surveillance of Internet usage and computer logon events as standard practice. The responsibility for use of Internet that does not comply with this policy document lies with the user to whom the account is registered and such students must compensate VDJS for any direct loss or any consequential losses suffered by the breach of policy. VDJS may take any one or more of the following actions in response to complaints and violations:

- With the first offence the student will lose the right to access the Internet and/ or use of computers/laptops for a week.
- Succeeding offences will result in suspension from use of technology for increasingly longer periods up to the remainder of the term or the school year. Permanent suspension may result in grave circumstances.
- Extreme misuse of the Internet may result in expulsion.
- A list of students who have been denied Internet access will be forwarded to the teaching and pastoral staff of VDJS on a regular basis.
- In addition, pursuant to IT ACT 2008 amendment, any unauthorised Internet access, attempted access or use of any computing and/or network systems which is in violation of national laws and/or other applicable laws is subject to criminal prosecution.

Student Acceptable Intranet/Internet Usage Policy

Read and Signed by the Student

I understand and will abide by the above Acceptable Use Agreement. I further understand that the school has provided me the resources for purely academic purpose and any violation of the regulations above is unethical and may constitute a criminal offence. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be instituted.

I also declare that I shall not connect any system to the Internet with any other source other than the VDJS student Wi-Fi Network. I further agree that I will not use Pen Drives/CD/DVD's or any other USB

device on any system in the school and I shall not open any attachments in any form that may spread virus and damage the network.

Student Name.....

Adm No.

Class & Sec

House.....

Signature of Student.....

Date.....

Undertaking by Parent

As the parent/guardian of this student, I have read and agreed to the Terms and Conditions of the VDJS Acceptable Use of IT Policy. I understand that this access is designed for educational purposes and VDJS has taken available precautions to monitor student access. However, I also recognise it is impossible for VDJS to restrict all controversial materials, and I will not hold the School responsible for the materials acquired on the network. I hereby give my permission for my child to (possess a personal laptop and) have access to the school Internet/Intranet.

Name of Parent/Guardian: _____

Signature: _____ **Date:** ____/____/____

Address: _____

Email id: _____ **Contact Number:** _____