SCHOOL ICT RESOURCES POLICY

> *Sanskar School aims to:*
> - *equip its pupils with a **critical and global outlook** which will make them committed citizens of the world.*
> - ***recognize and channelize** the potential of the pupil and develop thinking, communication, social, scientific and interpersonal skills.*
> - ***foster cognitive, affective and psychomotor** development and enable the pupil to make connections with the acquired knowledge in his/her everyday life.*

Sanskar school provides students with access to Information and Communication Technology Resources for educational use. Students may use these ICTR for class work, research, the preparation of assignments and the development of appropriate skills. ICTR includes, but is not limited to; a personal laptop, graphic display/scientific calculator, access to computers, and computer labs, peripherals (projectors, cables, storage space on school server etc.), application programs and the Internet. Care must be taken to ensure ICTR are protected from harm and that students are not exposed to offensive or illegal materials. Students and parents should carefully read the conditions stated below.

Students may use ICTR made available by the school under the following conditions:

1. Students may use computer lab ICTR facilities only under the direction and supervision of teachers or other school staff.

2. Privacy and network security are to be observed. Students must not under any circumstances access files, software or areas of the network that are not designated for their use.

3. Students should have access to a file storage location (file server) of limited size to store their school-related files. Access to this "personal directory" is restricted to the user and network administrators, and, in some cases, teachers.

4. All access to school ICTR is subject to monitoring and logging. Files found to contain material inappropriate for school use and/or virus infections are subject to deletion. Where appropriate, disciplinary action may be taken.

5. Only software purchased or approved by the school, and installed by the school, can be used on school equipment.

6. Software copyright is to be observed at all times – in accordance with the software publisher's agreement. It is illegal to use, copy, or distribute software in violation of the publisher's user agreement. Illegal software is not to be copied to school ICTR/computers.

7. Direct communications such as on-line chat facilities and social networking (Facebook, etc.) will not be used at school without teacher or administration's approval.

8. Virus protection is paramount. Virus checking software is installed on school computers. Students must not copy onto school equipment floppy disks, CD ROMs or memory sticks with software, games or files un-associated with school-related tasks.

9. Student printing of materials of a personal nature or un-associated with school activities is not permitted. Sound ecological practices should be observed and printing limited to what is directly necessary.

10. Copyright of materials from electronic resources is to be observed at all times.

11. A deliberate attempt to seek or download and use material that is illegal or offensive is not permitted. The teachers and staff hold the right to decide what is or is not offensive in the school context. Downloaded material should be only that which is required for school activities as determined by teachers. Should students unknowingly navigate to a web site that contains material considered offensive, they must clear the screen immediately and notify the teacher. Steps will be taken to block the site from further access.

12. Students shall not knowingly use email or post on a web site email to menace or harass another person or post on a web site material that would be regarded by reasonable persons as being offensive. Use of the Internet in an offensive manner can result in criminal prosecution.

13. Privacy and ownership of others' work and materials from web sites should be respected at all times. Proper citations of sources must accompany any items downloaded for use. Students will be held responsible for both intentional and unintentional Internet plagiarism.

14. For their own safety, students should refrain from distributing personal details to others across the Internet.

15. Students must surrender any ICTR if asked to do so by a teacher or administrator.

16. Students must follow all guidelines given with regards to safe keeping and storage of ICTR either at their personal residence or in the boarding.

17. Students may not use personal ICTR without approval from a teacher or the administration.

18. Students have to bear the cost of any damages caused to their personal laptop due to their negligence.

19. Students will be held responsible for the loss of his/her personal laptop during or after school.

Communicating the policy to various stake holders through:

1. Provision of hardcopies of the policy.

2. The official school website.

3. Electronic mails.

The Staff at Sanskar School agrees to use a range of strategies to follow ICTR Policy.

Approved by consensus of the faculty in November ,2019.

Revised by the school in June ,2020.

Revised by the school in May ,2021.

Revised by the school in May ,2022.

Revised by the school in June ,2023.

Revised by the school in June ,2024.

Revised by the school in March,2025.

Annexure

I understand the ICTR User Agreement and the consequences of misusing technology at school. I agree to use technology in an appropriate and responsible way.

Student Name: Parent Name:

Signature: Signature:

Date: