Dubai International Private School
Garhoud

Technology Use Policy
2023-2024

DIPS Vision:

DIPS, in partnership with parents and community, strives to ensure all students are digitally literate, lifelong learners, productive citizens, and nurture their well-being in an inclusive learning environment.

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TECHNOLOGY USE POLICY

STATEMENT OF EDUCATIONAL PURPOSE

This document is for the clarification of acceptable use of the technology in our school.

The technology used in the school is limited to communication and educational purpose. Which includes instruction-related activities, classroom-based projects, academic research and student works. The school supports teachers and students with an internet connection that allows them to communicate, collaborate, and share information in a safe, and responsible manner.

Any misuse of the following guidelines will result in the loss of privileges with the use of technology in the school.

ACCESS TO THE INTERNET

The school cannot predict or totally control what users may or may not locate, so we restrict the access to educational appropriate resources only.

- Use of the technology (laptops, internet, PDA's) for entertainment purposes e.g., accessing social networking sites, such as Facebook, and YouTube is not allowed.
- If you mistakenly access inappropriate information, you should immediately report this access to a teacher or an administrator. This will protect you against a claim that you have intentionally violated this policy.
- The school has taken reasonable steps to restrict access to materials it considers harmful and to materials that do not support or conform to accepted educational objectives. These steps include class management system to protect students against access to inappropriate material and anti-bullying software that can identify easily the easily identify and kind of cyber bullying.
- You are not allowed to bypass the filtering software by using a proxy site or some other technology, such as USB flash drive.

UNAUTHORIZED AND INAPPROPRIATE ACTIVITIES

Guidelines for access to the network within this document, apply to ALL students, administrators, faculty, staff and other employees in the school. These guidelines are not all-inclusive. A user who commits any act of misconduct not specified may also be subject to disciplinary action

- Committing cyberbullying (Anti- cyberbullying policy applied)
- Accessing the system or a computer using an unauthorized access:
- Disrupting the school system / network, and computer lab, or destroying data by spreading computer viruses or by any other means.
- Destroying any device or network hardware, such as mice, keyboards, and components that reboot computers.
- Using Internet to engage in any unlawful hacking activities or playing and downloading games.
- Using inappropriate language
- Using camera phone to record or take pictures of students or staff anywhere on campus and post on the Internet without the school's permission.

Students should abide by all policies and procedures of networks, systems and information resources (computer lab policy, antibullying policy, child protection policy, etc.....).

ADDITIONAL EXPECTATIONS AND RESPONSIBILITIES SPECIFIC TO LAPTOP USE

- Fully charged laptops and personal
- Users must demonstrate responsible care for their laptops
- Users may not disassemble any part of the laptop or attempt repairs;
- Parents/guardians are responsible for the cost to replace cracked or broken screens/ parts.
- Parents/guardians are responsible for damage to laptop caused by neglect or abuse.
- All school-installed software must remain on the laptop
- Users must not install or play games on the laptop

- Users must not attempt to alter the configuration of the laptop in any way.
- Laptops are subject to inspection by the school at any time without notice.
- Passwords never should be shared.

STUDENT ACTIVITIES STRICTLY PROHIBITED

- Changing network settings
- Using another student's Laptop
- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing school policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, threatening, pornographic, obscene, or sexually explicit materials.
- Gaining access to other student's accounts, files, and/or data.
- Use of the school's internet/e-mail accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications.
- Students are not allowed to give out personal information, for any reason, over the Internet.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the school Internet web filter through a web proxy.
- Spamming (sending mass or inappropriate e-mails).
- Playing games.

PLAGIARISM AND COPYRIGHT VIOLATION

- Students should not plagiarize work that they find on the Internet.
- Students should respect the rights of copyright owners in using material posted to the Internet.

PRIVACY LIMITS

All students' use of the Internet will be supervised and monitored. The school reserves the right to monitor and log the use of its technology and computer network and examine user files and materials as needed. Therefore, users cannot expect absolute privacy from the school. Users must recognize that there is no assurance of confidentiality with respect to access to files especially in case of misuse.

DISCIPLINARY ACTIONS

- Inappropriate, unauthorized, and unethical, use of the computer system can result in termination of the student's user privileges.
- Any personal technology used inappropriately in and out of classroom without permission, the students will not be allowed to use the computer for a day, a week, a month or the entire school year. However, students will be required to complete any projects using paper, pencil and books.
- A letter will go be sent to parents from the teacher / supervisor explaining the error in judgment and consequence.

The school will not be responsible for financial obligations arising through the unauthorized use of the system. The parents will be held financially responsible for any harm that may result from your intentional misuse of the technology.