The World is your Stage

CPS GLOBAL SCHOOL

Information Technology Policy

Established: 2012
Last Reviewed: 2017
Next review: 2019
IB Mission Statement:

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

CPS Global School Mission Statement:

To offer a dynamic educational program to students of diverse backgrounds that encourages excellence through inquiry based approach and collaboration to groom them to become lifelong learners; inculcate intercultural understanding and respect among the community; enables seamless transition from school to tertiary education anywhere in the globe; practices the ethics of love and compassion towards all and commit themselves to become socially responsible adults in creating a peaceful world.

IB Learner Profile:

INQUIRERS: We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

KNOWLEDGEABLE: We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

THINKERS: We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

COMMUNICATORS: We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

PRINCIPLED: We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

OPEN-MINDED: We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

CARING: We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

RISK-TAKERS: We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

BALANCED: We understand the importance of balancing different aspects of our lives-intellectual, physical, and emotional- to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.
REFLECTIVE: We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development

IT Policy:

IT Policy serves as a general guideline for the students and the teachers on how the infrastructure can be positively used. One must not assume that the school will pertain only to the outlined policies. The school authority will take appropriate decisions on such issues not covered by the policy. Students and teachers can use the IT system judiciously for the cause of education.

Aims & Objectives:

The major objective of the school is to facilitate learning and research through state-of-the art technological aids to

- develop ICT capability in finding, selecting and using information
- help students identify their interest and make career choices in the field of Information Technology
- use ICT for effective and appropriate communication
- apply hardware and software to create appropriate uses of information
- apply ICT skills and knowledge to other learning areas, and ultimately use it to self-assess, monitor and plan their own learning
- use ICT skills to develop their language and communication skills
- explore their attitude towards ICT, its value to them and society in general. For example, learn about issues of security, confidentiality and accuracy.

CPS Global School - IT System:

- Every classroom has an interactive smart board supported by an ultra short throw projector, desktop and 5.1 audio system.
- The systems are connected to a central server of the school where the data accessed for learning can be retrieved throughout the school.
- The students cannot use USB in the school desktops except the resource center where the USB will be scanned and data will be uploaded by the resource department.
- The school provides internet and intranet in the classrooms to support research and education. Internet is available in all classroom desktops, lab, library and staff rooms.
- Wi-Fi is accessible only in the class rooms, school lobby, conference room and library.
- IB DP students are allowed to use Laptop in the class for taking down notes; the student must obtain permission from the corresponding teacher for such usage.
- IP address of the proxy server that enables “Wi-Fi” is configured in every student’s laptop to ensure that there is an uninterrupted internet connection. Firewalls and anti-virus software are installed in all the systems to ensure that students/staff don’t download/ install/delete any malicious files.
- Shared desktops are placed with internet and Wi-Fi connection in the library to facilitate learning and for accessing e resources.
- ICT Lab is operational with 20 computers
- The staff room is equipped with shared computers for teachers
- Students availing residential facility are allowed to use the school IT facilities, under supervision.
Role of ICT in communication:

ICT plays a vital role in communication with all stakeholders. A number of mediums allow access to information.

Staff:

The IT department enrols all staff members to the school email account. It is expected that the staff will use only this account for all official communications within and outside the school. Staff has access to School Management Portal and ManageBac for planning, recording and reporting for all students. Staff is also trained to use Google Docs for collaborative planning and working. Short Message Service helps in sending bulk messages to the staff as need arises.

Students:

We propose to give individual email IDs on school server for senior students. ManageBac accounts for students are created for working on assignments and submissions. Teachers communicate to students online via email and ManageBac.

Parents:

Events are updated regularly on the school blog and the school website. Parents have access to School Management Software and ManageBac, where they can track the activities in class as well as the student’s performance. Bulk SMS and group email IDs enables to regularly update parents with the happenings at school.

Guidelines for appropriate use of IT system:

The school considers technology for education to be a privilege for accessing information for enhancing one’s knowledge or research. The benefits of having access to the internet are invaluable for both, educators and students. However, one must be careful in choosing the relevant content.

Network is provided for the students to facilitate learning, sharing and communication. Every user has the responsibility to respect and protect the rights of other user in our community and on the Internet. Users are held responsible for their actions and activities with respect to the use of the IT System. Unacceptable uses of the network will result in suspension or revoking of these privileges.

- Users can use the internet to locate materials to meet educational requirements; to participate in projects in a directed manner to support curriculum and research activities; to access a variety of information including news resources, information databases, the holdings of other libraries, etc.
- The students are allowed to browse the Internet in school for any of their educational needs under supervision only. The students/teachers must refrain from using the internet that may not be limited to personal purposes like playing games, sending mails, browsing movies/music/videos, software purchases or shopping, chatting, cyber bullying or harassment, unrelated videos and obscene content or any other material that is illegal, defamatory, or offensive.
- Use of social networking sites is strictly prohibited in school. Students below age of 18 according to National Cyber law are not eligible to have an account on Facebook, Google + or any other social networking site.
- The students/parents/teachers must understand that all the lessons/data are the sole property of the school and will not be allowed to share externally. The students/parents/teachers will be given a login to the School Management Portal, which must not be shared with anybody for any reason; the school will view such actions as compromise of integrity. Only on consulting the resource center and both the parties being physically
present at the resource center permits sharing of resources between teachers; sharing through resource center must be documented and signed.

- Users are not allowed to indulge in plagiarism. When Internet sources are used in student work, the author/publisher and source must be acknowledged.
- Users are not allowed to download/install/delete any software on any of the computers in the school premises even if the software is free. If the student requires any software that the school is not having the students must place an order of intent to the teacher, which will be reviewed by the Coordinator/Head of School and purchases will be made and installed accordingly.
- Users are not permitted to use, possess, download or search for any program that is designed to reduce or bypass network security.
- Users should not cause any damage to the computer systems or the network.
- Users must not attempt to deliberately hack into the School network.
- Users should not use the network
  - For commercial or for-profit purposes.
  - For any illegal activity, including violation of copyright or other contracts.
  - To invade the privacy of other network users.
  - To attempt to log in/hack another user's account.
  - To gain unauthorised access to computer networks, resources or materials.
  - To post personal communications without the original author's consent or anonymous messages.
- Users of school IT System are expected to abide by the generally accepted rules of network etiquette. These include:
  - using appropriate language, being polite, and not using profanities
  - not writing or sending abusive messages to others
  - not revealing the personal address or phone numbers
  - not sharing one's password with any other individual

If you feel you can identify a security problem on the network, notify the Administrator.

**Laptop Policy:**

- The students are solely responsible for their laptop.
- Laptop is to be used for academic purposes only under the supervision of warden/in-charge teacher at the designated locations and specified time.
- The school's Wi-Fi connection must be accessed under supervision at the speculated time for academic/research purpose only. Downloading of any other material is strictly prohibited. Student found accessing any restricted site will be penalized and the same may lead the school authority to confiscate the laptop.
- Laptop should not have any objectionable data at any point of time in it. (Videos other than related to academics, music, movies and games are not to be stored in any format.)
- The school has full authority to check any student's laptop or any portable storage device at any point of time in his/her presence/absence.
- The school does not take any responsibility for the authenticity of software installed on the laptop. All the software should be licensed.
- The school authority has full rights to make any change in the laptop for academic purpose.

Parent and student must sign a Declaration after taking admission into the Diploma Programme to abide by the rules laid down by the school.

CPS Global School

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Social Media Guidelines:

The CPS Communications Team, along with assigned staff coordinators, are authorised to post content on behalf of CPS Global School on its social media channels. Social media refers to online community sites including Facebook, MySpace and LinkedIn, file sharing sites such as Picasa and YouTube; blogs, forums and micro-blogging sites like Twitter. We recognise that social media is a two-way engagement and interaction platform, which facilitates an open dialogue and discussion of ideas that are beneficial for the organisation, and/or individuals in their learning capacity.

As parents are important stake holders of the school, it is recommended to be positive while sharing views and ideas about the school on social media channels. It is advisable not to post any information that is confidential, personal or any commercial information about CPS GS, its students, teachers or staff members as your online behaviour impacts the school’s reputation. Use of school logos/ images or personal photographs taken in school (except official) on personal social profiles is strictly prohibited. Posting the same may breach CPS GS policies and procedures and/or legal obligations.

Corrective Measures:

- Student will receive formal counselling.
- Certain privileges or responsibilities will be temporarily suspended.
- Parent will be notified and a warning letter will be issued to the student.
- Laptop will be confiscated/service will be suspended.
- Failure to comply with the rules will result to suspension .

Based on the severity of the violation, one or more of the above measures will be taken into action.

Declaration:

I have read and understood the Information Technology Policy and I assure that I will abide by it and not go against the school rules and policies.

Name of the Student: __________________________________________________________

Date: __________________________ Signature of Student: __________________________

Name of the Parent: __________________________________________________________

Date: __________________________ Signature of Parent: __________________________