

ACCEPTABLE USE POLICY FOR STUDENTS

2020-2021



HABITAT SCHOOL
AL JURF, AJMAN

Creation date: 28/9/2020

Next review date: April 2022

Members of the committee

- Mr. Wasim Yousuf Bhat - Dean
- Mr. Bala Reddy Ambati - Principal
- Mr. Suresh Sukumar - Vice Principal
- Mr. Hamza Kollath - Administrative Officer
- Ms. Thasni Shahal - Software Analyst
- Mr. Boney R - School System Administrator

Introduction

An Acceptable Use Policy (AUP) is an important document which governs students' use of the internet at Habitat school and covers a wide range of issues surrounding the rights, responsibilities and privileges - as well as sanctions - connected with computer use.

This policy is applicable to all students in Habitat School.

Usage of electronic resources:

- Use the electronic resources, including storage space, only for educational purposes related to work in schools, and not for any personal, commercial or illegal purposes
- Use the Internet only with the permission of the staff member in charge.
- Students should not use games or other electronic resources that have objectionable content or that engage you in an inappropriate simulated activity.

Password and personal information

- Students should not share password to any other user, nor attempt to learn or to use anyone else's password, and do not transmit your address or telephone number, or any personal or confidential information about yourself or others. (except your parents)
- Students should not upload, link, or embed an image of yourself or others to unsecured, public sites without teacher's permission and a signed parental permission slip
- Students should not attempt to access, upload, or transmit material that attacks ethnic, religious or racial groups, or material that is pornographic or explicitly sexual in nature.

Know what goes on the internet is permanent:

Students should not make statements or use the likeness of another person through website postings, email, instant messages, etc., that harass, intimidate, threaten, insult, libel or ridicule students, teachers, administrators or other staff members of the school community, make statements that are falsely attributed to others, or use language that is obscene.

Acceptable Internet Usage Policy

- Using web browsers for educational purposes of research and information gathering from various websites and databases.
- Using the internet for sharing documents and assignments promoting collaborative work.
- Keeping the allocated personal username and password confidential, not sharing with anyone
- Not trying to access and change any other person's username, password, files or data
- Sharing emails only with people known to oneself and approved by parents or teachers
- Using internet to do online tests or tasks approved or advised by the teachers
- Studying syllabus content online and performing tasks pertaining to it with teachers' authorization.
- Doing projects or presentations for the lessons.

Laws are in place for a reason:

- Refrain from violating copyright laws, damage or tamper with hardware or software, vandalize or destroy data, intrude upon, alter or destroy the files of another user, introduce or use computer “viruses,” attempt to gain access to restricted information or networks, or block, intercept or interfere with any email or electronic communications by teachers and administrators to parents, or others.
- Also understand that the prohibited conduct described above is also prohibited off campus when using private equipment if it has the effect of seriously interfering with the educational process, and that such off-campus violations may lead to disciplinary measures
- Students should not imply, directly or indirectly, either publicly or privately that any program or “app” you create is associated with, or a product of, the School, nor will you either directly or indirectly associate any such program with any School logos or images, unless it is required and authorized by school authorities. Know the consequences of plagiarism.

Review

This policy will be reviewed as it is deemed appropriate, but no less frequently than every 2 years. The policy review will be undertaken by the Principal, or nominated representative.