



# **ACCEPTABLE USE POLICY (2023-24)**

## MEMBERS OF THE COMMITTEE

<b>Ms. Mariyam Nizar Ahamed</b>	<b>Principal</b>
<b>Ms. Huma Ather</b>	<b>Vice Principal</b>
<b>Thasni Shahal</b>	<b>Software Analyst</b>
<b>Mr. Abdul Azeez</b>	<b>System Administrator</b>
<b>Ms. Nimisha Chinnakuttan</b>	<b>Computer Science Department</b>

## SCHEDULE FOR DEVELOPMENT / MONITORING / REVIEW

AUP was approved by the Governing body of the school on	01/04/2020
The Implementation of this policy will be monitored by the	Child Protection Team
Monitoring will take place at regular intervals	Annually
Review of the policy	Annually
Last Review Date	10/04/2023
Next anticipated Review date	April 2024

## **School Acceptable Use Policy**

### **1. Introduction**

This is a universal policy that applies to all Users and all Systems. This Acceptable Use Policy (AUP) is designed to protect the school, students, employees, parents and other partners from harm caused by the misuse of our IT systems, internet, and our data. Misuse includes both deliberate and inadvertent actions. The repercussions of misuse of our systems can be severe.

This policy covers only the internal use of the school systems and does not cover the use of our products or services by customers or other third parties. Some aspects of this policy affect areas governed by local legislation in certain countries (e.g., employee privacy laws): in such cases, the need for local legal compliance has clear precedence over this policy within the bounds of that jurisdiction. In such cases, local teams should develop and issue users with a clarification of how the policy applies locally.

### **2. Definitions**

“Users” are everyone who has access to any of the school's IT systems. This includes permanent employees and also temporary employees, parents, students, contractors, agencies, consultants, suppliers, customers and business partners.

“Systems” means all IT equipment that connects to the school network or access school applications. This includes, but is not limited to, desktop computers, laptops, smartphones, tablets, printers, data and voice networks, networked devices, software, electronically-stored data, portable data storage devices, third party networking services, telephone handsets, video conferencing systems, and all other similar items commonly understood to be covered by this term.

### **3. Scope**

This Acceptable Use Policy (AUP) details specific requirements for the use of all computing and network resources at the Habitat School, including electronic and hardcopy data, information, and information assets.

In general, acceptable use means ensuring that the information resources and technology of the University are used for their intended purposes while respecting the rights of other computer users, the integrity of

the physical facilities, the confidentiality of data, information, and information assets, and all pertinent license and contractual agreements.

This policy includes:

- Use of IT system by Staff
- Unacceptable use by Staff
- Acceptable use of IT systems / Internet by students
- Unacceptable use for Students

#### **4. Use of IT Systems by Staff**

Everyone who works at the school is responsible for the security of School's IT systems and the data on them. As such, all employees must ensure they adhere to the guidelines in this policy at all times. Should any employee be unclear on the policy or how it impacts their role they should speak to their manager or IT Head. Staff members of the school who monitor and enforce compliance with this policy are responsible for ensuring that they remain compliant with relevant local legislation at all times.

- All data stored in the school systems is the property of the school. Users should be aware that the School cannot guarantee the confidentiality of the information stored on any school system except where required to do so by local laws.
- The school's systems exist to support and enable the business. A small amount of personal use is, in most cases, allowed. However it must not be in any way detrimental to users own or their colleague's productivity and nor should it result in any direct costs being borne by the school other than for trivial amounts (e.g., an occasional short telephone call).
- The school trusts employees to be fair and sensible when judging what constitutes an acceptable level of personal use of the School's IT systems. If employees are uncertain they should consult the IT department.
- Any information that is particularly sensitive or vulnerable must be encrypted and/or securely stored so that unauthorized access is prevented (or at least made extremely difficult). However this must be done in a way that does not prevent—or risk preventing—legitimate access by all properly-authorized parties.
- The school can monitor the use of its IT systems and the data on it at any time. This may include (except where precluded by local privacy laws) examination of the content stored within the email and data files of any user, and examination of the access history of any users.

- The school reserves the right to regularly audit networks and systems to ensure compliance with this policy.

### **Unacceptable Use by Staff**

All employees should use their own judgment regarding what is unacceptable use of the school's systems. The activities below are provided as examples of unacceptable use, however it is not exhaustive. Should an employee need to contravene these guidelines in order to perform their role, they should consult with and obtain approval from their manager before proceeding.

- All illegal activities. These include theft, computer hacking, malware distribution, contravening copyrights and patents, and using illegal or unlicensed software or services. These also include activities that contravene data protection regulations.
- All activities detrimental to the success of the school. These include sharing sensitive information outside the company, such as research and development information and customer lists, as well as defamation of the company.
- All activities for personal benefit only that have a negative impact on the day-to-day functioning of the business. These include activities that slow down the computer network (e.g., streaming video, playing networked video games).
- All activities that are inappropriate for the school to be associated with and/or are detrimental to the company's reputation. This includes pornography, gambling, inciting hate, bullying and harassment.
- Circumventing the IT security systems and protocols which the school has put in place.

### **7. Enforcement**

The school will not tolerate any misuse of its systems and will discipline anyone found to have contravened the policy, including not exercising reasonable judgment regarding acceptable use. While each situation will be judged on a case-by-case basis, employees should be aware that consequences may include the termination of their employment.

Based on the severity of violation the following steps will be taken

**First violation:-****For Teaching Staff**

Verbal warning by Section Head

Name of Section Head (Middle): Ms. Anni . M. Jones

Email ID: [sectionheadmid@tallah.habitatschool.org](mailto:sectionheadmid@tallah.habitatschool.org)

Name of Section Head (Primary): Ms. Neethu Jomon

Email ID: [sectionheadpri@tallah.habitatschool.org](mailto:sectionheadpri@tallah.habitatschool.org)

Name of Section Head (KG): Ms Swapna

Email ID: [sectionheadkg@tallah.habitatschool.org](mailto:sectionheadkg@tallah.habitatschool.org)

**For non-teaching staff**

Verbal warning by HSE

Name of the HSE officer: Christopher D'Cruze

Email ID: [christopherj@tallah.habitatschool.org](mailto:christopherj@tallah.habitatschool.org)

**Second violation:-**

Memo will be issued by the Principal

Name of Principal: Ms. Mariyam Nizar Ahmed

Email ID: [principal@tallah.habitatschool.org](mailto:principal@tallah.habitatschool.org)

**Third violation:-**

Use of any of school resources for any illegal activity will usually be grounds for summary dismissal, and the school will not hesitate to cooperate with any criminal investigation and prosecution that may result from such activity.

**5. Use of IT systems / Internet by Students**

This policy is applicable to all students in Habitat School.

- Any IT or electronic devices should be used only after the respective teachers' permission.
- All devices should be used in a responsible manner
- 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.
- 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 and keep changing the password in regular intervals.
- Not trying to access and change any other person's username, password, files or data.
- If previous person is not logged out, ensure to either log out and use your credentials, or approach the ICT department for support.
- 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 for doing projects or presentations for the lessons pertaining to it with teachers' authorization.
- Approach your OSL and report any activity which seems unusual or confusing to you or if you are facing any form of bullying.

#### **Unacceptable use of IT systems / Internet for students**

- Do not change any device settings without permission from ICT department
- Do not view prohibited online content. Report it immediately to your Online Safety Leader if you come across any issues
- Do not share copyrighted materials.
- Do not send, upload, download, or distribute offensive, threatening, obscene or religious materials
- Do not share school copyrighted material (school logo, worksheets, question papers, soft copies of any school owned material)
- Do not write or label on school devices
- Destroying, modifying or misusing devices or software in any way.
- Installing or downloading software or products that might harm the device or the network.
- Students should not share passwords 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).
- Do not use the system if the previous user has not logged out.
- Do not save personal files or data on school systems
- Do not download or install any program, software or hardware without permission
- Non-compliance with the positive behavior rules inside the cyber lab.
- 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.

- 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 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.

### **Unacceptable use during Live classes for students**

- Private conversation or discourse that are not related to study and hinder the course of the lesson during the live broadcasting of the distance learning period.
- Adding any unauthorized program, including programs that are shared and free programs.
- Playing games(except with the express permission of the teacher because it is an educational necessity linked to the lesson).
- Misusing rights and tools available from school
- Engaging in audio and video communication with the rest of the students for non-educational purposes after the end of the official period time, be it on or off school premises.
- Removing the teacher or students from the group that leads to blocking the course of the lesson, teacher's work and other students' rights.
- Abusing or insulting official visitors during periods during the live broadcast.
- Participating in unofficial mailing lists bulletins within the distance education initiative and posting information about teachers and students without permission.
- Divulging other students' personal information, including home addresses and phone numbers.
- Destroying, modifying or misusing devices or software in any way.

### **Enforcement**

The school will not tolerate any misuse of its systems and will discipline anyone found to have contravened the policy, including not exercising reasonable judgment regarding acceptable use.

While each situation will be judged on a case-by-case basis, students should be aware that

Actions will be taken in accordance with the School behavior management policy and Online Safety Policy.



## **5. Data Security & Data Protection**

All student, employee, and organization data (Habitat Schools Data) is the property of the Habitat School. Users must take all necessary steps to prevent unauthorized access to confidential information. Users are expected to exercise reasonable personal judgment when deciding which information is confidential.

- Users must not send, upload, remove on portable media or otherwise transfer to a non- school system any information that is designated as confidential, or that they should reasonably regard as being confidential to the school, except where explicitly authorized to do so in the performance of their regular duties.
- Users must keep passwords secure and not allow others to access their accounts. Users must ensure all passwords comply with the school's Password policy.
- Habitat Schools Data is not to be shared with a third party, including parents or community residents, unless authorized to do so in the performance of their regular duties.
- Users who are supplied with computer equipment by the school are responsible for the safety and care of that equipment, and the security of software and data stored on other school systems that they can access remotely using it.
- Because information on portable devices, such as laptops, tablets and smartphones, is especially vulnerable, special care should be exercised with these devices: sensitive information should be stored in encrypted folders only. Users will be held responsible for the consequences of theft of or disclosure of information on portable systems entrusted to their care if they have not taken reasonable precautions to secure it.
- All workstations (desktops and laptops) should be secured with a lock-on-idle policy active after at most 10 minutes of inactivity. In addition, the screen and keyboard should be manually locked by the responsible user whenever leaving the machine unattended.
- Users who have been charged with the management of those systems are responsible for ensuring that they are at all times properly protected against known threats and vulnerabilities as far as is reasonably practicable and compatible with the designated purpose of those systems.
- Users must at all times guard against the risk of malware (e.g., viruses, spyware, Trojan horses, rootkits, worms, backdoors) being imported into the school's systems by whatever means and must report any actual or suspected malware infection immediately.
- Access to Habitat Schools Data will only be provided after acceptance and signature of the Acceptable Use Policy.

Laws are in place for a reason:

1. 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.
2. 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
3. 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.

### **Acceptable use guidelines for Parents**

The Acceptable Use Policy is intended to ensure

- that student will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that parents and carers are aware of the importance of online safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

The school will try to ensure that students will have good access to digital technologies to enhance their learning and will, in return, expect the students to agree to be responsible users.

A copy of the Student Acceptable Use Policy is attached to this permission form, so that parents/carers will be aware of the school expectations of the young people in their care.

Parents are requested to read and understand the school policies which are published in the school website and parent portal. School has also published a Fair Processing Notice on the School website which explains how the school is handling the personal information.

Parents are requested to sign the agreement form below to show their support of the school in this important aspect of the school's work

**Acceptable Use Agreement for Kindergarten students**

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This form relates to the *student/pupil* Acceptable Use Agreement.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. Where required a parent/carer can explain the rules to young children.

**This is how we stay safe when we use computers:**

- I will ask a teacher or suitable adult if I want to use the computers
- Only engage in activities that a teacher or suitable adult has told or allowed me.
- Take care of computers and other equipment.
- Never send a picture of myself and others to anyone without parents' permission. .
- Not communicate with strangers online.
- ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong
- Tell a teacher or suitable adult if I see something that upsets me on the screen
- Follow all internet rules set by my parents and teachers.

I have read and talked about these rules with my parents/guardian

Name of Student: .....

Class & Division: .....

Signature: .....

Date: .....

Parent/Carer Name and signature: .....

**Acceptable Use Agreement for Younger Age students  
(Grade 1 - Grade 5)**

This form relates to the *student/pupil* Acceptable Use Agreement.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. Where required a parent/carer can explain the rules to young children.

**This is how we stay safe when we use computers:**

- I will ask a teacher or suitable adult if I want to use the computers
- Only engage in activities that a teacher or suitable adult has told or allowed me.
- Take care of computers and other equipment
- Never send or post personal information, such as my address, phone number, password, school name of myself and others.
- Never send a picture of myself and others to anyone without parents' permission.
- Not open emails from unknown people.
- Not communicate with strangers online.
- Not follow links to websites that I don't recognize.
- Only send messages online which are polite and friendly.
- ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong
- Tell a teacher or suitable adult if I see something that upsets me on the screen
- Follow all internet rules set by my parents and teachers.
  
- I know that if I break the rules I might not be allowed to use a computer.

I have read and talked about these rules with my parents/guardian

Name of Student: .....

Class & Division: .....

Signature: .....

Date: .....

Parent/Carer Name and signature: .....

**Acceptable Use Agreement for Older Age students**  
**(Grade 6 - Grade 9)**

This form relates to the *student/pupil* Acceptable Use Agreement.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school systems.

*For my own personal safety*

- I understand that the school will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person’s username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will be aware of “stranger danger”, when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.)
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line. I will try to contact the school social worker/Online safety leader if I feel discomfort online.
- I understand that everyone has equal rights to use technology as a resource.
- I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I understand that it may be a criminal offence or breach of the school policy if I download or share inappropriate pictures, videos, or other material online. I also understand that it is against the law to take, save or send indecent images of anyone under the age of 18.
- I will not use the *school* systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube).

*I will act as I expect others to act toward me,*

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

*I recognize that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school*

- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person/organization who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.

*When using the internet for research/assignment or recreation, I recognize that,*

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

*I understand that I am responsible for my actions, both in and out of school,*

- I understand that the *school* also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community .
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I may be subject to disciplinary action.

*I have read and understand the above and agree to follow these guidelines when:*

- I use the school systems and devices (both in and out of school)
- I have read and talked about these rules with my parents/carers.

**I have read, understood and agreed to comply with the School Acceptable Use of Policy.**

Name of Student: .....

Class & Division: .....

Signature: .....

Date: .....

Signature of Parent: .....

## Acceptable Use Agreement for Parents

Parents are requested to read and understand the school policies which are published in the school website and parent portal. School has also published a Fair Processing Notice on the School website which explains how the school is handling the personal information.

The school will try to ensure that students will have good access to digital technologies to enhance their learning and will, in return, expect the students to agree to be responsible users. A copy of the Student Acceptable Use agreement is attached to this form, so that parents/carers will be aware of the school expectations of the young people in their care.

*The Acceptable Use agreement is intended to ensure,*

- That student will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- That school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- That parents and carers are aware of the importance of online safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

Parents are requested to sign the agreement form below to show their support of the school in this important aspect of the school's work.

### Agreement Form

Parent/Care

Name:.....

Student Name: .....

Grade and Division: .....

As the parent/carer of the above student, I give permission for my son/daughter to have access to the internet and to ICT systems at school.



I know that my son/daughter has received, or will receive, online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

As a parent/carer, I have received an Acceptable Use Agreement for my ward and have briefed the same to him/her and understand that he /she will receive online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my son's/daughter's activity on the systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's online safety.

**I have read, understood and agreed to comply with the School Acceptable Use agreements.**

Signature: .....

Date: .....

## Contact

If you have any queries or concerns regarding this policy then please contact [itsupport@tallah.habitatschool.org](mailto:itsupport@tallah.habitatschool.org).