ICT POLICY
Sangam School of Excellence

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Sangam School of Excellence

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SSE MISSION STATEMENT

SSE aims to develop in children the knowledge and skills to enable them achieve their career goals and become caring and open minded leaders who think global and act local.
Education at Sangam is a relentless quest for excellence, for the fullest possible development of a student's personality and potential viz. academic, spiritual, moral, socialand physical- are the key endeavours.
Students will be taught in a caring and personalized learning atmosphere that is enhanced through a friendly and constructive partnership with parents. Through the School's programs and activities, the children will learn to respect all cultures and communities, preparing them to become a part of our increasingly multi-cultural world.

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.

Introduction

Information Communication Technology has become integral part of education and growing day by day. At Sangam School it is important that our Stakeholders gain appropriate skills, knowledge and understanding to become competent user and learner of new technology. Therefore, it is important that everybody in our school gain the appropriate skills, knowledge and understanding to have the confidence and capability to use ICT in best possible manner.

Information Communication Technology is a cross curricular competence which is concerned with the acquisition, storage, manipulation, interpretation and telecommunication of information and involves creating, collecting, organising, storing, processing and presenting information for desired specific purposes by electronic means.

Aims of Information Technology in our school

- To provide environment that enhances and help develop ICT skills according IB, CIE and CBSE curricula.
- To encourage autonomous & independent users of ICT both as learners and resource creators.
- To develop awareness of the use of computers not only in the classroom, but also in everyday life.
- To provide skills to evaluate the potential of computers and also their limitations.
- To provide opportunities to gain knowledge about IT tools including Operating Software, DVD, CD-ROM, word processors, databases, control devices, graphics and software for processing sound and images.

INTERNET ACCEPTABLE USE POLICY (IAUP)

The aim of this Acceptable Use Policy is to ensure that students will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. Therefore, if the school IAUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the IAUP – will be imposed.It is envisaged that school and parent representatives will revise the IAUP annually. Before signing, the IAUP should be read carefully to indicate that the conditions of use are accepted and understood.

Internet Usage Control

We have open source linux based Server PFsense which has feature of setting bandwidth usable on each network computer/laptop. With this feature in PFsense, we have set a bandwidth limiter and applied the rule of 2GB limit for student users and 4GB for the Teacher Users.

School's Strategy

The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

- Internet sessions will always be supervised by a teacher.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' Internet usage.
- Students and teachers will be provided with training in the area of Internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of personal pen drives or CD-ROMs in school requires a teacher's permission.
- Students will observe good "netiquette" (i.e., etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute.

World Wide Web

- Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will use the Internet for educational purposes only.
- Students will be familiar with copyright issues relating to online learning.
- Students will never disclose or publicise personal information.
- Students will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.

Email
- Students will use approved class email accounts under supervision by or permission from a teacher.
- Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Students will note that sending and receiving email attachments is subject to permission from their teacher. Every user will be provided Internet by an account. This account is allocated for users exclusive use. User must not allow another person to use it.
- User must not access offensive material; content that is in poor taste or could be considered obscene, abusive, or sexually explicit language, racist, illegal, harassing or inflammatory.
- Uploading and downloading of non-approved content will not be permitted.
- All users will be issued an email address to use with their account. Typically it will be Firstname.Lastname@sangamschoolbhilwara.com . This email address user must use for all communication.
- User will observe good "netiquette" (i.e., etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute.
- Students will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.

Internet Chat
- Students will only have access to chat rooms, discussion forums or other electronic communication forums that have been approved by the school.
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
- Face-to-face meetings with someone organised via Internet chat will be forbidden.

School Website
- Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web.
- The publication of student work will be co-ordinated by a teacher.
- Pupils' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
- Digital photographs, audio or video clips of individual students will not be published on the school website. Instead photographs, audio and video clips will focus on group activities. Video clips may be password protected.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- Pupils will continue to own the copyright on any work published.

LegislationThe school will provide information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:
- National Cyber Security Policy 2013
- IT ACT 2000
- Personal Data Protection (Amendment) Act 2013

Support Structures
The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

Sanctions
Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

Equal Opportunities

All pupils regardless of race, gender or ability should have the opportunity to develop IT capability.

We ensure that all our pupils :

1. have equal access to IT resources
2. have equal opportunities to develop IT capability
3. use software which is appropriate to their ability

Pupils with Special Educational Needs

Pupils with Special Educational Needs benefit from using Information Technology as it enhances access to the curriculum, and this in turn encourages motivation and the development of skills ensuring significantly higher achievements. Therefore, the opportunities to utilise IT should be maximised.

Health and Safety

It is imperative that all electrical equipment is kept in good working order. To ensure the health and safety of pupils and staff the following guidelines must be adhered to:

1.   Pupils should not be allowed to switch on the power at the mains.
2.   Equipment should be situated away from water.
3.   Pupils should always be supervised when using electrical equipment.
4.   All plugs, leads and equipment should be checked regularly and tested for electrical safety in accordance with County Council guidelines.
5.   Pupils should not be allowed to carry equipment.

Child Protection

Computer networks, including those which may be accessed via the Internet, are an important aspect of information technology education. However, they present possible risks to the spiritual, moral and social development of pupils, particularly in terms of the nature of some of the material which may be obtained via the Internet.

At the present time it is our school policy not to purchase a modem and to connect to the Internet for both financial and practical reasons. Subsequently although we are aware of network systems and the ever changing aspects of technology which we have constantly under review, it is not at the moment an issue for us.

Resources and their Management

Our school currently has the following resources:

Hardware

Annexure A

Software

Annexure B

Permission Form

Please review the attached school Internet Acceptable Use Policy, sign and return this permission form to the Principal.

Name of Pupil: ………………………………………….
Class: ………………………

I agree to follow the school's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Pupil's Signature: _____

Date: _____

Parent/Guardian
As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if pupils access unsuitable websites.

I accept the above paragraph: Yes / No(Please circle as appropriate)

In relation to the school website, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the school's website. I understand and accept the terms of the Acceptable Use Policy relating to publishing children's work on the school website.
I accept the above paragraph: Yes / No
(Please circle as appropriate)

Signature: _____
Date: _____
Address: _____
Telephone: _____

Annexure A

Sangam School of Excellence
COMPUTER DEPARTMENT
LOCATION AND LIST OF COMPUTERS

S.No.	Location	Computers	
1	Director Office	1	
2	Accounts Block	4	
3	Store	1	
4	PA Office	1	
5	Reception	1	
6	Primary Reception	1	
7	Staff Room 1st floor	1	
8	Staff Room 2nd floor	1	
9	IB/ CIE Office	1	
10	Library	9	3pc 6 nodes
11	English Lab	35	
12	Music Hall	1	
13	Dance Hall	1	
14	Knowledge Centre 1	2	
15	Server room	6	
16	Computer Lab	3	
17	Multimedia Lab	15	
18	Math lab	1	
19	Bio lab	1	
20	Sangam Acadmy	1	
21	Sangam Toddlers	2	
22	Classes	35	
23	IB Staff room	**1**	
24	Primary lab	20	4 pc 20 nodes
25	Asst. Admin off	1	
26	Assitent acoountant	1	
27	Art room	2	
28	Design room	1	
29	Infirmary	1	
	Total	151	

Annexure B

Sangam School of Excellence
COMPUTER DEPARTMENT
Software Details

1. Microsoft Windows 7 Professional Paper License   50

2. Quick Heal Endpoint Security Antivirus   50
3. MS Office 2010   10
4. Open Source software
    a.   Ubantu
    b.   PSsense(Proxy)
    c.   Untangled (Proxy)
    d.   Dbase (Library)