



# T S I S

Thai Sikh International School

---

# ICT Usage Policy

November 2018

**Date:** November 1<sup>st</sup> 2018

**Date of next review:** November 2019

**Responsibility for review:**



## Pages of Contents

|   |          |
|---|----------|
| <b>1.0 Aims of TSIS ICT Usage Policy.....</b>                                     | <b>3</b> |
| <b>2.0 Current ICT Usage at TSIS .....</b>  | <b>3</b> |
| <b>3.0 How ICT is delivered to students.....</b>                                  | <b>3</b> |
| <b>4.0 Recording of students' progress and data .....</b>                         | <b>3</b> |
| <b>5.0 Managed access to ICT resources .....</b>                                  | <b>3</b> |
| <b>6.0 Purchasing and maintenance of resources .....</b>                          | <b>3</b> |
| <b>7.0 Dealing with software copyright and data protection.....</b>               | <b>4</b> |
| <b>8.0 Inset and Staff Needs .....</b>  | <b>4</b> |
| <b>9.0 Responsibility for implementation of ICT policy.....</b>                   | <b>4</b> |
| <b>10.0 Responsibility for monitoring, reviewing and changing the policy.....</b> | <b>4</b> |
| <b>11.0 Internet Usage.....</b>   | <b>4</b> |
| <b>12.0 Social Media Communication .....</b>                                      | <b>4</b> |
| <b>13.0 Google Drive.....</b>   | <b>5</b> |
| <b>14.0 Staff usage- Saving personal data .....</b>                               | <b>5</b> |
| <b>15.0 Confidentiality of data .....</b>   | <b>5</b> |
| <b>16.0 Emails.....</b>   | <b>5</b> |
| <b>17.0 Appendix A: Student Acceptable Use of ICT Agreement .....</b>             | <b>6</b> |



## **1.0 Aims of TSIS ICT Usage Policy**

- To provide all members of the community with access to appropriate ICT resources.
- To motivate and excite students about the possibilities that Computing and ICT has to offer.
- To produce individuals who are independent and inter-dependent users of ICT.
- To promote the use of ICT to students from all cultural backgrounds, and to use ICT for cultural enrichment.
- To produce individuals who are able to apply their understanding and knowledge of Computing and ICT successfully to novel and realistic situations, both within, and external to, the curriculum.
- To maximise the use of our ICT resources.

## **2.0 Current ICT Usage at TSIS**

An audit will be carried out on an annual basis to find out establish where ICT is being used across the school. It will be the responsibility of the SLT to collaboratively map ICT use across the school with the support of the ICT department. School development needs will be established.

## **3.0 How ICT is delivered to students**

All students in Years 7, 8 have a one double ICT lesson each week. At Key Stage 4 (year 9-11) ICT is compulsory and students have 1 double and one single period per week. At key stage 5 (year 12 & 13) students have 2 double and one single lesson per week.

In addition to this all areas of the curriculum will make appropriate and effective use of ICT to enhance the delivery of their curriculum. this will be planned in the schemes of work for each subject teacher

## **4.0 Recording of students' progress and data**

A central record will be kept on Google Drive of all student academic reports. Formative assessment tracking is also centralised highlighting the students' progress in each subject. This data is backed up regularly. Students personal data is held in student files as hard copies. Students data is uploaded to the MIS engage system and other personal information held on Google Drive

## **5.0 Managed access to ICT resources**

The school has 1 full ICT suite with 65 desktop computers and 1 laptop functional classroom with 15 working laptops. These rooms can be booked by teachers when there are no scheduled classes. All room booking is made through the ICT teacher (for desktop use) and the Global Perspectives teacher (for laptop use). Students should not be sent to ICT rooms unless the member of staff responsible is willing to supervise the students.

## **6.0 Purchasing and maintenance of resources**

Any plans to purchase hardware and/or software should be discussed with the Headmaster most likely to be requested by the ICT support technician or the school's premises and site manager for more infrastructure related upgrades. The ICT technician is responsible for the everyday maintenance of the curriculum computers in conjunction with the ICT Teachers. Staff must



report faults with hardware and software using either email or Whatsapp to the ICT technician (please state your name, location of computer equipment, brief description of fault).

### **7.0 Dealing with software copyright and data protection**

School software and licencing information will be stored locally by the ICT technician. All data storage will comply with any data protection laws. It will be the responsibility of the member of the Leadership Team with responsibility for ICT to make sure that the data protection is maintained in the school.

### **8.0 Inset and Staff Needs**

It is the responsibility of the member of the Leadership Team for professional development along with the department heads and the individual who is responsible for the Performance Review to assess and evaluate staff ICT training needs. A member of SLT and or ICT technician and any other staff who have the requisite skills will deliver INSET. External organisations will be used where this is deemed appropriate.

### **9.0 Responsibility for implementation of ICT policy**

It is the role of the member of the Leadership Team/Headmaster responsible for ICT strategy in conjunction with the ICT Technician to oversee the implementation of ICT policy.

### **10.0 Responsibility for monitoring, reviewing and changing the policy**

The member of the Leadership Team responsible for ICT strategy/Headmaster, the ICT technician are responsible for monitoring the policy. They must evaluate the effectiveness of the policy and negotiate with staff changes according to need. The whole policy will be re-evaluated regularly.

### **11.0 Internet Usage**

Why is Internet access important?

The purpose of Internet access in our school is to raise educational standards, to support the professional work of staff and to enhance the school's management information and administration systems.

Access to the Internet is a necessary tool for staff and students. It is an entitlement for students who show a responsible and mature approach to its use. At classroom level internet usage is closely monitored. Mobile phones are banned in the classroom but are available to use at the teacher's discretion.

All students will sign an ICT usage contract upon joining the school in order to clarify appropriate use of ICT at TSIS (See Appendix A)

### **12.0 Social Media Communication**

As directed by the Child and Youth Protection Policy, contact with students via social media is prohibited. All students have personal school email addresses which staff are actively encouraged to use as a means of communication. Other methods of appropriate communication involve platforms like Edmodo and Google Classroom as there is no sharing of personal data (please refer to the Child and Youth Protection Policy for further information)



### **13.0 Google Drive**

The school uses Google Drives as its primary source of information storage. All teachers and SLT have direct access to the school's personal drive. Information stored here includes but is not limited to: student reports, curriculum guides, policies, assessment and tracking, administration, schemes of work, health and safety, and examinations.

### **14.0 Staff usage- Saving personal data**

Upon joining the school, teachers will sign a Code of Conduct which is always expected to be adhered to. Teachers are not allowed to carry students' personal details on any form of external storage device. Data can be accessed remotely electronically, but this must not be saved to teachers' personal external drives.

### **15.0 Confidentiality of data**

Confidentiality of data and personal information regarding teachers and students that may be stored electronically must be kept under the strictest confidence. Sharing of such information with external parties without prior consent from the SLT is strictly prohibited.

### **16.0 Emails**

All teachers and students have access to their own personal tsi.ac.th email account. Communication regarding school matters must come from school accounts. Teachers must use their school email accounts to maintain communication with students and parents. Teachers must not issue their personal email accounts to students or parents. This upholds the professional business communication nature of the school.



### **17.0 Appendix A: Student Acceptable Use of ICT Agreement**

All students have a responsibility to use the school's computer system in a professional, lawful, and ethical manner. To ensure that students are fully aware of their responsibilities when using Information Communication Technology (ICT) and the school systems, they are asked to read and sign this Acceptable Use Policy. This is not an exhaustive list and all students are reminded that ICT use should be consistent with the school ethos, other appropriate policies and the Law.

- Students should ensure that they do not create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring them, their families, or the school into disrepute.

ICT Systems Information Systems and ICT include networks, data and data storage, online and offline communication technologies and access devices. Examples include mobile phones, PDAs, tablets, digital cameras, email and social media sites. School-owned information systems must be used appropriately. Hardware and software provided by the school is primarily for students to use in order to carry out their studies.

- Students should not use the system for personal or recreational use unless they have permission.

Students are expected to comply with the requirement to use appropriate passwords and other security measures introduced from time to time.

- To prevent unauthorised access to systems or personal data, students must not leave any information system unattended without first logging out or locking the device as appropriate.
- Students must not share their passwords or other security information and must not use another's password to access the system.
- Students must not download any software or install any hardware onto the network without agreement from the Network Manager.
- Students must not attempt to modify the desktop or otherwise alter the set-up of a device.

If students suspect a computer or system has been damaged or affected by a virus or other malware they must report this to the ICT support team immediately

Students may use their own devices in school, providing they have the relevant permissions. This includes use of the WIFI. Students are expected to follow the rules set out in this agreement, in the same way as if they were using school equipment.



### **Using email for school business**

All students are provided with a school email address. Electronic communications with other staff and other professionals should only take place via the school email address. Students are advised to ensure that school correspondence is received to and sent from the school email address. This is to protect student's privacy and ensure that school business is kept separate from private correspondence.

- Students must not open any attachments to emails, unless they know and trust the person / organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- Students are expected to use the channels of communication in a polite and responsible way without using strong, aggressive or inappropriate language. They must also appreciate that others may have different opinions.

### **Staying Safe and Respecting other users**

In order to stay safe students are advised:

- not to disclose or share personal information when on-line.
- only arrange to meet new friends met on-line in public places and with an appropriate adult
- to immediately report any unpleasant or inappropriate material or messages or anything that makes them feel uncomfortable when they see it on-line.
- when using the internet to find information, to take care to check that the information is accurate, as the work of others may not be truthful and may be a deliberate attempt to mislead

Students must respect other users of the system. They should:

- respect others' work and property and not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- ensure that they have permission to use the original work of others in their own work
- not try (unless with 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.
- where work is protected by copyright, not try to download copies (including music and videos)
- not take or distribute images of anyone without their permission.

### **System Monitoring**

The school will monitor the use of information systems, including Internet access and the interception of e-mails in order to monitor compliance with this Acceptable Use Agreement and the School's other e-safety and data security policies.

Where Management believes unauthorised and/or inappropriate use of the school's information system or unacceptable or inappropriate behaviour may be taking place there will be a full investigation which could result in disciplinary action taking place. This is extended to inappropriate behaviour outside the school if other members of the school community are involved.



If the school suspects that the system may be being used for criminal purposes or for storing unlawful text, images or sound, the matter will be brought to the attention of the relevant law enforcement organisation.



## TSIS Student Acceptable Use of ICT Contract

These rules will keep everyone safe and help us to be fair to others.

1. I will only use the school's computers for schoolwork, homework and as directed.
2. I will not bring files into school (on removable media or online) without permission or upload inappropriate material to my workspace.
3. I will only edit or delete my own files and not view, or change, other people's files without their permission.
4. I will keep my logins, IDs and passwords secret.
5. I will use the Internet responsibly and will not visit web sites I know to be banned by the school. I am also aware that during lessons I should visit web sites that are appropriate for my studies.
6. I will not visit inappropriate web sites such as those that exhibit pornography, sexism, racism, extremism or homophobia.
7. I will only e-mail people I know, or those approved by my teachers.
8. The messages I send, or information I upload, will always be polite and sensible.
9. I will not open attachments, or download a file, unless I have permission, or I know and trust the person that has sent them.
10. I will not give my home address, phone number, send photographs or video, or give any other personal information that could be used to identify me, my family or my friends, unless a trusted adult has given permission.
11. I will never arrange to meet someone I have only ever previously met on the Internet or by e-mail or in a chat room, unless I take a trusted adult with me.
12. If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will save it and talk to a teacher / trusted adult / the Year Office.
13. I am aware that some websites and social networks have age restrictions and I should respect this.
14. I am aware that my online activity at all times should not upset or hurt other people and that I should not put myself at risk.
15. I understand that the school may check my computer files and may monitor the Internet sites I visit
16. I agree that if I fail to follow the guidelines outlined above, my access to the Internet and/or the school computer network will be removed.

I have read and understood these rules and agree to abide by them at all times

Signed: .....

Date: .....

Name: .....

Year Group: .....