



Information and Communication Technology Rules of use at CIS

The use of ICT facilities in Calcutta International School such as computers and the network by students and staff is regulated by rules of use and behaviour based on the principal that the ICT facilities are used in a professional, responsible, lawful, ethical, reasonable and careful way. Use of computers and network is intended for study or work catering to educational and research purposes only.

Use of ICT resources:

- School ICT resources must not be used to download, display, print, save or transmit any material without prior written permission from the subject teachers and only in the presence of the ICT teachers and Class teachers or subject teachers. In case of any discrepancies please notify a teacher. However, Coursework to be sent to the Examination Board will be printed from the Computer Lab.

Copyright and intellectual property:

- Students must not make an unauthorised production of material protected by copyright or use audio-visual material without permission from the copyright owner. This includes material on the Internet and CDROMs.
- If Students use words, images, ideas or information from other sources in their assignments, they must cite and mention those sources.
- Computer software must not be downloaded or installed on School computers.

Access and security:

- Access must only be made via the student's assigned account and password, which has been set by the ICT teacher.
- Students must not attempt to gain unauthorised access to any information resources, systems or networks or interface with another user's work. System files, system configurations (Desktop setting, Wallpapers, Screensavers etc.) folders and other technical data must not be altered at all.
- Students must not deliberately engage in any activity that may cause damage to the school's ICT resources or to any other user's computer equipment or data.
- Social networking sites should not be accessed in school.
- ICT teachers should be asked for help before students save, retrieve or delete any data.
- Students should log out properly at the end of each session.

Portable Data Devices:

- All forms of data transfer devices, including flash drive, portable hard disks, CD's, DVD's, memory cards and any other kind of memory devices can be brought to school only with prior written permission from the teacher concerned. They should be scanned before being used with any CIS systems. Please make sure you keep them in a secure place and take them back with you before you leave the Computer Lab.
- Email can be accessed only if the concerned teacher is with the student while he/she is accessing the mail.

ICT use Agreement

- ICT resources include: computers, printers, digital, still and video cameras, scanner, school network, student directories, Internet, Intranet, email, online forums, blogs etc
- The student must understand that:

ICT resources at Calcutta International School are intended for use in learning; Access is restricted to the specific network directories and ICT facilities that they have been given access to; and internet access is provided to enable research and learning only.

Student Agreement

Parents agree that:

The School has the right to monitor and control ICT usage by students.

Student accepts that:

Breaking any of these rules may result in their being denied access to the school network, Internet, email, or other ICT resources at Calcutta International School. If hardware or software is tampered with or broken, the student has to replace them within a month.

I have read and understand the school Rules for Responsible ICT use. I will use the Information and Communication Technologies way and obey these rules at all times.

Student name:

Student's Signature:

Parent's Signature:

Date: