

## RADIANT INDIAN SCHOOL FOR GIRLS AND BOYS, SHARJAH

### ICT Policy – Professional and Student Responsibilities

#### 1. Purpose

To provide clear guidelines for **responsible, safe, and ethical use of ICT** by staff and students, both **in school and outside school**, ensuring professional standards, student safety, and academic integrity.

#### 2. Scope

Applies to:

- **Staff** (teachers, administrative staff, support staff)
- **Students** at all grade levels
- Use of **school devices, networks, email, Internet, learning platforms, and personal devices** in professional and educational contexts

#### 3. Key Principles

1. **Safety and Security:** Protect students, staff, and school data from harm or misuse.
2. **Professionalism and Respect:** Maintain ethical, respectful, and appropriate behavior online.
3. **Responsible Use:** Use ICT tools primarily for **educational and administrative purposes**.
4. **Digital Citizenship:** Promote **integrity, respect, and accountability** online.
5. **Compliance:** Adhere to **school rules, UAE law, and SPEA regulations**.

#### 4. Acceptable Use

**Staff:**

- Use ICT for teaching, learning, and administrative tasks only.
- Communicate with students and parents via **official channels** (school email, LMS).

- Access **educational content** only.
- Protect login credentials and personal information.

#### **Students:**

- Use school ICT resources for **learning, research, and school assignments**.
- Access **appropriate websites** only; follow teacher instructions.
- Protect personal information and **never share passwords**.
- Use email and learning platforms responsibly and politely.

#### **5. Unacceptable Use**

##### Staff and students must **never**:

- Access, share, or store **illegal, offensive, or inappropriate content**.
- Engage in **cyberbullying, harassment, or discrimination**.
- Use ICT for **personal business, political campaigns, or commercial activity**.
- Share **sensitive or personal information** without consent.
- Attempt to **bypass security systems, filters, or monitoring**.

#### **6. Social Media and Online Communication**

##### • **Staff:**

- Keep personal accounts separate from school.
- Communicate with students only through **school-approved platforms**.

##### • **Students:**

- Follow school guidelines for social media.
- Do **not post content** that could harm themselves, others, or the school's reputation.

## 7. ICT Use Outside School

- Staff and students are responsible for **online behavior outside school**.
- Sharing school-related information online requires **permission**.
- Online actions may be **monitored for safety and compliance**.

## 8. Monitoring and Reporting

- School ICT systems are **monitored** to ensure safe and appropriate use.
- Staff and students must report:
  - Cybersecurity threats
  - Inappropriate or unsafe content
  - Online bullying or harassment
- Violations may result in **disciplinary actions** consistent with school and SPEA guidelines.

## 9. Roles and Responsibilities

- **Staff:** Ensure responsible ICT use, protect data, and model good digital citizenship.
- **Students:** Follow ICT rules, report unsafe use, and respect others online.
- **School Leadership:** Provide guidance, training, and monitor compliance.
- **IT Department:** Maintain secure systems, manage access, and provide support.

## 10. Consequences of Misuse

- Violations may result in:
  - Warnings or parent notifications
  - Restriction of ICT access
  - Detention, suspension, or formal disciplinary action (for serious breaches)

## 11. Education and Awareness

- **Staff:** Complete regular e-safety and ICT training.
- **Students:** Participate in digital citizenship programs, workshops, and awareness campaigns.

## 12. Review

- This policy is **reviewed annually** to ensure alignment with SPEA regulations, UAE law, and emerging ICT practices.



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