



INDIA
INTERNATIONAL
SCHOOL

A Heritage of Vision • A Legacy of Innovation

JAIPUR

Use of ICT Facilities Agreement

2016

This agreement covers student's use of Information Communication and Technology (ICT) facilities at IIS for the term of the students' enrolment, provided for educational purposes only. These facilities include access to the Internet, Email, School's website etc. The students may use these facilities for class work, research, the preparation of assignments and authorized electronic communication under supervision.

Both the students and staff at IIS have a duty of care to ensure that resources are protected from harm and that users are not exposed to material that are considered offensive or illegal. The Parents and Students should read the conditions carefully as outlined in this document. The students and staff must agree to abide by this agreement to be granted access to the school's ICT resources and facilities.

RULES & REGULATIONS OF USE

1. The ICT facilities may be used by the students only under the supervision of school staff. Any student not following the staff instructions may have further access restricted or denied.
2. The students under any circumstances must not access personal files belonging to others, software or areas of the network which are not designated for their use. The privacy and network security should be strictly observed.
3. The sharing of passwords calls for a security risk hence the students are advised not to give their password to other students or log in with another users name under any circumstances on the campus.
4. The users are advised to log off their computer towards the end of the day or if left unattended for a longer duration.
5. Only authorized software purchased or approved by the school, and installed by the school, can be used on school computers.
6. Software copyright is to be strictly followed at all times. It is illegal to copy or distribute school's purchased software. Software from home or other sources also should not be copied, installed or used on school's devices.
7. Copyright of materials from electronic resources is to be observed at all times.
8. Printing of materials of a personal nature or un-associated with school activities is not permitted unless approval is sought from the subject teacher in writing. This may incur a charge for printing material costs.

9. The use of portable storage devices (USB drives, CD/DVD, External hard disk drives) is permitted for the transfer of school related files to and from the school network. The storage and/or transfer of unauthorized software and other inappropriate material to the school network are not permitted under any circumstances.

10. The use of the Internet and Email is for educational and research purposes only:

- Deliberate attempts to look for and use material that is illegal or which would be considered as offensive, disrespectful, threatening or discriminatory is not permitted. Only materials required for school activities as directed by the teachers may be downloaded. This includes downloading of music, movie and other large multimedia files only for reference purposes. Students, who unknowingly navigate to a web site that contains material as described above, must clear their screen and notify their teacher immediately.
- Students must not use inappropriate language or harass others when communicating on-line.
- Privacy and ownership of others' work and materials from web sites must be respected at all times.
- This agreement acknowledges that there are times where a student may be required to provide personal details e.g. registering for authorized on-line activities. Such details are not to be provided by the student unless permission is given by the teacher.

Note: *premeditated misuse of computer equipment and software or purposeful breaches of the conditions of this agreement may result in access restrictions to ICT facilities by the student(s) involved and may result in disciplinary action by school administration.*

BY SIGNING THIS AGREEMENT AND USING THE EQUIPMENT AND RESOURCES OF INDIA INTERNATIONAL SCHOOL, THE STUDENT AGREES TO ABIDE BY THESE CONDITIONS.

FOR PARENT

I understand the rules and regulations under which ICT facilities are made available and agree to those conditions. I understand that my child may be accessing the Internet and other ICT facilities at the school for educational purposes or in accordance with this Agreement. I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend finally upon responsible use by students. I understand that any use of ICT facilities contrary to this Agreement, or generally, will be treated as a breach of the school discipline and shall be dealt with accordingly. I understand that the school reserves the right to vary the terms of this Agreement to accommodate unforeseen circumstances relating to the use of ICT facilities by students. Variations shall be in writing signed by the school Principal, and shall be distributed to students and shall take effect accordingly.

Name of the Parent: _____

Address: _____

Signature: _____

FOR STUDENT

I agree to abide by all the norms as outlined in the school's Use of ICT Facilities Agreement. I have read this document carefully and I am fully aware of my responsibilities with regard to the use of ICT facilities at INDIA INTERNATIONAL SCHOOL.

Name of the Student: _____

Signature: _____

Agreement signed this _____ day of _____ 20_____.