SCHOLARS
INDIAN SCHOOL

ACCEPTABLE USE POLICY

ACCEPTABLE USE POLICY FOR STUDENTS

Scholars Indian Private School expects all the students to follow the following instructions for the secured and effective learning in and out the school.

AUP for all age groups

CYCLE 1 (KINTERGARTTEN)

- Access to Orison School portal which is protected by password.
- Credentials of each student are safe and secured and are monitored under parental guidance.
- The student uses only their assigned area, name and password.
- Uses of internet games are not allowed.

CYCLE 2 (Grade 1-4)

- Attempts to obtain access to restricted sites, servers and files are prohibited.
- Unauthorized access to other systems from school devises
- Use of school website to communicate personal addresses, phone numbers is not allowed.

CYLCE 3(Grade 5-8)

- Use of school internet for commercial purposes, product advertisement is prohibited.
- Vandalism is not allowed. (uploading, downloading, creation of computer viruses unauthorized access to network, deleting, disconnecting components)
- Harassment, bullying (verbal physical is not acceptable)

CYCLE 4 (Grade 9-12)

- Transmission of any materials in violation of any law is prohibited (copyright material, threatening or obscene material)
- Use of social forums must be related to educational research.
- Use of audio broadcast or video streaming unrelated to class curriculum is not allowed.

Privileges: Network is a right; inappropriate use will result in a loss of network privileges.

Netiquettes: Students are expected to abide by the rules.

Services: School will not be responsible for any damages an individual suffers while on service. (Loss of data from delays, non- deliveries, interruptions caused by negligence etc)

Security: If a student identifies a security problem, it must be notified to school personnel immediately.

Acceptable Use (Privacy and Safety)

Limited personal use: Students may use Apps for personal projects but may not use for,

- Unlawful activities
- Threatening
- Misrepresentation of staff, student's safety

Students are responsible for the use of their individual accounts and prevent others using their account.

Access restrictions: The school has the right to suspend any user account suspected of inappropriate use.

ACCEPTABLE USE AGREEMENT (KG TO GRADE 4)

As a part of my schoolwork, my school gives me the use of computers and storage space on the server for my work. My behavior and language are to follow the same rules I follow in my class and in my school. To help myself and others, I agree to the following promises:

1. I will use the computers only to do school work, and not for any other reason. I will not store material that is not related to my schoolwork.
2. I will use the Internet only with my teacher's permission.
3. I will not give my password to anyone else, and I will not ask for or use anyone else's password.
4. I will not put on the computer my address or telephone number, or any other personal information about myself or anyone else.
5. I will not upload, link, or embed an image of myself or others without my teacher's permission.
6. I will not play games that a teacher has not approved.
7. I will be polite and considerate when I use the computer; I will not use it to annoy, be mean to, frighten, threaten, tease, bully, or poke fun at anyone; I will not use swear words or any other rude language.
8. I will not try to see, send, or upload anything that says and/or shows bad or mean things about anyone's race, religion.
9. I will not damage the computer or anyone else's work.
10. I will not take credit for another people's work.
11. If I have or see a problem, I will not try to fix it myself but I will tell the teacher.
12. I will not block or interfere with school or school system communications.
13. My teacher may look at my work to be sure that I am following these rules, and if I am not, there will be consequences which may include not being able to use the computer.
14. I know that the conduct that is forbidden in school is also forbidden when I use computers outside of school if it interferes with other students' education, and if I break the rules there will consequences in school.

Student's Name: _____

School: _____

Grade: _____ Student's Signature: _____

Date: _____

Parents: I have read and discussed with my child the Acceptable Use Agreement, and I give permission for his or her use of the resources. I understand that computer access is conditional upon adherence to the agreement. Although students are supervised using computers, and their use is electronically monitored, I am aware of the possibility that my child may gain access to material that school officials and I may consider inappropriate or not of educational value.

Parent's Name:_____

Parent's Signature: _____

Date: _____

ACCEPTABLE USE AGREEMENT (GRADE 5 TO 8)

As a part of my schoolwork, my school gives me the use of computers and storage space on the server for my work. My behavior and language should follow the same rules I follow in my class and in my school. To help myself and others, I agree to the following promises:

1. I will use the computers only to do school work, as explained to me by my teacher and not for any other reason. I will not use a school computer for personal or illegal purposes.
2. I will use the Internet only in ways the teacher has approved.
3. I will not give my password to anyone else, and I will not ask for or use anyone else's password.
4. I will not put on the computer my address or telephone number, or any other personal information about myself or anyone else.
5. I will not upload, link, or embed an image of myself or others to non-secured, public sites.
6. I will not use games or other electronic resources that have objectionable content or that engage me in an inappropriate simulated activity.
7. I will be polite and considerate when I use the computer. I will not use it to annoy, be mean to, frighten, tease, or poke fun at anyone. I will not use swear words or other rude language.
8. I will not use the computer to bully or threaten anyone, including teachers, schoolmates or other children.
9. I will not damage the computer or anyone else's work.
10. I will not break copyright rules or take credit for anyone else's work.
11. If I have or see a problem, I will not try to fix it myself but I will tell the teacher. If the problem is an inappropriate image I will turn off the monitor and then seek help.
12. I will not block or interfere with school or school system communications.
13. My computer use is not private; my teacher may look at my work to be sure that I am following these rules, and if I am not, there will be consequences which may include not being able to use the computer.
14. I know that the conduct that is forbidden in school is also forbidden when I use computers outside of school if it interferes with other students' education, and if I break the rules there will be consequences in school.

Student's Name: _____

School: _____

Grade: _____ Student's Signature: _____

Date: _____

Parents: I have read and discussed with my son or daughter the Acceptable Use Agreement, and I give permission for him or her to use these resources. I understand that computer access is conditional upon adherence to the guidelines above. Although students are supervised when using these resources, and their use is electronically monitored, I am aware of the possibility that my son or daughter may gain access to material that school officials and I may consider inappropriate or not of educational value.

Parent's Name: _____

Parent's Signature: _____

Date: _____

ACCEPTABLE USE AGREEMENT (GRADE 9 TO 12)

1. I will use the electronic resources, including storage space, only for educational purposes related to work in schools, and not for any personal, commercial or illegal purposes.
2. I will use the Internet only with the permission of the staff member in charge.
3. I will not use games or other electronic resources that have objectionable content or that engage me in an inappropriate simulated activity.
4. I will not give my password to any other user, nor attempt to learn or to use anyone else's password, and I will not transmit my address or telephone number, or any personal or confidential information about myself or others.
5. I will not upload, link, or embed an image of myself or others to non-secured, public sites without my teacher's permission and a signed parental permission slip.
6. I will not make statements or use the likeness of another person through website postings, email, instant messages, etc., that harass, intimidate, threaten, insult, libel or ridicule students, teachers, administrators or other staff members of the school community, make statements that are falsely attributed to others, or use language that is obscene.
7. I will not attempt to access, upload, or transmit material that attacks ethnic, religious or racial groups, or material that is pornographic or explicitly sexual in nature.
8. I will not violate copyright laws, damage or tamper with hardware or software, vandalize or destroy data, intrude upon, alter or destroy the files of another user, introduce or use computer "viruses," attempt to gain access to restricted information or networks, or block, intercept or interfere with any email or electronic communications by teachers and administrators to parents, or others.
9. I will not use, or create for others, any program to interfere with, change, or interact with programs, security settings, systems, or devices that are the property of the Schools and are used for school-related purposes by students, their parents and staff.
10. I will not imply, directly or indirectly, either publicly or privately that any program or "app" I create is associated with, or a product of, the School, nor will I either directly or indirectly associate any such program with any School logos or images.
11. I will report any problems to the supervising staff member.
12. I understand that my use of the school system's computers is not private, and that the school reserves the right to monitor use to assure compliance with these guidelines; violations may lead to revocation of computer access and/or other disciplinary measures.
13. I understand that the prohibited conduct described above is also prohibited off campus when using private equipment if it has the effect of seriously interfering with the educational process, and that such off-campus violations may lead to disciplinary measures.
14. I understand that my device should not be brought to school and incase if I bring it may be confiscated at any time and that a teacher or administrator may view contents of my device including but not limited to, texts, emails or social media postings, if it appears that I may have used my device in violation of school rules or this Agreement.
15. I understand that the school is not responsible for theft, damage or loss of my device and I understand that I am not permitted to leave my device at school overnight unless it is secured in a locked locker.

Print Student's Name: _____

School: _____

Grade: _____ Student's Signature: _____ Date: _____

Parents: I have read, understood, and discussed with my son or daughter this Acceptable Use Agreement, and I give him or her permission to use electronic resources, understanding that this access and use of personal devices on school grounds is conditional upon adherence to the agreement. Although students are supervised when using school resources, and their use of school resources is electronically monitored, I am aware of the possibility that my son or daughter may gain access to material that school officials and I may consider inappropriate or not of educational value.

Print Parent's Name: _____

Parent's Signature: _____

Date: _____

Student E-mail Guidelines

Scholars Indian School provides electronic resources for students in grades KG-12, including Outlook accounts to be used to access the academic resources, which is an integral part of the curriculum. The school's expectations for behavior and language in the use of these Outlook accounts must be consistent with classroom standards. The guidelines listed below are intended to govern the use of school-provided Outlook account and Orison whether the account is accessed in or outside of the school environment or on school-owned, public, or personal computers.

Proper Use of School-provided Outlook.

Students should use their E-mail accounts to communicate with their classmates, teachers, or other school community members about school related topics only.

While students can E-mail teachers, they should not expect teachers to provide private tutoring through E-mail.

Students should not ask for or respond to E-mails requesting personal information not related to a school project.

- Parents should not use their children's accounts as a way of communicating to their children's classmates, teachers, or other members of the school community.

Account Capabilities.

All accounts will be accessible from both inside and outside the school network. All accounts will be password protected.

It is the student's responsibility to maintain the personal account and password. It is also the student's responsibility to update the forwarding address if they change their personal account provider. Once a student forwards Email from their district account, the District is no longer responsible or liable for misuse of information, loss of confidentiality, or loss of information.

As the owner of the computer systems, the school reserves the right to monitor its computer systems to ensure that they are being used in accordance with the Acceptable Use Policy and related Administrative Regulations. The Superintendent reserves the right to terminate any individual's use of the District's computer systems. Misuse of the computer systems resulting in violations of these guidelines will be treated in accordance with existing procedures, and the Board's policy regarding Exclusion of Students.

Student Responsibilities.

Students are entirely responsible for the confidentiality of their E-mail accounts, passwords, personal information, and for any activities that occur in the use of their accounts.

Students should have no expectation of privacy when using school-provided E-mail accounts.

- The student agrees to notify his/her teacher or principal immediately if any unauthorized use is made of his/her school-provided E-mail account.

The student agrees to report immediately to his/her teacher or principal the receipt of any unwanted or inappropriate E-mails from school employees. Most importantly, the school urges any student who receives any harassing, threatening, intimidating, or other improper message through the computer systems to report it immediately.

It is the school's policy that no student should be required to tolerate such treatment, regardless of the identity of the sender of the message. Please report these events! While E-mailing, students are responsible for following all parts of the school Acceptable Use Agreement.

Parents: I have read and discussed with my son or daughter this document, and I give permission for him or her to use the School E-mail system. I understand that E-mail access is conditional upon adherence to the Acceptable Use Agreement. Although students are supervised when using these resources in school, and their use is electronically monitored, I am aware of the possibility that my son or daughter may gain access to material that school officials and I may consider inappropriate or not of educational value.

Student's Name: _____

Student's Signature: _____

Date: _____ Parent's Name: _____

Parent's Signature: _____

Date: _____

ACCEPTABLE USE POLICY FOR PARENTS/GUARDIANS

1. Follow the rules and guidelines set by the school for parents.
2. Read, acknowledge and practice all school policies
3. Limit the communication time with teachers from 5pm to 7pm
4. Use gentle language while communicate with the school community
5. Use authorized grievance form set by the school to report the grievance
6. Use gentle dress code while visiting the school.
7. Maintain the punctuality and regularity while undertaking the responsibilities.
8. Comprehending and acting upon the notices, circular and other information given by the school.
9. Timely response to the surveys from schools and MOE
10. Prepare children for academic excellence by following the instructions given by school authorities / teachers.
11. Provide all the academic resources, school uniform and other required stationeries for their ward
12. Inform the medical details to the class teacher and respective school authorities.
13. Timely remittance of school tuition fee.
14. Provide leave letter to the class teacher and concerned authorities.

15. Use school app for ensuring the effective communication.
16. Use Orison portal to download learning materials.
17. Follow the COVID protocols set by MOE.

Acceptable use agreement form:

1. I have read and understood the above guidelines and abide to all the points.
2. I understand that as a parent I have to follow, obey and respond to all the guidelines of the school.
3. I understand that I as a parent I won't question the authority of the school in implementing these guidelines.
4. I will submit any documents related to this when asked for.
5. I shall communicate with school staff only when required and I wont interrupt in their official responsibilities.
6. I will be made available whenever asked to the school to issues related to the academic performance of my child.

I/we have read, understood and agreed to this policy.

Signature/s : _____

Name/s of parent / guardian : _____

Parent / guardian of : _____

Date : _____

AGREEMENT FOR ACCEPTABLE USE OF THE ELECTRONIC COMMUNICATIONS SYSTEM BY A NONSCHOOL USER.

You are being given access to the school's electronic communications system. Through this system, you will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and other electronic information systems/networks. You will have access to hundreds of databases, libraries, and computer services all over the world.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across some material you might find objectionable. While the school will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

RULES FOR APPROPRIATE USE.

You will be assigned an individual account, and you are responsible for not sharing the password for that account with others.

You will be held responsible at all times for the proper use of your account, and the school may suspend or revoke your access if you violate the rules.

Remember that people who receive e-mail from you with a school address might think your message represents the school's point of view.

1. INAPPROPRIATE USES

a. Using the system for any illegal purpose.
b. Disabling or attempting to disable any Internet filtering device.
c. Encrypting communications to avoid security review.
d. Borrowing someone's account without permission.

e. Downloading or using copyrighted information without permission from the copyright holder.
f. Intentionally introducing a virus to the computer system.
g. Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation or, in any manner, unlawful.
h. Wasting school resources through improper use of the computer system.
i. Gaining unauthorized access to restricted information or resources.

2. CONSEQUENCES FOR INAPPROPRIATE USE.

a. Suspension of access to the system;
b. Revocation of the computer system account; or
c. Other legal action, in accordance with applicable laws

I understand that my computer use is not private and that the school may monitor my activity on the computer system to ensure appropriate use in accordance with this Agreement.

I have read the school's Electronic Communication and Data Management policy and administrative regulations and agree to abide by their provisions. In consideration for the privilege of using the school's electronic communications system and having access to public networks, I hereby release the Scholars Indian School, its trustees, officers, employees and agents from any and all claims and damages of any nature arising from my use of, or inability to use, such system.

Name _____

Signature _____

Home address _____

Date _____ Phone number_____

ACCEPTABLE USE POLICY FOR STAFF

Acceptable Use Policy Agreement is intended to ensure:

- That staff in will be responsible users who can stay safe while using the internet and other digital technologies for educational, personal, and recreational use.
- That school network, systems, and staff are protected from acts of misuse, whether accidental or deliberate, that could put the security of the systems at risk
- That any staff who knowingly or willingly attempts to access any prohibited information or websites or breaks any conditions will be subject to disciplinary sanctions.

Personal Safety

- Technology continues to develop at an ever-increasing rate, and as it do, the risks to our personal safety when using the internet grow too. At school, we stress the importance of being very cautious about whom you choose to share your personal details with when you are online. Staff must be the model best practices while online with the students and ensure they do not share their personal data or any identifying information.
- If a staff member has any doubt about content they have accessed online, they must ensure that they ask a member of the Online Safety Group or IT department to review it.

- Staff must have valid antivirus software installed in their personal devices and it should be kept up to date. Staff needs to ensure that they are regularly updating their systems and making a backup for their important files in one drive.
- Staff must always inform the IT department or a member of the Online Safety Group if they: Received any messages from unknown sources or Visited any website that included inappropriate language or pictures, videos, or other content that makes them uncomfortable.
- Staff can use the following link to report their concerns: (Refer Grievance Policy for Grievance Form)

Security Systems.

- Staff must not attempt to go beyond the areas they have been granted access
- All staff is fully aware that students may only use the MS Teams credentials given by the school.
- Any staff attempting to log on to any other network not assigned to them may face serious sanctions following the school's Code of Conduct.
- All staff MUST only use the school's network to access the internet while on-site. All use of mobile data is prohibited and considered a breach of the school's Acceptable Use Policy.
- No staff is to share their password or username with any student or other colleagues, and all staff must log out of websites or devices when finished. If another staff accesses a website or computer while logged in as you and does something wrong, you might be held responsible for their actions.
- If you suspect that your account is compromised then contacts the IT department immediately to reset your password. If you suspect that a student might know the school network password, in that case, you must inform the IT department instantly.

Personal Devices

- Personal devices include laptops, tablets, Chromebooks, mobile phones, and MacBooks.
- Staff members are provided smart board in their classrooms. However, they are also expected to use their own personal devices to teach remotely and work on school-related documents.
- Personal devices may only be used for educational and administrative purposes. It should not be used for chat, or entertainment at the school
- Staff shouldn't use mobile data to access the internet while in campus as this cannot be monitored or controlled through school's firewall.
- Features on personal devices such as Airdrop or Bluetooth must be switched off when on-campus. Bluetooth may only be used for connecting devices such as headsets, mice, keyboards, etc.
- Although we take great care to maintain the safety of everyone and their belongings while at school, the safety and security of your personal devices is your own responsibility. School assumes no responsibility or financial liability for any damage the staff suffer, including but not limited to theft, physical damage, loss of data or software, or malfunctions of the personal device. If a device appears to have been stolen, the staff involved must immediately inform an ICT Manager. Most of the devices have a device locator. We recommend the staff to enable this feature if possible.
- The use of personal devices must not interfere with or distract the learning environment.
- School will not provide technical support for staff personal devices. Staff members should keep their devices in good working order. Technical issues should be dealt with promptly. If a staff member is experiencing technical issues in personal device, school will provide a temporary laptop for a week until the issue is resolved.
- The AUP may be amended from time to time.

- Staff will not attempt to gain access to any file, account, or electronic device for which they are not authorized, or for which they do not own. In addition, staff will not attempt to modify or destroy data of another staff member.

Software, Hardware, and File Sharing

- Staff at must not attempt to download any program from the internet onto the school devices.
- Staff will not tamper with other staff's work or the proper use of electronic devices at all times.
- Staff is strictly prohibited from using peer-to-peer networks, file-sharing programs, Airdrop, or Bluetooth, at school. Using network monitoring software is considered a serious offense and will result in disciplinary action.
- Any damage or problems noticed on the school devices must immediately be reported to the IT department
- If peripherals are required such as headphones, remote controls, interactive pens etc. teachers need to fill and sign the IT requisition form. Received peripherals should be returned by end of academic year in a good working condition.
- Only the IT department may move, repair, reconfigure or modify any of the devices at school
- If there is an application which is considered unsuitable, (this will be decided by the IT department) it must be uninstalled from the device.

UNACCEPTABLE USE

- Staff must always respect the different views and beliefs of students, parents and colleagues.
- Use of rude, indecent, offensive, or threatening language is strictly prohibited on any platform and will be dealt with according to the school's Code of Conduct.
- No staff is permitted to send any posts or information that could damage the reputation of school or cause any disruption to the smooth running of the school.
- No staff may participate in any personal, prejudicial, or discriminatory attacks against others.
- Staff must not harass others in school or while accessing MS Team platforms from home. Furthermore, they must not use their personal social media platforms to harass any member of the school community.
- It is a criminal offense in the UAE to knowingly send or post false, defamatory, or malicious information or spread rumors.
- No staff at school is permitted to share any private information about another staff or student without their consent. Breaches of this will be dealt with according to the school's Code of Conduct.
- Staff will be held accountable for their behavior online, even if events occur at school.
- All staff must ensure that they do not breach the confidentiality of any member of the school community. Nor must they make threats to or about another or attempt to deface them in any way using any form of social media platform.
- No staff is permitted to access or post any content that can be considered profane or obscene, encourages others to participate in any illegal activities, or shows any violence or discrimination towards other people.
- If any staff accesses any such content mentioned above by mistake, they must inform the IT department immediately; otherwise, they may be held accountable.
- Staff will not deliberately distribute or download any material in such a manner that causes congestion of networks
- Staff should not deliberately access inappropriate websites to download, store or print files or messages that use inappropriate language or degrade others.

E-mail and messages

- All staff should ensure that they check their e-mail messages regularly and respond to messages promptly.
- Please ensure that you do not reply to spam messages or e-mails, as this will create more spam on the network. Delete any spam messages straight away and contact the IT department for assistance if required.
- Staff must make sure that they do not open an attachment from an unknown source as it may contain a virus that can cause severe damage.
- No staff should send or forward any unnecessary messages or messages that do not pertain to education to a large number of people.
- Staff sharing messages using Microsoft TEAMS platform must ensure that the content is relevant to educational purposes.

Plagiarism and Copyright

- At school we take plagiarism and copyright seriously, and we regularly remind the students of their responsibility to avoid plagiarizing the work of others. Staff members have a duty to remind students about plagiarism and should model best practices when using other sources in class.
- Copyright involves reproducing a piece of work without the creator's consent. To avoid breaking copyright laws, staff should ensure that they have requested the copyright owner's permission before recreating their work in a different manner.
- The reproduction and distribution of copyrighted materials without appropriate authorization is prohibited. Using networks or technology equipment for any illegal activity, including violation of copyright or other laws, is prohibited.

Behavioural violations

First level

1. Fail to implement ICT in class rooms.
2. Fail to acquire equivalency certificate in the prescribed time.
3. Lack of organizational skill.
4. Fail to follow campus language.

Second level

1. Inability to use online teaching and learning platform.
2. Fail to explore the resources provided by the school for the development of students
3. Not able to acquire TLS in the prescribed time.
4. Exposing personal problems in the class and blend it with professional time.
5. Not following appropriate dress code.
6. Being irregular in school and class.
7. Fail to follow behavioral guidelines set by the school and MoE.
8. Fail to comprehend rights of children set by national and international agencies.

Third level

1. Fail to contribute in the designing and drafting of curriculum plan.
2. Unable to follow and complete the various objectives and feature of curriculum plan.
3. Unable to complete the portions on time and provide enough support to students.
4. Not demonstrating creative and latest pedagogical skills.
5. Not correcting notebooks, assessments, worksheets, projects, records etc.

6. Fail to undertake responsibility to organise school assembly, co-curricular activities, picnic, sports, annual day etc.
7. Fail to communicate with parents effectively with regard to student's achievement and well-being.
8. Not cooperating with school's daily activity plan.
9. Fail to deliver information to parents and students in online and offline platform.
10. Lack of care while handling school property.
11. Undermining the value of teaching by not comprehending motto, vision and mission of the school.
12. Fail to take responsibility for improving teaching through suitable professional development system.
13. Not respecting privacy of the students.
14. Using phone for talking during the class time.
15. Fail to provide safe learning environment.
16. Fail to maintain fair and harmonious relationship with school authorities, staff, students and parents.
17. Misusing the teaching and learning platform of the school.

Fourth level

1. Showing incompetency to fulfill the academic responsibilities set by the school
2. Lack of expected subject knowledge according to the grade handle.
3. Unable to perform invigilation duty during the exam time.
4. Showing discrimination to the students and fail to treat pupil with dignity and honour.
5. Not following a credible and legitimate process in exam evaluation.
6. Unable to provide proper guidance (discipline, littering etc.) to students in the class room and campus.
7. Using improper language in the class room and campus.
8. Not posing as a role model to the students.
9. Being dishonest to institution, staff, students and parents.
10. Improper relationship or contacts with staff and students.
11. Engaging in corporal punishment which may harm physically and mentally to the students.
12. Make malicious or unfounded criticism against colleagues and institution.
13. Engaging in bullying in cyber platforms and face to face class rooms.
14. Sharing confidential information about students, staff and students.
15. Giving grade, promotion or support by accepting gifts, money and favours.
16. Posting personal opinion about students in social media sites and print media.

Fifth level

1. Engage in inappropriate relation on communication in phone or social media.
2. Using drugs or alcohol in the school
3. Showing or sharing immoral or inappropriate digital or non-digital content.
4. Sexting with staff and students in online media.
5. Posting contents in social media or public platform which are against the values set by UAE.
6. Engaging in criminal/illegal activities.

Sanctions

Sanction for breaches of the school Acceptable Use policies will vary depending upon the severity of the violation and wherein they correspond to existing policies in place already at school

1. **Sanctions For first level, second level and third level violations:**
   - The head of the institution will endorse a mentor to give counselling and guidelines to rectify and improve.
   - If there is no expected improvement the head of the institution will directly counsel the staff.
   - If the problem exists with same intensity first warning letter will be provided.
   - If there is no expected improvement second warning letter will be provided.
   - If there is no expected improvement third warning letter will be provided.If there is no modification or improvement in performance, behaviour or attitude the final action is expulsion.

2. Sanctions **For fourth level violation**
   - Warning letter will be issued.
   - If there is no expected improvement second warning letter will be provided.
   - If there is no expected improvement third warning letter will be provided.
   - If there is no modification or improvement in performance, behaviour or attitude the final action is expulsion.
3. Sanctions **For fifth level violation**
   - Expulsion

General and Best Practice

- All staff must ensure that they adhere to the school Acceptable Use policy when interacting online. They must be aware that whatever they post online is there forever, so they must ensure that they always think before they post.
- Whenever a staff has finished using a school device, they must ensure that they logged out from their accounts.
- All staff must ensure that they regularly save their work and back it up on their school's One Drive account.
- All staff needs to ensure that they follow Health and Safety Guidelines when using devices and make sure that they look away from their device screens every 10 minutes to rest their eyes.
- All staff should ensure that they regularly clear out their e-mail accounts by deleting any unnecessary messages and free up storage space.
- If in doubt about anything on the school devices, staff should seek advice from the IT department or a member of the E-Safety team.
- **Warning**
- Any staff that is suspected of breaching the AUPs they have signed will be referred to the principal, who is the Online Safety Leader, and he will decide upon the course of action to be taken in line with the school Code of Conduct.

Staff Acceptable Use Policy (AUP) & Technology Usage Agreement Form

By signing this form and turning it in to the ICT Manager you agree to the terms of the Staff Acceptable Use Policy (AUP) & Technology Usage Agreement. This form must be completed whenever required and must be filled out or modified to include necessary technical information for any device that you wish to use at school.

Adopted: April, 2017 **Reviewed and updated: April, 2025**

Hameed Ali Yahya K M
Principal
Online- Safety Officer

Staff Agreement form for acceptable use policy

I have read, understand, and will abide by the school Staff Acceptable Use Policy (AUP) & Technology Usage Agreement. I further understand and accept that any violation of the regulations and policies in the agreement is unethical and may result in revocation of my privileges, school disciplinary action, and/or appropriate legal action.

Staff Name : _____

Staff Signature : _____

Date : _____