



Don Bosco International School ICT Policy

Introduction

By using ICT, we create an ethos of innovative development, collaborative learning and inquiry learning. We encourage our students be independent ethical global citizens in the changing world. ICT skills are a major factor in developing the students to be mature, confident, innovative and lifelong learners.

1. Need of policy

- Protection of institutes data, application, network & computer system.
- Campus-wide approach to information security.
- Preventing misuse of data, application, network & computer system

2. Applicability

- All Full-time, part-time & temporary staff of DBIS
- All students
- Contractor & consultants working for DBIS

3. Aims of ICT Policy

The Aims of ICT Policy are

- To develop ICT capability in finding, selecting and using information.
- To enable the school community to research, create, and collaborate.
- To apply ICT skills to plan their own knowledge and apply it to understand multi-disciplinary links.
- To use ICT for appropriate communication.
- To use ICT to develop DBIS students to be ethical digital citizens.

4. Role of ICT in Curriculum

The role of ICT in the curriculum delivery:

- ICT in the curriculum delivery encompasses the use of a wide range of digital tools, laptops, media and learning environments for teaching, learning and assessing.
- ICT provides opportunities for the transformation of teaching and learning and enables students to investigate, create, communicate, collaborate, organize and be responsible for their own learning and actions.

- ICT allows students to make connections through the internet and reach a deeper understanding of its relevance and applicability to their everyday lives.
- Through the use of ICT, learners develop and apply strategies for critical and creative thinking, engage in inquiry, make connections, and apply new understandings and skills in different contexts.
- ICT in a transdisciplinary programme. Teachers have a responsibility to help students to make explicit connections between different aspects of their learning to both the broad and specific learning outcomes of a trans-disciplinary programme.
- Students need opportunities to identify and reflect on significant ideas within the different skills of ICT, the trans-disciplinary themes, and other subject areas.
- The role of ICT to support inquiry is important as students engage in building understandings that contribute to their success as lifelong learners in a digital age.
- ICT should be recognized that the responsibility for learning about and through ICT is shared among all teachers.
Information literacy, in the broadest sense, is a competence that students need to develop as part of learning how to learn.
- ICT provides a rich environment for learning beyond the classroom.
- ICT provides unique opportunities for creative learning through student collaboration and the use of digital media products.
- ICT can be effectively used in supporting the school's assessment policy, particularly in formative and peer-evaluation activities.
- ICT plays a critical role in accessing IB/CAIE networks and communities.
- Increasing access will support programme implementation, creative teacher professionalism and student learning.
- ICT acts as a tool to develop International Mindedness, IB Learner profile and Cambridge Learner attributes and aids the implementation of Approaches to learning and teaching (ATL and ATT).
- In Cambridge Programme (grade 6-10) ICT is offered as a separate subject to hone the ICT skills of the students.
- In IBDP, ICT can be used to enhance the delivery of IBDP Core (theory of

Knowledge, Extended Essay and Creativity, Activity and Service). CAS reflections may be showcased to the school community using various ICT tools.

5. ICT administration

The overall responsibility of ICT administration is overseen by the Senior Administrator.

Roles and responsibilities;

- Administration
 - Procurement
 - Accessing the need for the resources
 - Framing policies for use
 - Monitoring
- Pedagogical Leaders

Pedagogical leaders would collaborate with the Senior Administrator and ICT facilitators to recommend IT curricula requirements (Hardware/ Software) for each year based on changes in the curriculum and changes in the technological advancements. They would also oversee the implementation of ICT in the curriculum delivery.
- IT administrators/facilitators
 - Anti-Virus
 - Maintenance of Network, Hardware, software
 - Allotment of systems
 - Networking
 - Scheduling of resources and rooms
 - Support
 - Security
- Teachers

Each teacher of DBIS should support the ICT team and should effectively utilise the ICT resources for curriculum delivery. All teachers must accept DBIS ICT Policy and use ICT resources responsibly and efficiently.

Resource Inventory and Procurement Plan

The inventory stock is checked at the end of the academic session. For

procurement of new resources an Action Plan and Budget is generated at the beginning of each academic year.

6. Permitted and Responsible Use of Electronic Resources

- Content of Communication
 - Use of computer resources for personal, business or commercial activities, fund raising or advertising on behalf of non-DBIS organization is strictly prohibited.
- Access to computer resources
 - Using pirated copies or non-licensed software in the campus is strictly prohibited
 - Use of open-source software where ever possible is encourage.
- Operational integrity
 - Unauthorized scanning of networks for security vulnerabilities is prohibited
 - Attempting to alter any DBIS computing or networking components without authorization is strictly prohibited.
 - Revealing password or otherwise permitting the use to others (by intent or negligence) of personal account and network access is prohibited.
 - Students /Staff Members should not expect privacy in anything they create, store, send or receive using the school's devices. The IT devices and the network are the property of the school and should only be used for official purpose.
 - We ensure that we have legal licences for all our software and we will not use any digitised images without checking copyright.
 - As a school policy, we take the consent of the parents (at the start of the academic year) before publishing the student's images on our school website or social media page.
 - The school's confidential information and policies are school's property and the school community is not allowed to transmit school's confidential information without school's prior permission.

- Student data may be used for the purposes of registering candidates for their Board examinations. Certain data including sensitive personal data may be send to educational departments, universities, CAIE and IB (related to admission to institutions of higher education and for assessment accommodations if required and for other official purposes requested for.)
- Internet usage policy
 - Use of internet for personal work is prohibited
 - DBIS has the right to identify and block access to internet sites containing material considered objectionable in the school. Sites which are blocked in the campus including social media sites like Facebook etc. are not supposed to be accessed except by approved members.
 - If any user feels a particular site which is blocked is of academic importance and needs to unblock it, appropriate written application should be made and signed by Principal of the institute.
 - Staff and students can inform system administrator for any inappropriate access is done by any other user.
 - Any file download through internet should be scanned by and appropriate anti-virus.
 - Internet will be disconnected if the user is not complying with the above policy and further action will be taken by the management.
- Login id Creation
 - User id will be system created on upload of new profile details in MIS by respective institute admin.
- DBIS IP Address space
 - DBIS will deploy anti-virus software on all computers
 - User must check the anti-virus update status and report to system department if not getting updated.
 - Scanning pen-drives with anti-virus is compulsory.

7. Email Policy

- Using personal mail id for official work is prohibited.
- Sending personal mail such as greeting, mass mail, etc. from Official Email id is prohibited
- Use strong password which contains alphabetic, numeric and special characters.
- Maximum upload file size is 5MB
- Strongly recommend to change password every 3 month
- Contact system department if user forget the password.

8. Virus Protection Policy

- DBIS will deploy anti-virus software on all computers
- User must check the anti-virus update status and report to system department if not getting updated.
- Scanning pen-drives with anti-virus is compulsory.

9. Procedure for Creation of Login ID

- New employee will be assigned with the employee code from Administration section.
- New employee details will be entered in **database**.
- The automated Email will be send to system department for the ID creation.
- On the basic of Email received the system department will create the ID for the new employee and will inform the employee.

10. Policies specific to the School

- When all huge downloads are taking place the IT officer should be kept in the know.
- Password of the Wi-fi be changed periodically and given only to the Class Teacher/Homeroom Teacher/ Executives.
- Access of Wi-fi on mobiles is also prohibited.
- The machines used only for office work should be blocked for all social networking sites/shopping sites.
- Worksheets downloaded should also be stored on the network drive so that repetitive downloading is not required.

11. Laptop use guidelines

- In school, the students are to use their respective Laptop for academic purpose only and the students will be supervised by the teachers.
- The laptops should not contain any objectionable content. The school will not take responsibility of the software used on student's laptops
- Plagiarism i.e. representing a someone else's work as one's own is considered as an academic Dishonesty. At DBIS, the students are expected to acknowledge another person's work by using the proper citation and reference (in MLA).
- The school's Wi Fi (internet) will be used for academic purpose only.
- The students are not allowed to play Games, or go to social media sites unless it's for academic purpose. Personal Earphones will not be allowed in the school.
- The school reserves the right to check a student's Laptop in the school premises.
- The school will not take responsibility of students' personal Laptops. The students' themselves are responsible for their devices.
- The school has the right to identify and block access to internet sites containing material considered objectionable in the school. If a student is caught deliberately accessing the prohibited sites then the student may have to face disciplinary action.

12. Types of ICT resources

- Classroom voting systems
- Data Loggers
- Digital probes/sensor
- Projectors and whiteboards
- Laptop or desktop computer
- Mobile device (I Pads, Mobiles etc)
- Programmable objects
- Real time communication
- Short messaging systems
- Social networking
- Simulation
- Animation

- PowerPoints
- Videos and Games
- online tests
- Graphing Maths (like Geogebra)
- Graphical Calculators
- Spreadsheets
- Word Processing
- Wi Fi

13. ICT as a communication Tool

- ICT plays an important role in communication with the school community.
- The admin department enrolls all staff members to the school email account. It is expected that the staff will use only this account for all official communications within and outside the school.
- Senior school students also have email Id's on school email server. Teachers communicate to students online via email and ManageBac.
- The Circulars are regularly emailed to the Parent Body. Parents have access to ManageBac portal, so that they can track the progression of the child's learning. Group email Id's and School mobile app help the school to regularly update the school community with activities at school.
- The School website and Facebook page is regularly updated to make the outside world aware of the happenings at DBIS.

14. Reviewing and training

The ICT Policy is reviewed annually by the Senior Administrator, ICT facilitators along with Pedagogical Leadership Team. A specific time-slot is devoted to this in the annual planning meeting at the beginning of the school year.

The Teachers, Students and Parents are also made aware of ICT procedures at DBIS.

References:

Rules for IB World Schools: Diploma Programme

The Diploma Programme from principles into practice

The Integration of Technology in the International Baccalaureate Diploma Programme