

ICT Usage Policy

Purpose

To promote the safe, secure, responsible, and effective use of the school's ICT facilities, including computers, networks, digital devices, software, and internet services.

Policy

1. Acceptable Use

1.1 ICT facilities shall be used for approved educational and school purposes only.

1.2 Internet access shall be used responsibly to support learning, research, communication, and other school-related activities.

1.3 Accessing, creating, storing, downloading, transmitting, or distributing inappropriate, offensive, harmful, or unlawful content is prohibited.

2. Equipment and Facilities

2.1 Users shall handle ICT equipment responsibly and report faults, damage, or loss promptly to the ICT Administrator or School Management.

2.2 Food, drinks, and activities that may damage ICT equipment are prohibited in ICT facilities.

2.3 Users shall not tamper with, relocate, or interfere with ICT equipment, network connections, or system configurations without authorization.

3. Security and Privacy

3.1 Users shall protect passwords, login credentials, and personal information from unauthorized access.

3.2 Unauthorized installation, modification, or removal of software and hardware is prohibited.

3.3 Users shall not attempt to gain unauthorized access to systems, networks, accounts, or data.

3.4 Users shall not engage in activities that compromise ICT security or disrupt network operations.

3.5 Security incidents, misuse, or cyber threats shall be reported immediately to the ICT Administrator or School Management.

4. Digital Conduct

4.1 Cyberbullying, harassment, hacking, plagiarism, impersonation, and other forms of digital misconduct are prohibited.

4.2 Users shall communicate respectfully and act responsibly in all digital and online environments.

4.3 Users shall respect intellectual property rights and comply with copyright and licensing requirements.

5. Monitoring and Enforcement

5.1 The school reserves the right to monitor, filter, and review ICT and internet usage to ensure compliance, security, and safeguarding.

5.2 Any misuse of ICT resources may result in disciplinary action, suspension of ICT privileges, financial liability for damages, or referral to the appropriate authorities where necessary.

Compliance

All students, staff, contractors, visitors, and authorized users are required to comply with this policy at all times.

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