



SHARJAH INDIAN SCHOOL

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OUR VISION

Educate Enlighten Empower

ICT POLICY





SHARJAH INDIAN SCHOOL

ICT POLICIES AND GUIDELINES

- Use of the lab is restricted to the current students, faculty, and staff only..
- The lab will be locked when no staff present.
- Students are only allowed to use the computer laboratory during school time
- Wait for teacher's permission to use the equipment. You must follow the instructions given for all activities. Keep hands off the equipment anytime the teacher is speaking to the class.
- Do not put your things on the computer table. Keep your feet on the floor.
- Strictly no charging of other gadgets inside the laboratory.
- Users are responsible for their own personal belongings. Laboratory personnel is not liable for lost or stolen items.
- DO NOT install any software in the lab.
- DO NOT alter any setting and configuration of computers in the lab. Modifying or deleting any important files is strictly prohibited.
- DO NOT try to repair the equipment yourself. Additionally, you are not allowed to disconnect or move any equipment in the Lab.
- Do not unplug or change equipment. NO vandalizing computers in anyway: this includes keyboard, mouse, monitor, and other peripherals.
- No user is allowed to use flash drives and other devices without consulting the Lab in-charge.
- Laptops and other portable computers should strictly be used where there is no connected workstation or computer. Students must consult lab in-charge before they connect their laptops to power. Students are not allowed to unplug network cables from the lab computers to connect to their laptops.

- Lab computers and internet are strictly for educational purpose only. Users are strictly prohibited from downloading, viewing or distributing any offensive materials (for example pornography, profane language, etc.)
- NO Food, Drinks and Chewing gum allowed in the lab.
- Silence must be maintained in the labs at all cost. NO loud ringtones. You may switch off or set your mobile phones to silent or vibrator mode while in the lab. NO call or text during classes.
- Playing of any games in the lab is strictly prohibited.
- Always log off the computer in the proper manner when leaving the lab. Users must close all programs positively, shut down the computer.
- Return your keyboard, mouse, monitor and other peripherals to their normal position and arrange your chairs before leaving the lab.
- Keep your computer lab clean and tidy at all times! Please dispose your own trash and pack out any items you brought with you.
- Be courteous, be polite, and show respect to other students, staff and lab personnel. Any cases of indiscipline may lead to suspension from the Labs.

Violation and Penalties

Should any of the above provision be breached, the school depending on the degree of violation will either warn or suspend the student from the Lab.

If a student is caught vandalizing equipment in anyway: Consequences will include paying for repairs, cleanup, possible failure and removal from course.