المدرسة الهندية بالفجيرة
INDIAN SCHOOL FUJAIRAH

Professional Standards

2020-21

INTRODUCTION

- This policy will consider how staff use of technology complies with both school policy and professional standards.

POLICY STATEMENTS

- Maintaining the security and confidentiality of information and protecting the technology is a paramount concern of Indian School Fujairah.

- The school's concern in this regard is heightened by the various technology resources provided to its employees to facilitate the creation and communication of business related information in the most effective and efficient manner possible.

- In light of these concerns, this Policy has been developed, which establishes the parameters for technology resources usage and serves to enhance employee awareness of our obligation to hold certain information confidential, and to protect the integrity of the School's property and interests.

- This Policy applies to all Indian School Fujairah employees and other persons who are authorized to use the School's technology resources.

- This Policy applies to the following forms of technology resources and the information created by their use, but not limited to computers (including desktop, laptops, portable, servers, mainframes, local area networks, wide area networks, printers, software and removable storage media (e.g., floppy disks, CD-ROMs, hard disks and tape)
    - Electronic mail ("e-mail"), including attachments
    - The Internet
    - The phone systems
    - Anything connected to or apart of the School's server.

- The term "the School's Technology Resources" is meant to include any of the aforementioned, specifically, and any other computer-related or technology-related device that is or may be owned, rented, or leased by the school.

- The School's technology resources may be used only for legitimate business-related reasons.

- The School's technology resources may not be used to conduct personal business of any kind, without expressed permission from a supervisor or administrator at the school.

- All information that is entered, created, received, stored or transmitted via the School's technology resources, including all e-mail messages, are and will remain the School's property. Such information may neither be used for any purpose unrelated to the School's

- Like all other technology resources, the school provides Internet access only for legitimate business-related, education, research, outreach, and administrative purposes. The Internet shall not be used for any personal use.

- This policy includes the behavior policy of how to behave in class during online classes. Video session was made with students and parents in the beginning of the academic year based on the behavior to which pupil can adopt and become responsible users of any technology.

PURPOSE

- The technology resources at Indian School Fujairah (e.g., all networking, hardware and software, the internet, email, telephone equipment voice mail) are provided to support the educational and administrative activities of the school and should be used for those purposes. Use is a privilege, not a right.

- Incidental personal use of the school's technology resources must not interfere with the community member's performance or with the community's ability to use the resources for professional and academic purposes and must not violate other school policies or Standards of Conduct.

- Except as authorized by the school, use of the school's technology resources or data for personal business, for political campaigning or for commercial purposes is prohibited

AUTHORIZED USE

- Faculty, staffs are provided with email accounts, network accounts and internet access. School provided CUG numbers for the official purpose with 1000min voice call and 6 GB Data.

PRIVACY EXPECTATIONS

- The school's network resources, including all telephone and data lines, are the property of the school. The school reserves the right to access, view or monitor any information or communication stored on or transmitted over the network, or on or over equipment that has been used to access the school's network and it may be required by law to allow third parties to do so. Electronic data may become evidence in legal proceedings. In addition, others may inadvertently view messages or data as a result of routine system maintenance and monitoring or misdelivery.

SECURITY

- Each user is responsible for the security and integrity of information stored on his or her computer or voice mail system. Computer accounts, passwords, security codes and other types of authorization are assigned to individual users and must not be shared with or used by others.