

## Use of Information and Communication Technology (& Student ICT Acceptable Use Agreement – Appendix 1)

Students are provided with IT resources to optimise their learning. These resources come in 3 forms.

1. Online resources
2. Computer Laboratories
3. Access to wireless network via personal devices

### Online Resources

Online resources can be remotely accessed via [mydc.dubaicollege.org](http://mydc.dubaicollege.org). Resources such as reports, wireless device registration, and files can be found at this link.

Online resources are found on network share drives. Students have the OneDrive area for personal files and a subject SharePoint or OneNote area for shared resources such as subject-specific files.

### Computer Resources

There are four computer laboratories for instruction. The four laboratories are used for timetabled ICT instruction but used by other subjects for the support of teaching and learning. The Library Pod and other associated computers are also available for student use. Sixth Form students have their own ICT suite as does Design and Technology.

Rules for the school computer labs are as follows.

1. Treat all ICT equipment with care.
2. Do not eat or drink in the ICT laboratories or Collaborative Learning Spaces
3. Use computers for school work only
4. Do not attempt to access another student's account
5. Do not tamper or interfere with the system
6. Do not download anything
7. Store all your work on your 365 cloud
8. Only use the Internet for school related work
9. If there is a problem with your computer, do not attempt to fix it yourself
10. Where they exist, follow the printing rules at all times; in essence do not print off multiple or unnecessary pages.

### IT Facilities

Users are expected to make use of the school's and personal technologies IT facilities only for educational purposes.

## **Personal Technology Use**

- Technology should be used responsibly at all times.
- Users are responsible for the protection of their own devices and network accounts, they should not divulge their password to anyone. This includes classmates, parents, and teachers. Users should not log on to or use any account other than their own and should log off when leaving a workstation, even for a short period of time.

## **Use of Facilities**

It is not acceptable to

- Attempt to download or install software to school computers.
- Attempt to introduce a virus to the network.
- Attempt to bypass network or system security.
- Attempt to access the account of another user.
- Attempt to gain access to an unauthorised area or system.
- Attempt to use any form of hacking/cracking software or system.
- Connect any device to the network that has access to the Internet via a connection not provided by the school.
- Access and download material that is indecent or obscene, infringes copyright, is unlawful, or brings the name of the school into disrepute.
- See Student ICT Acceptable Use Agreement for full details

## **Internet Access**

- The school's Internet service is filtered to prevent access to inappropriate content and to maintain the integrity of the computer systems. Users should be aware that the school logs all Internet use. While the school respects the privacy of users, users should assume all of their activity could potentially be monitored by the school or others.
- The use of public chat facilities is not permitted.
- Users should not copy or use material from the Internet to gain unfair advantage in their studies, for example in coursework. Such actions may lead to disqualification by the examination boards.
- Users should ensure that they are not breaking copyright restrictions when copying and using material from the Internet.

## **Privately Owned Computers**

Personal laptops used under the Bring Your Own Device (BYOD) scheme, are allowed to be connected to the school network. They are subject to the Student ICT Acceptable Use Agreement that all DC students consent to abiding by whilst an enrolled student. All computers, for their own protection, must have antivirus software installed. Peer to peer software may not be on the computers. This is to prevent network performance degradation, observe local and international laws, and to protect the network from intrusion as such software compromises the machine and the network.

## **Privacy and Personal Protection**

- Users must, at all times, respect the privacy of others.
- Users should not forward private data without permission from the author.
- Users should realise the school has a right to access personal areas on the network.
- Privacy will be respected unless there is reason to believe that the Student ICT Acceptable Use Agreement has been breached or that school guidelines are not being followed.

## **Disciplinary Procedures**

The Acceptable Use Policy constitutes part of the school's Behaviour and Sanctions Policy.

Those who misuse the IT resources or violate the Acceptable Use Policy will be subject to disciplinary procedures. Violations may result in disciplinary action up to and including suspension or expulsion for students. When applicable, law enforcement agencies may be involved after consultation with the KHDA.

<b>Policy Details</b>	
Version date	September 2021
Last review	September 2022
Next review	September 2023
Responsible SLT	Assistant Headteacher: Assessment, Reporting Student Progress

## APPENDIX 1

### Student ICT Acceptable Use Agreement

ICT, including the internet, email, mobile technologies and online resources have become an important part of learning in our college. We expect all students to be safe and responsible when using any ICT. It is essential that students are aware of Online Safety and know how to stay safe when using any ICT.

*Students are expected to read and discuss this agreement with their parent(s) and follow the terms of agreement at all times. Any concerns or explanations required should be discussed with Director of IT.*

#### GENERAL

- I will only use ICT systems in college, including the internet, e-mail, digital video, and mobile technologies for college purposes
- I will not download or install software on college technologies
- I will only log on to the college network, other systems and resources with my college supplied username and password and will only use my own device or college provided technology
- I will follow the college's Cybersecurity policy and not reveal my passwords to anyone and will change them regularly
- I will only use my college e-mail address for college purposes, including communication with teachers and staff
- I will make sure that all ICT communications with students, teachers or others is responsible and sensible
- I will be responsible for my behaviour when using the internet. This includes resources I access and the language I use
- I will not browse, download, upload or forward material that could be considered offensive or illegal.
- I am aware that when I take images of other students and/or staff, that I must only store and use these for college purposes in line with college policy and must never distribute these outside the college network without the permission of all parties involved. This includes college breaks and on all occasions when I am in college uniform or when otherwise representing the college
- I will ensure that my online activity, both in college and outside college, will not cause the college, staff, students or others distress or bring the college community into disrepute, including through uploads of images, video, sounds (including voice recordings) or texts
- I will support the college approach to online safety and not upload or add any images, videos, sounds (including voice recordings) or texts that could upset any member of the college community
- I will respect the privacy and ownership of others' work online at all times and use appropriate forms of referencing to credit my sources of information accordingly. I will not plagiarise and pass off someone else's work as my own
- I will not attempt to bypass the internet filtering system using any methods

- I understand that that all my use of the internet and other related technologies, either on my own device or on a college provide technology, can be monitored and logged and can be made available to staff or other appropriate authorities
- I understand that these rules are designed to keep me safe and if they are not followed, college sanctions will be applied, and my parent will be contacted
- I will not sign up to online services until I am old enough to do so

### **Additional Agreement for Personal Devices (under the BYOD Scheme) and Mobile/Smartphones**

- I understand that devices should not be used during normal college hours for personal texting, e-mail, online shopping, live streaming or downloading of any non-educational material
- I will ensure that my devices are connected to the Dubai College Wi-Fi network always. (Using any other network or use of hotspots is strictly prohibited)
- I will take full responsibility for my device and will not leave it at college overnight.
- I will immediately comply with teachers' or staff requests to shut down my device or close the screen when instructed
- I understand that intentionally infecting the network with a virus, Trojan or program designed, alter, destroy, or provide access to unauthorised data or information will result in disciplinary actions. Suitable virus protection software is required
- I will use my device at college for educational purposes only, accessing files or internet sites relevant to the classroom curriculum and supported by specific subjects and teachers
- I understand that devices may not be used between lessons, at break times or in college buildings at any time outside of normal lessons unless directed by college staff.
- I understand that any member of college staff reserves the right to ask me to show them what I have been accessing on my device
- I will ensure that I come to college with my device fully charged daily
- I have read and understand the additional rules for use of my Mobile or Smartphone (available on DC website)

### **Disciplinary Procedures**

The understanding of both student and parent is that the use of personal devices, to support educational experiences, is a privilege. When expectations are abused, or the above agreement is violated such privileges may be withdrawn and additional disciplinary actions may result.

This acceptable use agreement should be read in conjunction with the Mobile Phone Policy and the Use of Dubai College ICT Systems Policy (available on the college website) and constitutes part of the school's Behaviour and Sanctions Policy.

Those who violate this Acceptable Use Policy will be subject to disciplinary procedures. Violations may result in disciplinary action up to and including suspension or expulsion for students. When applicable, law enforcement agencies may be involved after consultation with the KHDA.