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| IT POLICY DOCUMENT |
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| BRUMMANA HIGH SCHOOL |

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The development of Information Technology is altering at home and in the community. Its impact on the lives of individuals continues to grow and it is essential that our students can take advantage of its opportunities and understand its effects.

Therefore, it is important that learners at Brummana High school gain the appropriate skills, knowledge and understanding to have the confidence and capability to use IT throughout their lives.

The International Programme requires Information Technology to be used in almost all subjects where appropriate. IT is a cross curricular competence which involves creating, collecting, organising, processing and presenting information for specific purposes by electronic means.

# Aims of Information Technology in our school

* To provide students with opportunities to develop their IT capabilities in all areas specified by the National and International Programmes.
* To allow learners to gain confidence and enjoyment from their IT activities and to develop skills which extend and enhance their learning throughout the program.
* To develop learners' awareness of the use of computers not only in the classroom, but in everyday life.
* To allow students to evaluate the potential of computers and also their limitations.
* To develop logical thinking and problem solving.
* To provide opportunities for students to gain knowledge about IT tools.
* To encourage learners to become independent users of IT both as a learning resource and as a discipline in its own right.
* To develop a whole school approach to IT ensuring continuity and progression.
* All students have access to Moodle which is available via the internet and is linked to the website http://www.bhs.edu.lb/. Moodle has curriculum information for all subjects across the school and is a valuable educational resource for both students and parents. It can be accessed with each student’s personal log on information.
  + Parents can also access Moodle and keep up to date with their children’s learning journey.
  + Students will also have access to Moodle which is their own personal space on the School's network.

# Role of the IT Manager

The IT Manager plays an important part in achieving these aims. Therefore it is important that all staff and faculty members are aware of this significant role, as outlined below:

* Highlight areas for the development of IT within the School Development Plan.
* Coordinate the purchase and maintenance of equipment.
* Ensure that all equipment is safe to use.
* Review the needs of all staff and provide suitable training opportunities.
* Keep up to date with developments and new technologies.
* Develop the scheme of work ensuring a whole school approach to the planning, recording and assessment of IT.
* Ensure that this policy is successfully implemented throughout the school.
* Review and update this policy periodically.

# Health and Safety

It is imperative that all electrical equipment is kept in good working order. To ensure the health and safety of students and staff, the following guidelines must be adhered to:

* Students should switch the computers on and off according to their teacher’s instructions only
* Equipment should be situated away from water.
* Students should always be supervised when using electrical equipment.
* All plugs, leads and equipment should be checked regularly and tested for electrical safety.
* Students should not be allowed to carry equipment.
* Students should inform their teacher of any problems/malfunctions of the computers they are using.
* Students should treat the equipment with respect and move carefully when around.

# Use of School Computer Facilities

* Computer facilities may only be used for the purposes for which they have been provided. They may not be used for other projects, (e.g. hobby computing, personal or consulting work) except by prior agreement with a classroom teacher.
* Labs must not be wasted or consumed in inappropriate or irresponsible computing.
* It is not allowed to install any software on any School facility without appropriate authorization from the Manager of Information Technology or a Systems Administrator.
* It is forbidden to harass or bully others. This includes using computing facilities to send, retrieve or store abusive, fraudulent, threatening or unnecessarily repetitive messages.
* It is not allowed to eat or drink around or in computer facilities provided by the School.

# Electronic Devices

* Students are invited to bring to Brummana High School electronic devices such as I pads, tablets and other devices with internet connectivity.
* Each teacher will discuss the use of these devices with students and outline their use in the classroom. If a student chooses to bring an electronic device to BHS it remains the responsibility of the student and must be carefully looked after, as the school will not be responsible for any damage or loss.
* Students can use their electronic devices only if they are instructed to do so by their teacher and it enhances their learning program.
* If students’ electronic device interferes with their learning or the learning of others it will be considered a breach of discipline and the student will have consequences applied as per the BHS Behavior management policy.
* The use of electronic devices is a privilege and not a right for students. All students must follow the ‘Student Use of Information Technology’ agreement and they must behave appropriately and use them in an acceptable manner for them to be allowed at Brummana High School.
* Any form of cyber bullying that results from a student and their electronic device at BHS will be met with severe disciplinary measures.
* Students may use their electronic devices outside class time if they are using them in a responsible and appropriate way.
* Any taking of photos or videos without the permission of the administration will not be tolerated and will be considered a breach of school discipline.

# Internet and acceptable use policy

Brummana High School is providing computer network and Internet access in each department and through the wireless network for the faculty and staff. Internet is available in the computer labs for students. This service allows students to share information, learn new concepts and research diverse subjects.

Each year, every student who wants computer network and Internet access for that upcoming school year must sign and submit an Acceptable Use Policy. By signing this agreement, the student agrees to follow the rules set forth in this Policy and to report any misuse of the computer network or the Internet to a teacher or supervisor.

**No Warranties -** The school is not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by his or her negligence or the user’s errors or omissions. Use of any information obtained via the Internet is at the user’s own risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**Security -** Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator. Faculty, staff and students should keep their account and password confidential. Any user causing a security risk may be denied access to the network.

**Vandalism -** Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses, and damaging the use of hardware.

**Plagiarism –** The school is not responsible for any plagiarized information that students have obtained through the use of school’s internet and IT equipment. **Plagiarism will be severely dealt with according to the school’s Academic Honesty Policy.**

**Use of Electronic Mail –** The E-mail system is owned and controlled by the school. E-mail is provided to aid students in fulfilling their duties and responsibilities, and as an educational tool. The account may be searched by the school at any time without a prior warning to the user.

# Copyright

All software is copyright by the author whether it explicitly contains a copyright notice or not. We are aware of, and abide by, the relevant provisions of the Copyright Act as they apply to computer software, including the following.

* Software must not be copied except with the express permission of the copyright holder.
* Software must not be adapted (including translation from one language to another) without the express permission of the copyright holder.
* The School computer facilities must not be used to make illegal copies of any piece of software.
* Illegally obtained software must not be used on the School computer facilities.
* We must not make use of any software if we are unsure of its origin. We must not assume that any software is public domain unless it is clearly so labeled.