



برایت رایدرز سکول
BRIGHT RIDERS
SCHOOL

DIGITAL POLICY

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Authorized Signatories:

BRS Ventures Education Head:
Signature:

Principal:
Signature:

Vice Principal:
Signature:

Name: Ms. Nikhat Azam

Name: Ms. Deepa Shetty

Name: Ms. Uzra Jamal

Safe and Responsible Use of Digital Technologies

- Use only the school's email / Internet / Intranet / Learning Platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Head or Governing Body.
- User will comply with the ICT system security and not disclose any passwords provided to them by the school or other related authorities.
- Ensure that all electronic communications are compatible with your professional role.
- Do not give out any personal details, such as mobile phone number and personal e-mail address etc.
- Use only given network login to move or delete the files.
- Ensure to log off the computer or device when not in use.
- Keep secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- Save data, including photographs, on the hardware devices provided by school and not on personal devices such as mobile phones or ipads.
- Do not install any hardware or software without permission of ICT Coordinator or System Administrator.
- Do not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory. Images of pupils and/ or staff will only be taken, stored and used for professional purposes in line with school policy.
- Be aware that use of Internet and other related technologies can be monitored and logged and can be made available on request, to the IT Head.
- Respect copyright and intellectual property rights.
- Ensure that the online activity, both in school and outside school, does not bring my professional role into disrepute. Social networking sites must not be accessed in school.
- Follow and promote the school's e-Safety and Data Security policies and help pupils to be safe and responsible in their use of ICT and related technologies.
- Internet access by children must be supervised by teachers; students should not be left unsupervised on internet
- Take care of the IT equipment and treat it with respect.
- Please be aware that failure to follow these guidelines can result in disciplinary action or dismissal
Remember it is your duty to report any eSafety concerns to a senior member of staff

