

School Technology Usage Policy

Purpose: To ensure the effective use and maintenance of technical devices within the school, promote responsible usage, and safeguard equipment.

Scope: This policy applies to all students, teachers, and staff members who use laptops, HDMI cables, projectors, and any other technical devices within the school.

Policy

1. General Usage Guidelines:

- All devices should be handled with care and used for educational purposes only.
- Students must seek permission from the teacher before using any technical device.
- Food and drinks are prohibited near any technical equipment to prevent damage.
- Power Supply (UPS) is turned off after school dismissal to help conserve battery life and ensure long-term device performance.
- Printers should be used for official and educational purposes only.
- Users are expected to use printers responsibly and avoid unnecessary printing.



2. Privacy and Security:

- Protect your personal information and respect the privacy of others by:
 - Logging in using your own profile credentials.
 - Logging out or signing out of the session when you are finished using the device.

3. Maintenance and Reporting:

- Any damage or malfunctions must be reported to the IT department immediately.
- Regular maintenance checks should be conducted by the IT technical team to ensure all devices are in working order; *a detailed procedure outlining the maintenance schedule and responsibilities will be shared shortly to support consistent implementation.*

Responsibilities:

A. Teaching Staff Responsibilities

- Oversee the proper use of technical devices during class hours, in the staff room and other shared purposes.
- Ensure proper handling, storage, and security of school owned devices.
 - ✓ Laptops should be kept in cabinets and not relocated for any reason.
 - ✓ Ensure HDMI cables, speakers, network cables are all connected.
 - ✓ Don't plug in any personal laptop for any reason.
 - ✓ Make sure you access your files using OneDrive.
 - ✓ Don't use USB flash memories.
- Teachers should connect the laptops to projectors using HDMI cables carefully to avoid damage to ports and cables. (in case the cable is not connected)
- Ensure the projector is turned off when not in use to conserve energy.
- Do not force HDMI cables when connecting or disconnecting them from devices.
- Print documents related to schoolwork only.
- Use duplex (double-sided) printing and grayscale mode whenever printing. 
- Verify the print preview before printing to ensure proper formatting and avoid waste.
- Do not print large sized documents.
- Do not print multiple copies of the same file.
- Cancel any printing job immediately if an error is identified in the file or if the wrong file is selected.
- Model responsible technology use by integrating technology effectively and ethically in education.

B. Supervisors' Responsibilities

Supervisors are responsible for end-of-day checks and ensuring all procedures are followed.

- Check all devices to ensure they are returned to their proper storage locations (e.g., cabinets).

- Verify that all equipment is turned off, including projectors, laptops, and any other electronic devices.
- Turn off the electricity supply to prevent any potential hazards.
- Ensure the Uninterruptible Power Supply (UPS) is turned off to conserve battery life.

C. Admin Staff Responsibilities

- Use school computers/laptops strictly for work-related tasks, avoiding personal use during working hours.
- Protect sensitive students, staff, and school information by using secure passwords, and logging out when away from the workstation.
- Handle devices responsibly, ensure they are kept in good condition, and report any malfunctions or issues to the IT department.
- Prevent unauthorized individuals, including students, from using administrative computers.
- Print documents related to schoolwork and administrative tasks only.
- Use duplex (double-sided) printing and grayscale mode whenever printing.
- Verify the print preview before printing to ensure proper formatting and avoid waste.
- Cancel any printing job immediately if an error is identified in the file or if the wrong file is selected.
- Regularly back up important files and avoid storing sensitive information on unsecured devices.
- Use official school email accounts for professional communication and avoid sharing confidential information through unsecured channels.

Compliance:

- Failure to adhere to this policy may result in disciplinary actions as per the school's guidelines.