# IT Policy

**Mission Statement:**
The Academy is committed to procuring the highest standards of pedagogy and education to keep the flames of learning ignited for life. We ensure that all learners achieve their highest potential to become universally minded learners and contribute proactively towards creating a better world through intercultural understanding and respect.

**Purpose of IT Policy:**
The policy defines the appropriate uses of the Internet, and IT resources by the faculty, staff, and learners. At Knowledgeum Academy, a balance is maintained between setting rules and allowing the liberty to explore, connect and experiment while advocating responsible use. The purpose of this policy document is to inform users about their rights and responsibilities, empowering them to utilise IT with confidence and take ownership of their online experiences.

**Scope:**
This policy applies to all users (educators, staff, and learners) within the Knowledgeum network to protect the data and ensure it remains safe and secure under the Academy's control.

**The Policy:**
Educators, staff, and learners must maintain high integrity with regard to email, communications, social networks, and shared storage content. They must use appropriate language. They are also expected not to use/transmit language/material that is profane, obscene, abusive, or offensive to others.

**Wi-Fi:**
Knowledgeum Academy has a spacious 24 x 7 Wi-Fi internet-enabled multimedia IT lab with all necessary amenities. Each individual occupies a computer for her/his intensive study and applications, duly supervised by efficient instructors.

**Requisites to Use Computer Lab (Learners/Educators/Staff):**
The Academy allocates access to the internet based on its educational value. It encourages learners, educators and staff to make the best use of all technological provisions to shape their academic performance.

It is the collective responsibility of learners, parents/guardians, and staff at the Academy to use the Internet appropriately and acknowledge its educational significance.

**E-Mail Communication:**
- Emails are the official channel for communication at the Academy. All academic communication between learners and faculty members must be from an official Academy email account.
- Users need to use a formal tone while communicating through email.
- Users must log in using their designated user name or email ID and should refrain from permitting anyone else to use it.

**Passwords:**
- Passwords must be strong. A strong password is at least 8 characters in length with a mix of lowercase (abd…) and uppercase (ABC...) letters, symbols (#*@ . . .), and numerals (123…)
- Users should not allow any other individual to access their equipment, device, or software while logged in under their own user account.
- Users should change their password upon the first login. They should not share their password with anyone else and keep changing the password at regular intervals.

**Personal Usage:**
- Using the Academy computer resources to access the Internet for personal purposes is strictly prohibited and will call for disciplinary action.
- Learners who choose to store or transmit personal information such as private keys, credit card numbers or certificates or use internet 'wallets' on the Academy's devices may do so at their own risk.
- The Academy is not responsible for any loss of information stored in virtual wallets, or any consequential loss of personal property.
- The Academy logo, available in multiple forms, is a registered trademark and a vital part of the Academy's identity. Usage of the logo is strictly controlled, and authorisation for its use on social media is highly unlikely. For any inquiries regarding the logo, please reach out to the Academy Administration.

**Computer Security and Virus Protection:**
The Academy strives to make equipment readily available and secure. All feasible equipment is security marked and all computers are virus protected.

**Social Media:**
The learners of Knowledgeum Academy are expected to uphold the Academy values in all social media interactions. Social media must not be used to present offensive or inappropriate content that maligns the image of the Academy or any member of the Academy community. It is expected of all the learners, educators, staff, and parents to use social media in a responsible manner.

Standards and Guidelines for the responsible use of social media: -

## 1. Engagement
- Post images and content carefully. Capturing videos and photos during Academy hours and sharing them on social media is strictly prohibited.
- Do not indulge in any posts that hurt the sentiments of any caste, creed, gender, or religion of individuals.
- Respect the brand, trademark, and copyright information of the Academy.
- Please know that electronic communication may be subject to period monitoring.

## 2. Confidentiality
- Do not publish, post, or release information that is confidential or private.
- Be cautious when providing personal information like birth date, address, or phone numbers on websites.
- When posting on social media, credit the original sources.
- Respect the privacy of the Academy community members.

**Trademark and Copyright:**
Users will have to comply with trademark, copyright law, and all licensing requirements and agreements. Ignorance of the law is not immunity. The school strictly prohibits any unauthorised use of trademarks or service marks on its premises, documents, or websites. Similarly, unauthorised reproduction, distribution, or display of copyrighted materials is not allowed without proper permissions or licenses.

**Hacking/Breach of Law:**
Any breach/hacking into the Academy's private security settings /unauthorised accession of question papers and educator materials from Academy computers or staff computers is not permitted and can result in suspension.

**Lab Etiquette:**
- When the labs are busy, please prioritise learners who are working on subject-related tasks.
- Please vacate a room promptly, when/if asked to by staff.
- If listening to music or watching videos, please use headphones. Please maintain complete silence in the lab.
- Consumption of food/beverages is prohibited.

**Consequences:**
- **First Violation:** The violator will receive a written warning from the IT Assistant outlining the consequences that will follow if there are further violations.
- **Second Violation:** The violator will be immediately removed from all the facilities from ICT labs and digital classrooms.
- **Third Violation:** The habitual violator will be expelled from the Knowledgeum Academy.

**Bring Your Own Device (BYOD):**
Technology is an integral part of life and in the education sector; Knowledgeum Academy places great importance on providing a learning environment that gives access to appropriate technology to enhance learning, unlock potential, and connect learners locally and globally. We ensure that all learners and staff have access to high-speed internet in all areas of the Academy and may bring a device of their own to access it. The BYOD policy is structured to ensure that all members of the Academy community are allowed to develop the necessary digital literacy skills to thrive in the digital age.

The use of BYOD supports key contemporary learning skills including
- Accessing, filtering, and processing information
- Planning and organising
- Making choices and decisions
- Facing challenges and problem-solving
- Risk-taking and overcoming challenges
- Collaborating and sharing
- Communicating
- Being creative and innovative
- Reflecting

**Devices suitable for BYOD:**
Knowledgeum Academy has a BYOD (Bring Your Own Standard Device) model, wherein learners should bring their own devices to Academy. These devices must meet certain standardised specifications set by the Academy. Learners can choose from the limited list of preferred devices provided by the Academy. This allows both parents and learners to choose a device that meets their budget and needs while meeting the learning requirements at Knowledgeum Academy. The devices will be fully funded and owned by learners but will be managed by the Academy.

**A Laptop/MacBook** is the preferred device choice for learners of Knowledgeum Academy. Note that **smartphones are not considered** suitable devices due to screen size, storage limitations, and function restrictions.

**Below are the specifications for the preferred devices:**
Windows Device
- The device is not older than 4 years or was purchased during or after 2013
- The device has at least 4GB of RAM
- The device has a 4 + hour battery life
- The device has working Wi-Fi
- The device has Windows 7 or above
- The laptop has up-to-date anti-virus software

Apple Laptop
- The laptop is not older than 4 years or was purchased during or after 2013
- The laptop is running the OS X Yosemite version (free to install)
- The laptop has at least 4GB of RAM (8GB recommended for MacBook Pro)
- The laptop has a 4 + hour battery life
- The laptop has working Wi-Fi

Software/Apps
- Word processing (Word, pages, Google Docs)
- Spreadsheet capabilities (Excel, numbers, sheets)
- Cloud Storage (GDrive/Dropbox)
- Chrome web browser
- Voice recording capabilities
- Video recording/editing

**Technical Support:**
All learners will be given the necessary help and guidance to set up passwords and access the internet. However, due to the volume of devices in the Academy, maintenance and technical support are the responsibilities of the user.

## THE BYOD AGREEMENT

We have read and understood how the BYOD policy will enhance learner-centred learning at Knowledgeum Academy. We will work in collaboration with the Academy as per the agreement below.

| Description | Please tick |
|---|---|
| We agree that learners are responsible for the safety, security loss, or damage of their devices. The Academy cannot be held responsible for learner devices. | |
| Devices should only be used for learning purposes, as instructed by faculty members. Using the device in disruptive ways that obstruct the learning of others will not be tolerated. | |
| Users must power off and put away personal devices if directed by educators or Academy administration. | |
| Users must abide by all Knowledgeum Academy policies when using their own devices. | |
| Users are responsible for the use of their personal devices on the Knowledgeum Academy network at all times. | |
| The Academy will not support any technical issues and/or upgrades of the device. | |

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|---|---|
| Users should be cautious when allowing others access to their personal devices. All liabilities remain with the user. | |
| Learners must arrive at the Academy with their devices fully charged. | |
| It is expected that apps are downloaded at home and that iTunes accounts are not accessed in the  Academy. | |
| The use of private 3G and/or 4G (LTE) wireless connections are not permitted. In Academy, learners should only connect to the internet via the Academy WIFI. | |
| The use of a device to threaten the sense of security or well-being of others will not be tolerated on or off campus. | |

**Failure to adhere to the partnership agreement may result in the learner being expelled from the BYOD programme.**

Name and Signature of Learner _____

Name and Signature of Parent_____

**References:**
https://ib.tsrs.org/wp-content/uploads/2013/02/IB-Laptop-Policy.pdf
http://rohini.ths.ac.in/wp-content/uploads/sites/9/2020/07/AUP-POLICY-2020-21.pdf
https://www.ai Academy.net/pdfs/IBDP/Policies/Computer%20Use%20Policy.pdf
https://www.ei Academys.ae/Jumeirah/view/1334/EISJ-BYOD-Policy