



دي بي اس - مدرسة مونارك الدولية  
DPS-MONARCH INTERNATIONAL SCHOOL

# I.T POLICY



# DPS Monarch International School

## School Internet Policy

An internet usage policy provides employees with rules and guidelines about the appropriate use of school equipment, network, and Internet access. The employee will be aware that browsing certain sites or downloading files is prohibited and that the policy must be adhered to or there could be serious repercussions, thus leading to fewer security risks in the school environment because of employee negligence, the below mentioned Internet Usage Policy that covers the main points of contention dealing with Internet and computer usage.

### Internet usage policy

This Internet Usage Policy applies to all employees of DPS Monarch International School who have access to computers, Laptops, Mobile Phones, and the Internet to be used in the performance of their work. Use of the Internet by employees is permitted and encouraged where such use supports the goals and objectives of the School. However, access to the Internet through School Wi-Fi is a privilege and all employees must adhere to the policies concerning Computer, Email, and Internet usage. Violation of these policies could result in disciplinary and/or legal action leading up to and including termination of employment. Employees may also be held personally liable for damages caused by any violations of this policy. All employees are requested not to share the Wi-Fi Password with any Friends or working colleagues inside the campus.

### Computer, email, and internet usage

1. School employees are expected to use the Internet responsibly and productively. Internet access is limited to job-related activities only and personal use is not permitted.
2. Job-related activities include research and educational tasks that may be found via the Internet that would help in an employee's role
3. All Internet data that is composed, transmitted, and/or received by School computer systems is considered to belong to School and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties
4. The equipment, services, and technology used to access the Internet are the property of the School and the school reserves the right to monitor Internet traffic and monitor and access data that is composed, sent or received through its online connections

5. Emails sent via the school email system should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language/images
6. All sites and downloads may be monitored and/or blocked by School if they are deemed to be harmful and/or not productive to business
7. The installation of software such as instant messaging technology is strictly prohibited

## Unacceptable use of the internet by employees includes, but is not limited to:

1. Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or via School's email service
2. Using computers to perpetrate any form of fraud, and/or software, film or music piracy
3. Stealing, using, or disclosing someone else's password without authorization
4. Downloading, copying, or pirating software and electronic files that are copyrighted or without authorization
5. Sharing confidential material, trade secrets, or proprietary information outside of the School
6. Hacking into unauthorized websites
7. Introducing malicious software onto the school network and/or jeopardizing the security of the school's electronic communications systems
8. Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
9. Passing off personal views as representing those of the School

If an employee is unsure about what constituted acceptable Internet usage, then he/she should ask his/her supervisor for further guidance and clarification.

All terms and conditions as stated in this document are applicable to all users of the school network and Internet connections enabled. All terms and conditions as stated in this document reflect an agreement of all parties and should be governed and interpreted in accordance with the policies and procedures mentioned above. Any user violating these policies is subject to disciplinary actions deemed appropriate by the school.

**Important Note:** The passwords are mainly shared only with concerned individual employees where there is a Necessity of work to accomplish.