BIPS ICT POLICY/CYBER SAFETY GUIDELINES

ACCEPTABLE USE - COMPUTERS AND INTERNET

Access to the Internet is specifically limited to activities in direct support of official School activities

In addition to access in support of specific work related duties,

the BIPS Internet connection may be used for educational and research purposes.

If any user has a question of what constitutes acceptable use he/she should check with their supervisor for additional

guidance. Management or supervisory personnel shall consult with IT Coordinator for clarification of these guidelines.

ACCESSING NETWORK DATA AND WEBSITE

Accessing network data should be very careful to avoid accidental deletion or change.

For edit or to change the file, copy date to your computer, make changes and replace the file.

The network data shall not keep open in the classroom or public

hall. To avoid network traffic and Unauthorized access of students or deletion.

The user shall not save more than 3GB files without IT Coordinator

permission and shall not save unwanted files to consume more space.

Storage of data will be one year.

The user has the responsibility to keep confidential data securely to avoid leakage or loss of data like exam papers, marks, reports or other official documents

The user shall get permission from Supervisor to upload files on website.

INAPPROPRIATE USE – COMPUTERS, INTERNET AND WEBSITE

Internet access shall not be for any illegal or unlawful purpose.

Examples of this are the transmission of violent, threatening, defrauding, pornographic, obscene, or otherwise illegal or unlawful materials

The Internet shall not be accessed for private, recreational, or any non-BIPS- related activity.

BIPS's intranet or Internet connections shall not be used for commercial or Political purposes.

Employees shall not use BIPS network for personal gain. Internet access through the BIPS network shall not be for or by performing unauthorized work for profit.

Users shall not attempt to circumvent or subvert security measures on either the BIPS's network resources or any other system connected to or accessible through the Internet.

BIPS employees shall not use Internet access for interception of network traffic for any purpose other than engaging in authorized network administration.

BIPS users shall not make or use illegal copies of copyrighted material, store such material on BIPS equipment, or transmit such material over the BIPS network.

WEBSITE AND E-MAIL ETIQUETTE

BIPS employees shall ensure all communication through BIPS email or messaging services is conducted in a professional manner. The use of suggestive, vulgar, or obscene language is prohibited.

All the primary and secondary teachers must collect Cambridge username and password from IT Coordinator. Users are not authorized to share the school website / Cambridge username and password with anyone.

COMPUTER AND INTERNET USAGE - SECURITY

BIPS users who identify or perceive an actual or suspected security problem shall immediately contact the IT Department, in accordance with the procedure

Network users shall not reveal their account passwords to others or allow any other person, employee or not, to use their accounts. Similarly, users shall not use other employees' accounts.

The user identified as a security risk or who has a demonstrated history of security problems.

The user shall not install any hardware or software or flash drive without permission.

COMPUTER AND INTERNET USAGE - CONCLUSION

All terms and conditions as stated in this document are applicable to all users of the BIPS network and the Internet. These reflect an agreement of all parties and should be governed and interpreted in accordance with the school regulation.

USER COMPLIANCE

The user must abide by the BIPS computer, network, and Internet use policies. Any violation of this policy is considered unethical and may constitute a criminal offense. If you commit any violations, your access privileges may be revoked and disciplinary action or appropriate legal actions may be taken.