



LAPTOP POLICY

Policy Version No- 1.0

Pages 1-10

Date of issue: 1st Feb, 2013

Effective Date: 1st Feb, 2013

Review Date: Within six months

POLICY	Necessary security measures are to be taken to ensure data security of data residing in the Laptop and also proper accountability and distribution/issue/use of Laptops.
PURPOSE	The purpose of this policy is to ensure the success of the laptop program in the school by establishing rules and expectations with regards to student use of laptops, software and technology services throughout our school.
APPLICABILITY	This policy applies to all IB Students.
SCOPE	This policy is applicable to all Laptop users (IB Students) within the TSRS network to protect the TSRS data and ensure it remains safe and secure under TSRS control.
PROCEDURE	<p>Students need to maintain high integrity with regard to e-mail, communications, social networks and shared storage content. They need to use appropriate language. Students are expected not to use / transmit language/material that is profane, obscene, abusive or offensive to others.</p> <p>School e-mails and storage space are subject to inspection by the school. Sharing files, whether over e-mail or through shared folders must comply with copyright/ownership laws and not be considered illegal, inappropriate or in violation of our school code of conduct and values. .</p> <p>Students will have to comply with trademark, copyright law and all licensing requirements and agreements. Ignorance of the law is not immunity. Plagiarism and Copyright infringement are violations of our policy on academic honesty .The theft of someone else’s hard work-whether it is using a quote from a book without citing the source or downloading music illegally without paying for it constitutes as cheating .</p> <p>Pen drives and data cards will not be permitted on campus by students. If brought will be confiscated and these incidents place don record. It can also result in the laptop privileges being taken away.</p> <p>Any breach/hacking into the school private security settings /unauthorized accession of question papers and teacher materials from school computers or staff computers is not permitted and can result in suspension.</p>



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Students to sign a contract which will clarify the rules for usage. Any misuse will result in a warning and then a possible suspension depending on the severity of the offense.

The discipline committee (consisting of the Principal, vice principal, Class Tutor, IT staff member, student welfare advisor and counselor) will decide on the consequences in case a student violates any of the rules state dins the policy. In case of any disagreement the committee's decision will be final and binding

Ref: TSRS-BYOD Policy

- 1) Students are not allowed to bring smart phones in the school. However, they are permitted to bring laptops/tablets after due approval.
- 2) MAC binding of all permissible devices shall be carried out. IT department shall bind MAC address of approved Laptops and maintain list of all users, who are using their personal devices in the TSRS network.
- 3) IB Students need to provide the following details for written Management Approval:
 - (a) Device type and name (Only Laptop/Tablet)
 - (b) Device manufacturer
 - (c) Model: Serial No
 - (d) MAC Address of all network cards
 - (e) Security Policy status
 - (f) Anti Virus Software & its version installed in the device.
- 4) Laptops and tablets shall compulsorily have a password, which must have following characteristics :-
 - (a) It shall be comprised of minimum eight characters.
 - (b) It shall include minimum one alphabet, numeral and a special character.
 - (c) It shall be changed in 90 days.
 - (d) The changed Password must be different from the six recently used passwords.
- 5) In case of theft/ loss of personal device, the user will immediately inform the IT department.
- 6) IT Dept will deploy **Mobile Device Management (MDM)** software on Laptop/Tablet remotely implement security policies, control authorized applications, to remote wiping of data in Android and iOS devices (Smart Phones, Tablets or Laptops).



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7) The device will be configured to remote wipe TSRS data under following conditions:-

- (a) Loss/Theft of Device.
- (b) Termination of enrolment with TSRS.
- (c) Detection of data or policy breach.

Ref: TSRS- Data Backup & Restoration Policy

8) All end-users are responsible for making at least one current backup copy of their critical files.

Ref: TSRS- Desktop Policy

9) Do not use the "Remember Password" feature of applications.

Ref: TSRS- Internet Access Policy

10) Users are not permitted to:

- a) Chat or use FTP services (FTP services can be used on request and authorization by respective Department head. The request should contain reason, time and duration.)
- b) Download and upload software, music, videos, screen savers, games, malicious code etc.
- c) Visit potentially risky sites and those that have vulgar content

11) Users should be made aware that internet must not be used for downloading, sending, archiving, storing or printing or distributing material that is:

- i. Illegal or fraudulent.
- ii. Slanderous.
- iii. Defamatory.
- iv. Offensive and/or obscene.
- v. Abusive and/or threatening of violence.
- vi. Incitement to break the law.
- vii. Anonymous or repeated messages designed to annoy, abuse or torment.

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Ref: TSRS- Laptop Policy

12) IT department will maintain all records of Laptop inventory pertaining to Staff/Students/Visitors for managing the access permission on the basis of record kept.

13) If WiFi access permission granted to Students, then IT department will carry out MAC binding of the Laptop/Tablet permitted to their allocated IP addresses

14) Only one Laptop / Student allowed which is registered

15) Students have to update patches on a regular basis for both Windows and Antivirus

16) Students should not disable any settings done by IT department

17) IT department can inspect any Laptop at any time and debar from accessing school network if any discrepancies are found

TRAINING AND DEVELOPMENT

- To ensure the training and development of teachers, so that their teaching includes use of E-content and ICT in the class room.
- The school will help procure E- learning content as and when requested by the HOS / IB coordinator / HOD or encourage teachers to develop their own.
- Applicable to students of Classes XI and XII (IB/ISC/NIOS)
- Students to be trained in the requirement and ethics of digital citizenship.

SCHOOL RESPONSIBILITY

The School will recommend the type of features and computer required. Wi-Fi / Internet connections will be made available by the school.

TSRS will inspect the laptops at the beginning of each term. The school will incorporate appropriate firewalls and checks so that students cannot access inappropriate sites or material.

In case a student requires any maintenance while working in school, support will be available.

Students who cannot buy the computer will be asked to share in the classroom. Outside the classroom they can use the computer in the

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	<p>computer lab or library.</p> <p>The IT staff and teachers will be required to conduct surprise checks to see that no misuse is happening e.g accession of social networking sites, /obscene material/gaming / sending of instant messages or chats or any other.</p>
<p>STUDENT RESPONSIBILITY</p>	<p>Students will arrive with their lap tops fully charged and ready to use . The primary use of the laptop is education and hence it should be clean of anything that may hinder its use in class i.e games, applications, filters, settings which connect to the home gaming system must be erased.</p> <p>All software required for class must be accessible on the laptop.</p> <p>If, for whatever reason, there is a problem with the laptop conforming to the needs of the class, it is the student's responsibility to become compliant with those requirements.</p> <p>If software is missing, then it is the student's responsibility to ensure that software is available and accessible from their laptop. It is the student's responsibility to ensure that any physical or mechanical problems have been addressed and that it is in top working condition.</p> <p>The laptops will be well labeled. Students will lock them in their locker when not in use. Students are expected to use them in class under the directions of the teacher only.</p>
	<p>Policy Violation</p> <p>Any IB Student found to have violated this policy may be subject to disciplinary action and all access privileges will be revoked</p>
<p>REPERCUSSIONS FOR MISCONDUCT/MISUSE</p>	<p>1. In case the laptop contains inappropriate material i.e violent/obscene material, the laptop will be confiscated and will be returned to the parent only at the end of that term. The privilege of using the laptop will be withdrawn for that term and it will be placed in the students record. Depending on kind of material found, it can result in suspension or student can be advised to go for counselling.</p> <p>2 a) In case a student is found guilty of damaging the school computer or a computer belonging to his peers, the student/parent is liable to pay the damages and the offence will be placed on record. The student can also be suspended for the same if the act is repeated.</p> <p>2b) If the above damage is accidental then the student is liable to pay the damages which will be recovered from his /her parent.</p>



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3) If a student is caught visiting social network sites /gaming /chatting or sending personal emails while the class is on his laptop privileges will be withdrawn for that month and a warning issued . A repeat offence can result in him/her losing the privilege of bringing the laptop to school .Further repeat behavior will result in a suspension. **(Social networking sites will be blocked in Firewall).**

4) Plagiarism will result directly in suspension.

5) If a student is found guilty of sending hate mails or posting hate /teasing comments or inappropriate/ indecent photographs on social net worksites or intimidating a student in any way that the victim feels threatened or unsafe, the school will take strong action. The consequence will be a suspension and any repeat of the same behavior can result in expulsion.**(We are not going to provide any mail id for students like abc@tsrs.org . Students can use their own mail id)**

6) In case a student brings a pen drive or a data card to school it will be confiscated and not returned **& the student will be barred from bringing the Laptop in future (This needs to be strictly followed)**

7) Any breach/hacking into the school private security settings /network/unauthorized accession of question papers and teacher materials from school computers or staff computers is not permitted and can result in suspension.

Three suspensions and the student can be asked to leave school

Policy Review

This policy will be reviewed after six months

Prepared By:

Signed-

Vice Principal IB

Sanctioned By:

Signed-

Director- TSRS



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Recommended Laptop Specifications

The following chart should help you in selecting and purchasing a laptop for your child to use while they are at The Shri Ram School. While there are many options, there are minimum specifications that we require to support your child's learning at TSRS.

Machine Type	Laptop
Platform	Windows/Mac
Screen Size	11/13/14 inches or more
Processor	Intel /AMD or Higher
RAM	2 GB or Higher
Hard Drive	160 GB or Higher
Office suit	MS Office 2003/2007/MAC Office Suit, Must support English
Wireless	802.11g or Higher
Ports	2 USB ports, Audio in/out, In-built microphone, VGA
Battery Life	4+ hours (6+ cell or higher)

Laptop Purchase Guide - This document lists laptop options that you can consider. These options meet the approved specifications for the BYOD program.



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Free Software you need to download and install on your laptop

The following free software needs to be downloaded and installed on your laptop for use in school.

REQUIRED SOFTWARE

Internet Browsers (Minimum of two different browsers should be installed)

- Google Chrome <http://www.google.com/chrome> (For Windows and Mac)
- Firefox 12 or higher <http://www.mozilla.org> (For Windows and Mac)
- Internet Explorer 9 <http://www.microsoft.com/download/en/details.aspx?id=13950> (For Windows only)
- Safari 5 <http://www.apple.com/safari/download/> (For Windows and Mac)

Software required for your laptop

- Adobe Flash, Reader, Air, Shockwave Player www.adobe.com
- Java - <http://www.java.com/en/download/index.jsp>
- Google Earth <http://www.google.com/earth/index.html> ? (Why?)
- Licensed Windows Version / MAC OS
- Licensed MS office / MS office for MAC
- Licensed Antivirus / Not required for MAC
- Windows Firewall Enabled / Not required for MAC
- LAPTOP needs to be provided to IT department for registration (MAC address binding)
- Only one Laptop per Student allowed which is registered
- Students have to update patches on a regular basis
- IT department can inspect any Laptop at any time and debar from accessing school network if any discrepancies are found

Online Storage/Backup

Video Players :

- iTunes <http://www.apple.com/itunes/download/>
- Quicktime Player <http://www.apple.com/quicktime/download/>
- VLC Player <http://www.videolan.org/vlc/>
- Real Player <http://in.real.com/>



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Video Converters :

- Free Video Converter http://www.freemake.com/free_video_converter/ (For Windows only)

Audio Recorder:

- Audacity 1.2.6 <http://audacity.sourceforge.net/download/>

OPTIONAL SOFTWARE:

- Free PDF Printer <http://www.dopdf.com/> (For windows only)
- Free jpg printer <http://sourceforge.net/projects/imageprinter/> (For windows only)
- GIMP <http://www.gimp.org/>
- Camstudio <http://camstudio.org/> (For windows only)
- Picassa <http://picasa.google.com/>



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Annexure:

Contract: Laptop Use

I know having a laptop is a tool to aid my learning and that my school wants to ensure that I use it for the same. Also I need to be safe while using it. My school also respects that I am becoming a young adult

. With that in mind, I agree:

1. The laptop will be kept in the classroom. It will be in use during the classes if the teacher gives permission.
2. I will plug the laptop in daily to charge it overnight before coming to school and shall not waste my school timings in charging my laptop.
3. My responsibilities come first. I will not chat, do Instant Messaging or use any social networking site during class time.
4. I will not view/access any inappropriate sites or movies i.e violent/obscene/social chat sites during school time
5. I am responsible for the safety of my laptop and shall not blame anyone in case it is lost or misplaced.
6. I will **comply with trademark, copyright law and all licensing requirements and agreements.** (Ignorance of the law is not immunity. Plagiarism and Copyright infringement are violations of our policy on academic honesty .The theft of someone else's hard work- whether it is using a quote from a book without citing the source or downloading music illegally without paying for it constitutes as cheating)
7. I will not bring any pen drives or data card to school
8. **I will not hack or access the school security settings or network/access any teacher material or question papers**
9. I will refrain from sending any obscene / hateful mails or photographs to staff and students.
10. I will refrain from misusing photos of staff, students, colleagues and friends by morphing them.

I have read the above rules and agree to abide by them I am aware that any violation of the above can lead to suspension/ withdrawal of my privilege to use the laptop in school/ confiscation of my pen drives or CDS or DVDS if they contain inappropriate material as specified in the policy document.

Student signature

Name of student

I have ensured that my ward has read the above agreement and he /she promises to abide by it.

Parent signature