



# **NEW INDIAN MODEL SCHOOL, SHARJAH**

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## **FAIR INTERNET USAGE POLICY**

This NIMS, Sharjah Fair Internet Usage Policy applies to all employees who have access to computers and the Internet to be used in the performance of their work and studies. Use of Internet is permitted and encouraged where such use supports the goals and objectives of the work and studies. However, access to the Internet is a privilege and all 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 / study. Individual may also be held personally liable for damage caused by any violations of this policy. All are required to acknowledge receipt and confirm that they have understood and agree to abide by all the rules hereunder.

### **Computer, Email and Internet usage**

All beneficiaries are expected to use the internet responsibly and productively. Internet access is limited to job and study related activities only and personal use is discouraged.

Job and study related activities include research and educational tasks that may be found via the Internet that would help in your job or studies.

All Internet data is composed, transmitted and / or received by NIMS, Sharjah's computer system is considered to belong to New Indian Model School, Sharjah and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties.

The equipment, services and technology used to access the Internet are the property of New Indian Model School, Sharjah and the school reserves the right to monitor Internet traffic and access data that is composed, sent or received through its online connections.

Email 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.

All sites and downloads may be monitored and / or blocked by NIMS, Sharjah if they are deemed to be harmful and / or not productive.

The installation of any harmful software/ applications including but not limited to Bit Torrent, Gnutella or other file sharing applications are not permitted.

Users should use strong passwords for their accounts and are not allowed to share it. If it is found that users are sharing passwords, disciplinary action will be taken against the owner and users of the shared account.

Unacceptable use of the Internet includes, but is not limited to:

- ⇒ Sending or posting discriminatory, harassing or threatening message or images on the Internet or via NIMS, Sharjah email service.
- ⇒ Using computers to perpetrate any form of fraud, and / or software, film or music piracy.
- ⇒ Stealing, using, attempt to access, or disclosing someone else's password without authorization.
- ⇒ Usage of Social networking sites (like Facebook, Twitter, etc.) without written permission from the Principal or concerned HOS.
- ⇒ Downloading, copying or pirating software and electronic files that are copyrighted or without authorization.

- ⇒ Sharing or misusing confidential material, trade secrets, or proprietary information outside or the organization.
- ⇒ Usage of unethical access by means of hacking tools or Hacking into unauthorized websites or digital resources.
- ⇒ Sending or posting information that is defamatory to the school, its products / services, colleagues and / or beneficiaries.
- ⇒ Introducing malicious software onto the school network and / or jeopardizing the security of the organization's electronic communications systems.
- ⇒ Sending or posting chain letters, solicitations, or advertisements not related to education purposes or activities.
- ⇒ Passing off personal views as representing those of the organization.

If any employee or student is unsure about what continued acceptable Internet usage, then he/she should ask his/her supervisor for further guidance and clarification. Anyone can also approach the Department of IT for expert advice.

All terms and conditions as stated in this document are applicable to all users of NIMS, Sharjah's network and Internet connection. All terms and conditions as stated in this document reflect an agreement of all parties and procedures mentioned above. Any user violating these policies is subject to disciplinary actions deemed appropriate by NEW INDIAN MODEL SCHOOL Sharjah.

The Department of IT reserves full authority to monitor usage activities and report any breaches to the authorities and withdraw services to the defaulter without notice. They are also authorized to login to any IT device in NIMS, Sharjah network directly or remotely without prior notice to make sure the above policy is complied. This policy can be updated anytime and all users will be notified through the Website of NIMS Sharjah.

**User compliance**

By using the IT facility in NIMS, Sharjah, I understand and will abide by this NIMS, Sharjah, Fair Internet Usage Policy. I further understand that should I commit any violation of this policy, my access privileges may be revoked, disciplinary action and / or appropriate legal action may be taken.

**Acknowledgement**

I have read and agree upon ‘Fair Internet Usage Policy’ and am willing to abide by the given rules.

Name of the Teacher : .....Signature: .....