



**The internet usage policy is been provided to facilitate school community.**

## **INTERNET USAGE POLICY**

**Policy:** Access to the Internet through the SVKM International School is a privilege. Users granted this privilege must adhere to strict guidelines concerning the appropriate use of this information resource. Users who violate the provisions outlined in this document are subject to disciplinary action. In addition, any inappropriate use that involves a criminal offense will result in legal action. All users are required to acknowledge receipt and understanding of guidelines contained in this document.

**Purpose:** To define policies and procedures for access to the Internet through the SVKM International School network infrastructure.

**Scope:** This policy applies to all teachers and students with access to Internet and related services through the School network infrastructure. Internet Related services include all services provided with the TCP/IP protocol, including but not limited to Electronic Mail (e-mail), File Transfer Protocol (FTP), Gopher, and World Wide Web (WWW) access.

### **Procedure:**

#### **1.0 ACCEPTABLE USE:**

- 1.1. Access to the Internet is specifically limited to activities in direct support of Teaching and related business.
- 1.2. In addition to access in support of specific work related duties, the SVKM International School Internet connection may be used for educational and research purposes.
- 1.3. If any user has a question of what constitutes acceptable use he/she should check with their coordinators for additional guidance.

#### **2.0 INAPPROPRIATE USE:**

- 2.1. The SVKM International School, Internet access shall not be used for any illegal or unlawful purposes. Examples of this would be the transmission of violent, threatening, defrauding, pornographic, obscene or otherwise illegal or unlawful materials.
- 2.2. Use of SVKM International School electronic mail or messaging services shall be used for the conduct of SVKM International School, business only. These services shall not be used to harass, intimidate or otherwise annoy another person.
- 2.3. The SVKM International School, Internet access shall not be used for private, recreational or other non-company related activity.
- 2.4. The SVKM International School Internet connection shall not be used for commercial or political purposes.



- 2.5. Use of the SVKM International School, Internet access shall not be used for personal gain such as selling access of a SVKM International School user login. Internet access shall not be used for or by performing work for profit with SVKM International School resources in a manner not authorized by The SVKM International School.
- 2.6. Users shall not attempt to circumvent or subvert security measures on the SVKM International School's network resources or any other system connected to or accessible through the Internet.
- 2.7. SVKM International School users shall not use Internet access for interception of network traffic for any purpose unless engaged in authorized network administration.
- 2.8. SVKM International School users shall not make or use illegal copies of copyrighted material, store such copies on SVKM International School equipment, or transmit these copies over the SVKM International School network.

### **3.0 Plagiarism and Copyright:**

- 3.1 Do not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- 3.2 Respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, follow the expressed requirements. Students should always cite the information.

### **4.0 INTERNET AND E-MAIL ETIQUETTE:**

- 4.1. SVKM International School employees and students shall ensure all communication through SVKM International School e-mail or messaging services is conducted in a professional manner. The use vulgar or obscene language is prohibited.
- 4.2. SVKM International School users shall not reveal private or personal information without specific approval from management.
- 4.3. Users should ensure that e-mail messages are sent to only those users with a specific need to know. The transmission of e-mail to large groups or messages with large file attachments should be avoided.
- 4.4. Electronic Mail is not guaranteed to be private. Messages transmitted through the SVKM International School e-mail system or network infrastructure are the property of SVKM International School and are therefore subject to inspection.

### **5.0 SECURITY:**

- 5.1. SVKM International School users who identify or perceive an actual or suspected security problem shall immediately contact the SVKM International School Information Systems Security Manager.
- 5.2. Users shall not reveal account password or allow another person to use their account. Similarly, users shall not use the account of another user.



- 5.3. Access to SVKM International School network resources shall be revoked for any user identified as a security risk or a demonstrated history of security problems.

## **6.0 PENALTIES:**

- 6.1. Any user violating these policies is subject to the loss of network privileges and any other SVKM International School disciplinary actions deemed appropriate.

## **7.0 USER COMPLIANCE:**

- 7.1. All terms and conditions as stated in this document are applicable to all users of the network and the Internet connection.
- 7.2. All users must agree to abide by this policy by signing the Acknowledgement of Receipt and Understanding form.

### **Acknowledgement for Students:**

As an independent user of the SVKM International Schools network, I agree to follow the terms and conditions as indicated above. I will be an ethical, efficient and responsible user. My signature indicates that I have read and understand the rules as stated above.

Student Name:

Student Signature:

Date:

Parent Signature:

Date:

\*\*Parents, please discuss these rules with your Child to ensure he or she understand them. These rules provide a good framework for your Child's use of computers not only at school, but at home, libraries, etc.



**Acknowledgement for Teachers:**

As an independent user of the SVKM International Schools network, I agree to follow the terms and conditions as indicated above. I will be an ethical, efficient and responsible user. My signature indicates that I have read and understand the rules as stated above.

Name:

Signature:

Date: