



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

## **INTERNET USAGE POLICY**

**Policy:** Access to the Internet through the SVKM J V Parekh 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 J V Parekh 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 J V Parekh 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 J V Parekh 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, obscene or otherwise illegal or unlawful materials.

- 2.2. Use of SVKM J V Parekh International School electronic mail or messaging services shall be used for the conduct of SVKM J V Parekh International School, business only. These services shall not be used to harass, intimidate or otherwise annoy another person.
- 2.3. The SVKM J V Parekh International School, Internet access shall not be used for private, recreational or other non-company related activity.
- 2.4. The SVKM J V Parekh International School Internet connection shall not be used for commercial or political purposes.
- 2.5. Use of the SVKM J V Parekh International School, Internet access shall not be used for personal gain such as selling access of a SVKM J V Parekh International School user login. Internet access shall not be used for or by performing work for profit with SVKM J V Parekh International School resources in a manner not authorized by The SVKM J V Parekh International School.
- 2.6. Users shall not attempt to circumvent or subvert security measures on the SVKM J V Parekh International School's network resources or any other system connected to or accessible through the Internet.
- 2.7. SVKM J V Parekh 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 J V Parekh International School users shall not make or use illegal copies of copyrighted material (Follet /E-Resources/Question bank), store such copies on SVKM J V Parekh International School equipment, or transmit these copies over the SVKM J V Parekh 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 Users must use internet and digital technologies in a responsible, ethical and legal manner.
- 3.3 Respect the rights of copyright laws and intellectual property rights of 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 J V Parekh International School employees and students shall ensure all communication through SVKM J V Parekh International School e-mail or messaging services is conducted in a professional manner. The use vulgar or obscene language is prohibited.
- 4.2. SVKM J V Parekh 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 J V Parekh International School e-mail system or network infrastructure are the property of SVKM J V Parekh International School and are therefore subject to inspection.
- 4.5. Complaints and grievances with regards to academic integrity and internet usage need to be communicated through the email to the concerned authorities. The details for which are stated in the school Eric for specific sections.

#### **5.0 PRIVACY**

SVKM J V Parekh International school policies and procedures for handling customer information have been created with the understanding that Internet technologies are still evolving and that Internet business methods are continuing to evolve to meet the needs and opportunities of the changing technologies. As a result, SVKM International school policies and procedures are subject to change. By accessing or using our website, you consent to the practices described in this policy.

**5.1 Use of information: Personal Information** We may use your personal information to respond to your inquiries, provide information about our school, communicate important updates, and fulfill any other purposes for which you provided the information We will also share your personal information internally or externally in the organisation for administrative services offered by the School.(Managebac/IBIS).

**5.2 Retention:** The personal information so collected shall be retained only for a limited duration necessary to fulfil the purposes outlined herein unless a longer retention period is required or permitted by law and only for the purposes defined above. Once the purpose is achieved, all personal information shall be deleted in a safe and secure mode. Notwithstanding the foregoing, the School may retain all academic and other relevant non-academic records and information that are required or deemed necessary to be retained for fulfilment of the School's academic, research and administrative functions.

### 5.3 Access, Correction and Deletion of Information:

- i. The School strives hard to keep its records pertaining to you updated and accurate. However, you shall be responsible to ensure that the information or data you provide from time to time is and continues to be correct and up-to-date and that you have all the rights and permissions to provide such information or data.
- ii. Deletion of certain information or withdrawal of consent may lead to cancellation of your access to the Portal or certain features and services thereof. Additionally, we may not be able to process your request to correct, update or delete any information in case (i) the same is not supported by requisite valid documents; (ii) retention of such information is required under applicable law or law enforcement requests or under any judicial proceedings; (iii) it is impractical to implement (e.g. request relates to back-up copies or if a new system is required to process the request) or (iv) such action risks the privacy of other users of the Portal.

### 5.4 Queries and Complaints:

The School is committed to protecting your personal information collected and processed by it and looks forward to your continued support for the same. In case of any feedback or concern regarding protection of your personal information, or any privacy-related feedback or concerns you may contact at

**Principal** :principal@svkmis.ac.in

**Admission**:admission.svkmintl@gmail.com

**Queries**:queries.svkm@gmail.com

## 6.0 **SECURITY:**

- 6.1. SVKM J V Parekh International School users who identify or perceive an actual or suspected security problem shall immediately contact the SVKM J V Parekh International School Information Systems Security Manager.
- 6.2. Users shall not reveal account password or allow another person to use their account. Similarly, users shall not use the account of another user.
- 6.3. Access to SVKM J V Parekh International School network resources shall be revoked for any user identified as a security risk or a demonstrated history of security problems.
- 6.4. Access to the SVKM J V Parekh International School internet may be limited or restricted based on age-appropriate filtering and content blocking measures, ensuring compliance with legal requirements and protecting users from inappropriate or harmful material.

## **7.0 PENALTIES:**

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

## **8.0 USER COMPLIANCE:**

- 8.1. All terms and conditions as stated in this document are applicable to all users of the network and the Internet connection.
- 8.2. All users must agree to abide by this policy by signing the Acknowledgement of Receipt and Understanding form.
- 8.3. These policies will be reviewed periodically to ensure its effectiveness and to incorporate any necessary updates. Changes to the policy will be communicated to the school community accordingly

### **Acknowledgement for Students:**

As an independent user of the SVKM J V Parekh 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 J V Parekh 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:

Created: 2008

Reviewed :2009

Revised : 2010

Reviewed :2011

Revised : 2012

Reviewed :2013

Reviewed :2014

Revised : 2015

Reviewed :2016

Revised : 2017

Reviewed :2018

Reviewed: 2019

Revised :2020

Reviewed:2021

Reviewed:2022

**Individuals involved in reviewing and revising of polices:**

1. Pedagogical leadership team (HOS and DPC).
2. Data Management Personnel.
3. EE Coordinator.
4. TOK Coordinator.
5. All DP Teachers.
6. Parent Community Representatives (School PTA Members).