

IT User Policy

Overview

GPS Brookes Kochi seeks to provide its staff, students, titleholders and visitors with secure and timely access to the online services and resources necessary for undertaking their work and study. Consequently, GPS Brookes Kochi is reliant on information that is gathered, stored, processed and delivered by computers and their associated communication facilities. The purpose of this Policy is to give a clear statement to all users of GPS Brookes Kochi Information Technology (IT) facilities of their responsibilities, including what constitutes acceptable and unacceptable use; to manage the provision and modification of access to online services; and to express the commitment of GPS Brookes Kochi to providing and maintaining a secure, effective and reliable IT infrastructure to support the school's operations.

Scope and Application

This policy applies to all users of GPS Brookes Kochi IT facilities, whether the facilities are managed by GPS Brookes Kochi ICT Manager, by other organizational units within Global Education Trust and Brookes Education Group, or by third-party providers, and whether the user is a GPS Brookes Kochi IT account holder or not (for instance, a user of the public terminals in the school's library).

Policy Principles

Acceptable and Unacceptable Use of IT Facilities:

- a. GPS Brookes Kochi IT facilities are provided for use in the academic, administrative, commercial and community activities of the school.
- b. GPS Brookes Kochi IT facilities are not provided for personal use. Some reasonable non-commercial personal use may be allowed, but as a privilege and not a right, and if that privilege is abused it will be treated as a breach of this Policy.
- c. Use of GPS Brookes Kochi IT facilities must not jeopardize the fair, safe and productive IT environment of the school community, nor the school's operations, assets and reputation.
- d. GPS Brookes Kochi IT facilities must not be used unlawfully or for an unlawful purpose.
- e. Specific user responsibilities are set out in the User Responsibility section of this Policy.

Access and Accounts

- a. All individuals who require access to GPS Brookes Kochi IT facilities and services for the conduct of the school's activities must be properly identified, by means of a unique account verified by an authentication mechanism.
- b. All GPS Brookes Kochi staff are entitled to access to GPS Brookes Kochi IT facilities, at a level appropriate to their position and role, via a unique account.
- c. All GPS Brookes Kochi students are entitled to access to GPS Brookes Kochi IT facilities, at a level appropriate to their enrolment, via a unique account.
- d. Some IT facilities provided for public community use do not require a unique account to enable access.
- e. Visitors to GPS Brookes Kochi (including contractors) are entitled to access to GPS Brookes Kochi IT facilities where the use of those facilities is necessary for them to undertake their school-related role. Visitor access must be authorized on a case-by-case basis by the Principal.
- f. GPS Brookes Kochi may impose quotas on the use of IT facilities (including print, file storage, email and internet download) and will revise them as necessary. Where quotas exist, account holders are expected to comply with them. If an account holder exceeds any of their quotas, they may be personally charged for the cost of their use and/or temporarily prevented from using the affected IT facility.
- g. When account holders no longer have a relationship with the school, their accounts will be disabled for a set period, and then deleted. These actions will be performed by the ICT Manager.
- h. Account holders may have their IT access suspended immediately where there is a suspected breach of school policy as determined by the Head of School, Principal or ICT Manager.

Security of IT Facilities

- a. The school will take all reasonable steps to protect its IT facilities and data from unauthorized and unacceptable use to ensure that accurate and complete information is accessible only to authorized users.
- b. Director and Principal are responsible for the implementation and management of this policy in relation to IT facilities managed by their area.
- c. To preserve the school's standard operating environment and ensure compliance with licensing obligations, users of GPS Brookes Kochi IT facilities may only modify the standard configuration of any of the school's IT facilities, after first gaining approval from the ICT Manager. Users must never install or use unlicensed or malicious software on GPS Brookes Kochi IT facilities and must not connect unapproved networking devices to the school's IT infrastructure.



GPS Brookes Kochi

- d. Users of GPS Brookes Kochi IT facilities must not circumvent the school's authorized internet connections or subvert its IT security measures.
- e. All GPS Brookes Kochi IT facilities, especially portable ones, must be kept secured at all times against damage, misuse, loss or theft. In addition, sensitive information or data must be protected with appropriate security measures such as passwords and encryption.
- f. All contractors engaged in work on GPS Brookes Kochi IT facilities and infrastructure must be contracted in writing for the work, through which they must agree to be bound by this Policy and its associated Procedures, agree to maintain confidentiality, and to hand over school owned documentation on completion of their contracts.
- g. GPS Brookes Kochi IT facilities that become obsolete must be disposed of in a manner that renders any information illegible and irretrievable at the time of disposal.
- h. People working with or in the GPS Brookes Kochi IT department must not use their access to IT facilities to gain any personal, academic or other advantage, or to manipulate school data without authorization.

User Responsibilities

- a. It is a condition of use of GPS Brookes Kochi IT facilities that this policy, particularly the principles of acceptable and unacceptable use, must be complied with.
- b. GPS Brookes Kochi IT account holders are responsible for all activity initiated from their account, must only access GPS Brookes Kochi IT facilities using their own account, and must ensure that their passwords are securely stored.
- c. Users of GPS Brookes Kochi IT facilities must not create, send, store, access, use, solicit, publish or link to;
 - i. Offensive, obscene, profane or indecent images or material (other than for properly authorized, supervised and lawful education or research purposes, in which case an appropriate warning must be given).
 - ii. Material likely to cause annoyance, inconvenience or distress to some individuals or cultures.
 - iii. Discriminating or sexually harassing material or messages that create an intimidating or hostile work or study environment for others.
 - iv. Defamatory material or material that makes misrepresentations or could otherwise be construed as misleading.
 - v. Material that infringes the intellectual property (including copyright) of another person or organization. *(Please see the GPS Brookes Kochi Academic Misconduct policy for further clarification)*
 - vi. Malicious software such as viruses, worms, trojans or address-harvesting software.
 - vii. Material that infringes laws of the Republic of India and State of Kerala.

- d. GPS Brookes Kochi IT facilities must not be used in the conduct of a personal business or unauthorized commercial activities.
- e. GPS Brookes Kochi IT facilities must not be used for any illegal activity such as sending chain letters or attacking other computer systems.
- f. External emails must include the school's official signature and disclaimer on all email messages sent.
- g. Electronic materials must never be forwarded without the express or implied permission of the material's creator.
- h. Peer-to-peer software must only be used for lawful purposes authorized by the Principal or Diploma Programme Coordinator in consultation with the ICT Manager.
- i. Any observed security weakness in, or threat to, GPS Brookes Kochi IT facilities and services and any known or suspected breach of this policy must be reported as soon as practicable to the IT Manager.
- j. Where use of GPS Brookes Kochi IT facilities would ordinarily breach this policy, but the use forms a legitimate part of education or research, an exemption may be granted from compliance with this policy by the Principal.

GPS Brookes Kochi Responsibilities and Monitoring of IT Facilities

- a. The GPS Brookes Kochi ICT Manager will manage IT accounts, maintain a secure IT environment and keep users of the GPS Brookes Kochi IT facilities informed of their user responsibilities and expected best practice standards.
- b. GPS Brookes Kochi reserves the right to investigate any and all aspects of its electronic information systems if it is suspected that any user of GPS Brookes Kochi IT facilities is acting unlawfully or violating this policy or any other school policy.
- c. GPS Brookes Kochi reserves the right to monitor, log, collect and analyze the activities of account holders in their usage of IT facilities as well as carry out security audits on GPS Brookes Kochi IT facilities.
- d. GPS Brookes Kochi may take any action it considers necessary to remedy immediate threats to the IT infrastructure or security, including suspending authorized accounts and/or disconnecting or disabling relevant IT facilities or other equipment, with or without prior notice.

Consequences of Non-compliance

- a. Minor breaches of this policy will be addressed by sending emails to users requesting that they desist from the breaching behavior.
- b. Ongoing or serious breaches of this policy or related IT policies by staff or students will be addressed by the relevant disciplinary procedures. Where breaches are committed by visitor account holders, appropriate action may be taken as determined by the Principal/Head of School.
- c. If a breach of this policy appears to constitute an offense under government law, GPS Brookes Kochi may (and in some cases is obliged to) refer the suspected breach to the appropriate law enforcement agencies.
- d. Requests for suspension of a staff, student, or visitor account must first be approved by the Principal.

Student Friendly IT Contract

Upon registration in Tutorial Group, all GPS Brookes Kochi Students are required to read and sign a Student IT User Contract that refers to rules stated in this IT User Policy but in language appropriate and highlights specific issues related to:

- a. Academic honesty.
- b. Internet safety.
- c. Bullying and cyberbullying.
- d. Loss, damages and breakages of school property.

Policy Review

The School IT User policy is reviewed annually by the administration, ICT manager and the faculty team. Review takes place in March each year. Following review draft versions are shared with the parent and student community for feedback and comments prior to full publication of any changes.

Established: March 2019
Reviewed: May 2019, July 2021, March 2022
Planned implementation : July 2021
Policy Review Date: March 2023 and then annually