

GPS Brookes Kochi aims to provide technological resources to all learners to further its mission and meet the educational needs of the curriculum. Learner's using the school information technology resources are expected to behave in accordance with the School IT User Policy.

In order to receive a system account (username and password), and to be eligible to use the school IT facilities, you must understand and agree to the following:

### General

All learners are expected to be responsible for their own behavior on the computer system, including the Internet, just as they are anywhere else in the school. Users are reminded that their actions can represent the entire school community. This includes materials they choose to access, language they use, ideas they express, and other actions which they take. Users should expect that all computer activities will be monitored.

### Policy Rules

Computer users are expected to adhere to the stated guidelines of the IT user policy, of which these are a part. The IT user policy is shared on the school website. They may change from time to time. Users are responsible for being familiar with all rules, including new rules.

### Uncertainty

If you are unsure of what to do, for instance in the case of an error message, a website offer, a strange email, a hardware malfunction, etc., consult the ICT manager\*. It is better to wait and ask, than to take an action which will endanger yourself, the computer, or the network.

A list of expected responsible behavior as a learner at GPS Brookes Kochi is enlisted in the Bring your own Device (BYOD) Agreement.

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*\*The ICT manager oversees the Information Technology provisions for all schools run by the Global Education Trust and liaises with the Administrative team of GPS Brookes Kochi.*

## STUDENT BYOD AGREEMENT

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I \_\_\_\_\_ agree that:

- The purpose of computer and information technology resources is to support classroom teaching and learning.
- I will respect my equipment, take care of it and keep it safe.
- I will respect others by using my equipment to interact with them in a positive manner.
- I am responsible for any activity undertaken on my equipment.
- I will bring the equipment to school everyday, charged and ready to use with the appropriate apps for my learning.
- The device will be periodically monitored and inspected for appropriate usage.
- The school personnel may access the browser history and/or caches as well as any and all files belonging to me on my device
- My device is only to be used in support of my learning and my teacher can remove the privilege of using my device in a manner not considered appropriate to my learning at the time.
- School may use unnamed examples of my school work or images of me participating in school activities for educational purposes.

- I am not permitted to access material through the Internet, which is offensive (e.g. rude), dangerous, inappropriate at school, or illegal.
- I will not download, save, or install any games or non-school related applications or programs on the technology device.
- I will be responsible for my privacy and security and not share my personal details with anyone.
- I will inform the ICT manager/faculty member, if I come across any virus or breach of security.
- Plagiarizing the work of others is unacceptable. I must give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Any use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action.
- I will not use any technology to compromise or subvert the existing network systems and restrictions applied to me as a user.

Violation of any of the above rules lead to the following consequences:

**First Offense:** The student will receive a verbal warning and/or receive a one-week suspension from technology device privileges, depending on the circumstances and severity of the violation. The student's parent or guardian may also be contacted.

**Second Offense:** The student will receive a written warning and a two-week suspension from technology device privileges. The student's parent or guardian may also be contacted.

**Third Offense:** The student will be suspended from technology device privileges for a period of time to be determined by School administrators based on the circumstances and severity of the violation, not to exceed one full school year. The student's parent or guardian will be contacted.

Any damage or loss caused to the school information technology infrastructure would avail monetary reimbursement for the damages.

Please note that consequences may not necessarily be followed in order, and that progressive consequences are not required depending on the circumstances and/or severity of any particular violation of this policy. Students who fail to abide by the guidelines and requirements of this Student Technology Device Use Agreement are also subject to disciplinary consequences under the Student Code of Conduct.

I have read through the IT user policy and this agreement and will adhere to the above.

\_\_\_\_\_  
SIGNED

\_\_\_\_\_  
NAME OF THE STUDENT

\_\_\_\_\_  
DATE