



CHRIST
JUNIOR COLLEGE
BENGALURU - 29
School Code - 052546

IT POLICY

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CHRIST JUNIOR COLLEGE

For use from June 2021

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IB Mission Statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

CJC Mission Statement

Christ Junior College is a nurturing ground for an individual's holistic development to make effective contribution to the society in a dynamic environment.

Introduction

Purpose of the document

The document is a set of information where all members of the school shall know what is expected in terms of Information Technology. Currently, the school network is directly linked to the Christ University network, this policy necessarily includes the regulations and policies applied to University ICT facilities laid down by the Christ University IT policy. The policy document shall reflect the support system offered by Christ University that enables Christ Junior College IT requirements.

Service and Support

The IT department of the Christ University is responsible for the day-to-day running of the IT services, support and development, and procurements. CJC is separately responsible for the development of college websites and web-related communications.

Support from Christ University IT department

- Ensure that IT infrastructure - both network and servers - remains in operation throughout the working hours
 - Timely upgrade and development of network and servers to minimize disruption and security breaches
 - Support CJC school administration infrastructure such as databases, booking systems and printers (only for staff and faculty)
 - Academic support for teachers to ensure that there is no serious interruptions in the operation of their IT related work and equipment.
 - The school computer rooms should be fully operational with network integrity and peripheral devices.
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- Printing devices are made available to school teachers and staff
- Personal PCs of students will be given Mac Id based internet connectivity, username and password and will have Campus -On-Use platform
- Students will be given access to only educational related sites.
- It is mandated that students need prior permission of IT department for installation of any software using the campus network.
- Students are expected to use campus net for their school activities. The use of Personal data card is strictly prohibited.
- Software resources pertaining to IBDP curriculum will be made available all staff and students.
- Help and advice on equipment, software upgrades and general IT requests from students and staff will be provided.
- Support escalation will be based on the request and demand from IT administrator of the school.
- Support requests from faculty and students will be automated by integrating the tracking tool in ERP system.

Security

Security of the network and of the computers used for the school functions is a crucial aspect of our IT policy.

- All computers attached to the school network shall have Kaspersky antivirus software and will in general be checked by the IT in charge before any connection is made.
- Student PC owners are responsible for ensuring that their software is up-to-date in terms of security patches and antivirus updates.
- Only one laptop per student is allowed in the school premises.
- Students must install a valid antivirus software before configuring in the school IT system.
- Care in choice of password and use of email account is mandatory.
- Breaches in security will be viewed seriously by the school and depending on the severity of the issue, action will be taken as stated in the Christ University security Policy in cooperation with MicroHard Services.

The school is committed to protecting the security of its information and information systems in order to ensure that

- The integrity of information is maintained so that it is accurate up-to-date and fit for the purpose of its use.
- The information is available to those who need it and there is no disruption.
- Specific information is accessed only by those authorized to do so.

School network incorporates

- Firewall to control data in and out of our local network, to keep in check the threat of attack, and to keep confidential information secure.

- Disaster Recovery Management section in the IT Department which is responsible to implement and maintain all the services, load balancing, replication and retention strategies. Backup and recovery plan is defined by the department to effectively manage the risk. Backup is automated using NAS backup device.
- IT SERVICE MANAGEMENT at Christ University. It is automated through various services offered to end users like ERP systems, Mail Services and Helpdesk ● Access control policy to various servers and application systems.

Software Installation and Asset Management

For the purpose of school administration, the computer software will be installed by the IT department of the school. Some of them include Manage Bac, ASC, Turnitin, Knowledge Pro (student database), OPAC (library data base) and software for Database Management of Internal Assessment and Report card generation. Procurement of software assets, licensing, installation and renewal is the responsibility of the IT department of the Christ University.

College network

It comprises of optical, wired, and wireless network throughout the various school sites. All the property is maintained by the Christ University for its academic pursuits and its administration. Members of the IT departments shall have direct access to any hardware component of the network. All IBDP staff and students will be provided with separate Internet Protocol for access to the network. Official email accounts for all staff and students are created by the University IT services. Other email accounts can be set up by individuals on their own.

Management of School website and Tech support

- Management of the it services is done by the entire IT team of CJC
- The IT team at Christ Junior College is responsible to set up and regularly update the school.
- The coordinators in charge of various programs, activities and events will furnish on time relevant and accurate information to be put up on the website.
- He tech support for teaching learning is expected from the CJC IT cell
- Tech support for examinations, e- based lessons and programmes is provided by the CJC IT cell.
- The cell is expected to organize and arrange training programmes in association with Christ University
- Yearly Maintenance of all electronic gadgets and servicing
- On call requirements

Ethics of the Internet, mobile and network usage

- All IBDP staff and students are responsible for the optimal and ethical use of the WiFi facilities at CJC.
- In accordance with the standing policy at Christ Junior College and Karnataka PU Board the use of mobile phones are strictly prohibited on campus.
- The confidentiality of the passwords provided by the office is the responsibility of individuals. The individual will be liable for any misuse of the passwords.
- No other email account should be used for correspondence in the name of the school. Individuals will be held responsible for any misuse. Non-compliance could lead to suspension from the network accessibility.
- Inappropriate use of email accounts and the Internet will attract stringent action.
- Downloading of inappropriate messages, emails, or data is not allowed and will attract stringent action against the individuals indulging in such activities.
- Impersonation in correspondence is not allowed.
- Access of data, information or materials on the Internet must be in strict compliance with the guidelines set up by the Christ Junior College Academic Honesty policy.
- Individuals must refrain from any attempt to gain unauthorized access to any facility or service within or outside the Christ Junior College campus.
- Individuals must refrain from involving in network activities that are not relevant to or connected with IBDP.

Transgressions

In cases involving breach of security, hacking of accounts, damage or improper use of equipment or use of equipment that affects the entire school, the school will follow the procedures that operate within the purview of the University.

Review of the policy

With the development of IT and ITES, infrastructure time to time review of the policy will be done by the IT department of the Christ University.

Annexure: IT Policy, Christ University

Contract for Use of IT related Devices

I have read my school's policy about use of cell phones and other electronic devices.

I agree to: • accept norms related to the optimal and ethical use of the WiFi facilities at school.

- use only my official email account provided by the school for correspondence in the name of the school.
 - practice my school's policy about cell phones and other electronic devices, behave responsibly in case of any mismatch with the school policy without arguing, and cooperate with the school authority, teacher, supporting staff, IT personal when they give the direction for corrective measures.
 - never use my cell phone or other electronic devices to "sext" or to intimidate, embarrass, threaten, or bully others.
 - never use my cell phone or other electronic device for any type of academic misconduct.
 - keep my parents informed about school-related matters and make sure I give them the right information sent home from the school. **I understand that:**
 - I should not display my electronic devices or carry them in a manner that attracts attention while in school.
 - I should refrain from taking photos and videos of other students, staff or school without school authorization.
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- I should not use any social media inappropriately as a platform for display of any information, photographs and comments about the school community.
- Cell phones and electronic devices may not be used during school emergency like fire, accidents etc.
- Cell phones should not be used in classes, laboratories, examination hall , library, break time and whenever the school is functioning.
- Electronic devices like laptops/tabs should be used as per the requirements of the instructional sessions.
- Downloading of inappropriate messages, emails, or data is not allowed and will attract stringent action against the individuals indulging in such activities.
- Impersonation in any form of correspondence is punishable.
- Access of data, information or materials on the Internet must be in strict compliance with the guidelines set up by the Christ Junior College Academic Honesty policy.
- Individuals must refrain from involving in network activities that are not relevant to or connected with IBDP.

I am fully aware of:

- The consequences of transgression of school IT policy.
- Inappropriate use of email accounts and the Internet will attract stringent action.
- If I violate any of my school's IT policy, my cell phone or other electronic device may be confiscated.
- I assume all responsibility for my cell phone and other electronic devices if I bring them to school. My school is not responsible for stolen, damaged or lost devices.



By signing this document, I agree to follow all the rules and regulations contained in this document.

Student Full Name:

Subject of study:

Year of study:

Contact No:

Student Signature:

Date:

Parent Contract for Use of Electronic devices

I have read the IT policy of my child's school on cell phones and other electronic devices and understand the behavior that is required of my child.

I agree to help my child follow these policies by:

- discussing with my child the contents of the school's cell phone and electronics policy.
- encouraging my child to be a respectful and peaceful member of the school community, and to never use an electronic device to engage in harassment, bullying or intimidation, or to take photos or post pictures of others without school authorization.
- reminding my child that cell phones and electronic devices may not be used during school emergency like fire, accidents etc.
- reminding my child about the importance of academic honesty and never using an electronic device to engage in cheating or to help others cheat.
- calling the school if I need to contact my child during the school day and not trying to reach my child on his/her electronic device during the school day.
- teaching my child to be responsible and safe about his/her electronic devices both in school and while traveling to and from school, to not display the devices or carry them in a manner that attracts attention.
- reminding my child that having a cell phone or electronic device in school is a privilege, and that the privilege may be revoked, or electronic devices may be confiscated by the school if they are used in violation of the school's IT policy.
- reminding my child that the school is not responsible or liable if his/her device is lost, damaged or stolen, that it is my child's responsibility to take proper care of his/her device, and that devices may not be charged at school.

Parent Name:

Contact No:

Parent Signature:

Date:

School seal:

