ICT Policy

Computers and Internet Policy

Part of SBR's mission statement describes our commitment to "Technological Expertise" and "to equip our students to excel in a rapidly-changing world". That is why we are committed to continuing professional classroom delivery of ICT, to developing students' skills on how to use computers and other devices relevant to ICT in a progressive program, and to developing and reinforcing a cross-curricular approach to ICT within classroom teaching.

The school has access to Internet, and e-mail. All computers are networked together. The school partially restricts access to the Internet to safeguard against students accessing offensive materials, but it is the responsibility of teachers to supervise and monitor access at all times. The school's computers and Internet access are for teaching, learning and professional development only. If students are found to be using their computers or the school's internet connection for non-academic purposes during class hours, there will be a consequence, normally involving removal of computer/internet privileges.

Flash drives and other external devices, owned by staff as well as students, must be certified virus-free by ICT staff. Portable computers owned by staff and students will only be permitted on our wireless network after being checked by ICT staff.

While each class has it's own individual ICT contract that students sign, we also have some school-wide rules which apply to all users of ICT at our school. The basic understanding is that ICT is to be used in the school for educational purposes. To this end ;

Students must :

1. Respect and protect the privacy of others

- Use only assigned accounts
- Not view, use, or copy passwords, data, or networks to which they are not authorized.
- Not distribute private information about others or themselves.

2. Respect and protect the integrity, availability, and security of all electronic resources.

- Observe all network security practices, as posted.
- Report security risks or violations to a teacher or network administrator.
- Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
- Conserve, protect, and share these resources with other students and Internet users.

3. Respect and protect the intellectual property of others.

- Not infringe copyrights (no making illegal copies of music, games, or movies!).
- Not plagiarize.

4. Respect and practice the principles of community.

- Communicate only in ways that are kind and respectful.
- Report threatening or discomforting materials to a teacher.
- Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
- Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- Not use the resources to further other acts that are criminal or violate the school's code of conduct.
- Not send spam, chain letters, or other mass unsolicited mailings.
- Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Students may, if in accord with the policy above :

1. Design and post web pages and other material from school resources.
2. Use direct communications such as IRC, online chat, or instant messaging **with a teacher's permission**.
3. Install or download software, **if also in conformity with laws and licenses, and under the supervision of a teacher.**
4. Use the resources for any educational purpose.

Consequences for Violation

Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

Supervision and Monitoring

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

ICT Use Outside School

Sekolah Bogor Raya monitors and controls ICT usage at the school as far as possible in order to make sure that our students can use the internet in a safe, responsible manner. We encourage our parents to do so at home and to watch out for dangers such as internet predators, inappropriate websites, and cyber bullying. If your child is involved in inappropriate use of the internet at home, please do inform us so that we can take extra vigilance at school, but please be aware that your child's online conduct outside school hours cannot be considered the responsibility of the school.

ICT Programs

Starting in K1 (at PG level), students have two sessions per week of ICT teaching, handled by the ICT department and two - three sessions per week handled by the classroom teachers. The sessions handled by classroom teachers are intended for cross-curricular research, projects, etc; free play and gaming should be kept to a minimum.

We provide a laptop for SD Grades 1-4 which is kept at the school and used for a variety of subjects. Above this grade level, we require parents to provide a working laptop of a reasonable standard for their child to participate in ICT integrated subjects and prepare homework effectively. We also require that parents provide reliable internet access at home as many of our students' projects require online research and collaboration.