



Abdul Kadir Molla International School



IT Policy

Updated on: **Aug 9, 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.

Mission statement of Abdul Kadir Molla International School

Abdul Kadir Molla International School aims to attain intellectual rigor and high academic standard by developing the learners holistically as critical thinkers, caring individuals and lifelong learners to meet the needs of this rapidly changing and challenging world.

Purpose of this policy

Provide guidance to the stakeholders of AKMIS on the use of IT infrastructure of the school and how to become responsible digital citizens of the world.

Available IT infrastructure at AKMIS

The primary purpose of the school's IT infrastructure is to facilitate learning.

Services:

- *google@amkis.net* mailing system
- *Google Workspace*
- ManageBac
- Turnitin

Hardwares:

- ICT lab
- Desktop computers
- Research corner (in the library)
- Server
- HUB
- Router
- Printer
- Photocopier
- CCTV

ICT Lab

School provides a fully equipped computer lab for the teachers and students.

Integration of technology

Teachers are encouraged to integrate technology to facilitate inquiry, action and reflection.

Use of print service

Teachers are requested to send their print request to *print.service@akmis.net*.

Data privacy

Under no circumstances, school authorities or IT administrators are allowed to login to any staff or students' personal email accounts or online resources without their permission.

All sorts of personal data must be dealt with confidentiality.

Digital Security Act, 2018 of Bangladesh (*attached in the appendices section*) defines personal data as 'identity information'. **Section 26** of this act requires that an individual's explicit consent or authorization must be required for collecting, selling, storing, supplying or using his/her personal/identity information.

Breach

Following acts will be considered as breach of policy:

- Using the school's IT infrastructure to bully or harass someone.
- Willingly damaging or showing negligence to the school's IT infrastructure.
- Downloading unauthorised softwares.
- Any act that violates copyright law.
- Access or store illegal softwares, documents or files.
- Unauthorized use of the school's IT infrastructure.
- Unauthorized use of any digital signature.

Role of the teachers and IT administrators

Follow and promote the best and ethical IT practices. Teachers should include technology into their respective lessons.

Role of the students

- Not to share their school's email and ManageBac's login and passwords with anyone.
- Being respectful towards the IT infrastructure of the school.
- Not to use the school's email and ManageBac account other than academic purposes.

Personal devices

For students, mobile phones are not allowed in the school premise unless the school authority provides permission.

Tablets and laptops are mandatory requirements for the PYP and IBDP students.

Review of the IT policy

This is a working document. This document is going to be reviewed once every two years.

Appendices

Digital Security Act, 2018 (Section 26)

26. Punishment for unauthorized collection, use etc. of identity information.- (1) If any person collects, sells, possesses, provides or uses identity information of any other person without lawful authority, then such act of the person shall be an offence.

(2) If any person commits any offence under sub-section (1), he shall be punished with imprisonment for a term not exceeding 5 (five) years, or with fine not exceeding Taka 5 (five) lac, or with both.

(3) If any person commits the offence referred to in sub-section (1) for the second time or repeatedly, he shall be punished with imprisonment for a term not exceeding 7 (seven) years, or with fine not exceeding Taka 10 (ten) lac, or with both.