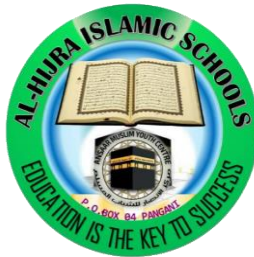


AL HIJRA ISLAMIC SECONDARY SCHOOL  
ICT TECHNOLOGY POLICY.



**1 POLICY STATEMENT**

The Al hijra Islamic Secondary School recognizes the importance of Information and Communication Technology resources, including computers, projectors, smartphones and wireless routers, as essential tools for modern education and administration. This policy aims to ensure responsible and efficient use of these resources for the benefit of teachers, students and leaders.

**2 USES OF ICT EQUIPMENTS (RESOURCES) FOR TEACHERS, STUDENTS AND LEADERS.**

**2.1 TEACHERS.**

- Teachers are encouraged to use ICT resources to enhance the teaching and learning process, including creating and delivering digital content, accessing educational resources and conducting research.
- They should ensure that ICT resources are used for educational purposes and are integrated into the curriculum effectively.

**2.2 STUDENTS.**

- Students are provided access to ICT resources for educational and research purposes.
- Responsible use is expected, and students should follow guidelines for appropriate behavior and adhere to ethical standards when using resources.

**2.3 LEADERS.**

- School leaders, administrators and staff should use ICT resources for administrative purposes, communication and management.
- They are responsible for maintaining the ICT infrastructure, ensuring its accessibility and support where necessary.

### 3 MONITORING

The school will implement monitoring measures to ensure the responsible and effective use of ICT resources. This includes:

- Network and device usage monitoring to detect misuse or unauthorized access.
- Periodic audits and assessments to evaluate the effectiveness of ICT resources utilization.
- Supervision and guidance from teachers and leaders to ensure proper use by students.

### 4 CONSEQUENCES FOR DESTRUCTION:

Deliberate destruction, misuse or damage to ICT resources will not be tolerated. Consequences for such actions may include disciplinary measures, financial responsibility for repair and if applicable, legal action.

### 5 MAINTENANCE:

Regular maintenance of ICT resources is crucial to ensure their functionality and longevity.

- School leaders and administrators are responsible for maintaining and updating hardware and software as needed.
- Users including students and teachers should promptly report any technical issues, damage, or malfunction of ICT resources to the school's ICT support team.
- Routine data backups and cyber security measures will be implemented to protect the integrity of school data.

The policy seeks to establish a framework for the responsible and productive use of ICT resources within the school. By adhering to these guidelines, we aim to create an environment where technology enhances learning and administrative efficiency while promoting responsible digital citizenship among all members of the school community.

### POLICY REVIEW

Date of last review: October 14, 2023

Date of next review: October 14, 2024