



المدرسة الهندية الجديدة
NEW INDIAN SCHOOL

NIS ACCEPTABLE USE OF SCHOOL RESOURCES POLICY 2026-2027

Signed

Principal : 

Date : 03/03/2026

Reviewed By : **Governing Body | SLT**

Date : 03/03/2026

Next Review Due By

Date : 05/04/2026

ACCEPTABLE USE OF SCHOOL RESOURCES POLICY

1. INTRODUCTION

New Indian School is committed to ensuring that all school resources are used responsibly, ethically, and safely to support teaching, learning, and school operations. This policy establishes clear expectations for the acceptable use of all school resources by students, staff, and other stakeholders.

2. PURPOSE OF POLICY

The purpose of this policy is to:

- Ensure the safe, responsible, and effective use of school resources
- Protect school infrastructure, digital systems, and data
- Promote ethical and respectful use of technology and facilities
- Prevent misuse, damage, or unauthorized access to resources
- Ensure compliance with UAE laws, MOE, and RAKDOK regulations

3. SCOPE OF APPLICATION

This policy applies to:

- All students (KG–Grade 12)
- Teaching and non-teaching staff
- School leadership
- Parents (where applicable for digital platforms)
- Visitors and external stakeholders using school resources

This policy covers all school resources, including:

- ICT systems (computers, laptops, tablets, servers)
- Internet and Wi-Fi access
- Digital platforms (MS Teams, portals, emails)
- Physical infrastructure (classrooms, labs, library, sports facilities)
- School equipment (projectors, printers, lab equipment)

4. DEFINITIONS

School Resources:

All physical, digital, and intellectual assets provided by the school for educational and operational purposes.

Acceptable Use:

Use of resources in a manner that is lawful, ethical, safe, and aligned with school policies.

Unauthorized Use:

Any use of resources without permission or beyond intended educational or operational purposes.

Digital Misuse:

Improper use of technology including cyberbullying, accessing inappropriate content, hacking, or misuse of credentials.

5. POLICY STATEMENT

The school strictly requires that all resources be used:

- For educational and official purposes only
- In a safe, respectful, and responsible manner
- In compliance with UAE laws and school regulations

Any misuse, negligence, or intentional damage will result in disciplinary action.

6. ACCEPTABLE USE GUIDELINES

6.1 General Use

All users shall:

- Use school resources only for intended educational or official purposes
- Follow instructions provided by teachers or school authorities
- Maintain cleanliness and proper handling of all resources
- Report any damage or malfunction immediately

6.2 ICT and Internet Usage

Users shall:

- Access only educational and appropriate content
- Use school-provided login credentials responsibly
- Maintain confidentiality of passwords
- Use MS Teams and digital platforms strictly for academic purposes

Users shall NOT:

- Access inappropriate, harmful, or illegal content
- Download unauthorized software or files
- Attempt to hack, bypass filters, or access restricted systems
- Engage in cyberbullying, harassment, or misuse of communication tools

6.3 Use of School Devices

- Devices must be always handled with care
- Food and drinks are not allowed near devices
- Devices must not be removed from school without permission
- Any damage must be reported immediately

6.4 Classroom and Physical Resources

- Students must use furniture, lab equipment, and materials responsibly
- Any intentional damage or vandalism is strictly prohibited
- Laboratories must be used under supervision
- Library resources must be returned on time and in good condition

6.5 Communication Platforms

- Communication must be respectful and professional
- Students must not record, screenshot, or share content without permission
- Online classes must follow school e-safety and behavior rules

6.6 Data Protection and Privacy

- Users must respect the privacy of others

- Personal data must not be shared without authorization
- School data must not be copied, transferred, or misused

7. PROHIBITED ACTIVITIES

The following are strictly prohibited:

- Cyberbullying, harassment, or threatening behavior
- Accessing or sharing inappropriate or illegal content
- Tampering with school systems or devices
- Using resources for personal financial gain or illegal activities
- Plagiarism or misuse of academic content
- Recording or sharing school content without permission

8. ROLES AND RESPONSIBILITIES

8.1 School Leadership

- Ensure policy implementation and compliance
- Provide infrastructure and monitoring systems
- Take disciplinary action where required

8.2 Teachers

- Guide students on proper use of resources
- Monitor classroom and digital usage
- Report misuse or concerns

8.3 IT Department

- Maintain systems, networks, and security
- Monitor usage and restrict inappropriate access
- Provide technical support

8.4 Students

- Use resources responsibly and respectfully
- Follow all rules and instructions
- Report issues or misuse

8.5 Parents

- Support school policies at home
- Monitor children's use of digital platforms
- Ensure responsible behavior during online learning

9. MONITORING AND SUPERVISION

- The school reserves the right to monitor all digital activity
- Internet usage may be filtered and recorded
- Devices and systems may be inspected when necessary
- Monitoring is conducted to ensure safety and compliance

10. DISCIPLINARY ACTION

Failure to comply with this policy may result in:

- Verbal warning
- Written warning
- Restricted access to resources
- Behavior score deduction (as per MOE Code of Conduct)
- Suspension or expulsion (in severe cases)
- Legal action if required

11. RECORD KEEPING

The school shall:

- Maintain records of misuse incidents
- Document disciplinary actions
- Track repeated violations
- Maintain logs of digital usage where applicable

12. COMPLIANCE AND OVERSIGHT

This policy is aligned with:

- UAE Ministry of Education (MOE) regulations
- RAK Department of Knowledge (RAKDOK) requirements
- UAE Cybercrime Laws
- School Behaviour Policy and E-Safety Policy

13. POLICY REVIEW

- This policy shall be reviewed annually
- Updates will be made based on regulatory changes
- Feedback from stakeholders will be considered

17. VERSION CONTROL

Version	Date	Description	Next Review
1.0	15/04/2025	Policy Initiated	15/09/2025
1.1	15/09/2025	Updated the format of presentation	03/03/2026
1.2	03/03/2026	Reviewed and updated the policy	05/04/2027