Dunes International School

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مـــدرســة ديــونــز الـدولـيــة

هاتف: ٠٠٩٧١٢٥٥٢٧٥٢٧
رقم القطعة:١٩، شعبية ٩، مصفح، أبوظبي، ص.ب.:٥١٢١
كود مدرسة: ٧٢٦٨٩ | رقم الانتساب:٦٦٣٠٠٥١

POLICY ON
SCHOOL'S COMPUTER LAB

INTRODUCED: December 2015	NEXT REVIEW : March, 2018
REVISED: Oct, 2017	IMPLEMENTED BY: Principal

DEFINITION:

This policy refers to the use of computer lab in a disciplined way so that the computer may not be used for any wrong purpose and so that the students can be benefitted in the best possible way regarding the ICT and use of Technology.

PROCEDURE

- If the computer is not switched on, call the instructor. Never fiddle with the wires and switches yourself.

- It is not permitted to use the computers for displaying, printing, storing or distributing matter that may offend others.
- It is not permitted to install, use or distribute illegal copies (pirate copies) of licensed software.
- It is not permitted to change the operational mode of the computers.
- The computers in the computer rooms must not be left logged-in unattended.
- It is not permitted to lock the computers.
- Users should not access other people's files unless permission has been given by the file's owner.
- It is not permitted to take away manuals, pieces of furniture or other pieces of equipment from the computer rooms.
- It is not permitted to play games on the computers.
- Restricted web sites are prohibited.
- If a student shows any negative images on his/her computer to any other student, the student should refrain from participating and report him/her to the instructor.
- Drinking, or eating in the lab is not allowed.
- The student will keep the lab neat; clean up any mess, use garbage bins, and leave equipment and furniture properly arranged.
- The student will be responsible for their own behavior on the computer system.

Principal's Approval	
Revised Date:	Oct,2017