HAL NEW PUBLIC SCHOOL

INFORMATION & COMMUNICATION TECHNOLOGY (ICT) POLICY

The National Policy on Education 1986, as modified in 1992, stressed the need to employ educational technology to improve the quality of education. The policy statement led to two major centrally sponsored schemes, namely, Educational Technology (ET) and Computer Literacy and Studies in Schools (CLASS) paving the way for a more comprehensive centrally sponsored scheme – Information and Communication Technology @ Schools in 2004. Educational technology also found a significant place in another scheme on the upgradation of science education. ICT's significant role in school education has also been highlighted in the National Curriculum Framework 2005 (NCF) 2005.

The comprehensive choice of ICT for the holistic development of education can be built only on a sound policy. The initiative of ICT Policy in School Education is inspired by the tremendous potential of ICT for enhancing outreach and improving the quality of education. This policy endeavours to provide guidelines to assist the States in optimizing the use of ICT in school education within a national policy framework.

ICT includes a wide range of software and hardware tools and technologies including devices like computers and mobile phones, networks like the Internet, and software applications. These technologies enable us to store, process, and access information in digital form. This information can be stored in both textual and audio-visual forms. These technologies have also enabled us to communicate this information with each other effectively, efficiently, at scale, and at great distances. In the past few decades, ICT has transformed the way in which humanity engages with information. Since education is fundamentally about knowledge and information, and communication of that knowledge to the next generation, it is inevitable that ICT would play a significant role in education in the coming years. The NEP 2020 recognizes this: a. "Appropriate integration of technology into all levels of education - to support teacher preparation

and development; improve teaching, learning and evaluation processes; enhance educational access to disadvantaged groups; and streamline educational planning, administration and management." [DNEP 2019, Chapter 19, Objective] b. "extensive use of technology in teaching and learning, removing language barriers, increasing access for Divyang students, and educational planning and management" [NEP 2020, Principles of this Policy, p.5] c. "While education will play a critical role in this transformation (India's transformation into a digitally empowered society and knowledge economy), technology itself will play an important role in the improvement of educational processes and outcomes; thus, the relationship between technology and education at all levels is bi-directional." [NEP 2020, 23.1]

Vision for ICT at HNPS

The ICT Policy in School Education aims at preparing youth to participate creatively in the establishment, sustenance and growth of a knowledge society leading to the all-around socio-economic development of the nation and global competitiveness.

At HNPS, ICT will be used effectively to enhance learning and teaching in all curriculum areas, support collaborative and cooperative learning, develop higher-order thinking skills and help all students realise their educational and social potential, as well as administration, are supported. It should allow all children to make excellent progress and enable teachers to teach more efficiently and effectively. It should also enable the increased participation of parents in their children's learning.

Mission for ICT at HNPS

Mission for ICT is to devise, catalyse, support, and sustain ICT and ICT-enabled activities and processes to improve access, quality and efficiency in the school system. Develop and maintain highly effective, reliable, secure, and innovative information systems to support instructional, administrative and research functions. Provide fast & reliable access to all information systems.

The ICT Resources at HNPS Covered by the Policy

This policy applies to ICT resources and systems made available to the users by or on behalf of HAL New Public School including but not limited to -

- Personal computers
- Peripherals such as printers, copiers, scanners and multimedia devices
- Mobile devices such as smartphones and tablets
- Networks, internet connections and Firewall
- e-mail and other messaging, social networking, school website, ERP.
- System and application software, services and databases
- Removable media such as CDs, DVDs and USB drives.
- Question Paper Generator
- Learning Management System

Current ICT Infrastructure at HNPS

In keeping with our mission, we perceive ICT technologies as a teaching and learning tool in each class.

- All the machines are networked and have access to the Internet. These computer labs provide fast and easy access to vast amounts of information in a variety of formats.
- There are 41 PCs and a printer in the computer lab.
- We have LAN connection in the new building.
- We currently have 3 tablet computers, for classroom observations by subject heads as a part of the monitoring and mentoring programme.
- We have a school mobile phone for communication.
- Classes 7 to 11 have an interactive LED panel.
- Computer Lab, Science Lab and Library also have an interactive LED panel.
- There is 1 digital camera in the school for capturing the events conducted.
- The office is equipped with PCs, colour printer and a photocopier/scanner.
- The Examination room is equipped with two computers and one All in one machines.

Appropriate Use of Mobile Phones and Other Electronic Equipment by Students

Students are not to bring mobile phones to school. If brought, the phone must be left at the office on arrival and picked up at the end of the day. Non-compliance will result in phones being confiscated and parents being notified.

Other electronic equipment is not permitted unless permission is granted by the teacher.

Unacceptable/inappropriate use/behaviour by a student

It is unacceptable for students while at school to:
- Use any ICT device in an unlawful manner.
- Download, distribute or publish offensive messages or pictures.
- Use of obscene, inflammatory, racist, discriminatory or derogatory language.
- Use language and/or threats of violence that may amount to bullying and/or harassment, or even stalking.
- Insult, harass or attack others or use obscene or abusive language
- Deliberately waste printing and internet resources
- Damage computers, printers or network equipment
- Commit plagiarism or violate copyright laws
- Ignore teacher directions for the use of social media, online email and internet chat
- Send chain letters or spam email (junk mail)
- Knowingly download viruses or any other programs capable of breaching the department's network security.
- Use in-phone cameras anywhere a normal camera would be considered inappropriate, such as in changing rooms or toilets.
- Invade someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material.
- Using a device to cheat during exams or assessments.
- Take into or use mobile devices at exams or during class assessments unless expressly permitted by the school.

Use of the Internet at HNPS

The primary use of computer resources and the internet is to support research and education.

- Students must follow copyright regulations and will not copy programs or pirated software.
- For teachers, Internet and e-mail may be accessed via the school's network during school hours for school-related work.
- Students are permitted to use the internet under the supervision and guidance of their teachers specifically for work assigned to them.
- Students are not permitted to access the internet for personal use, or for personal access to social networking sites unless given specific permission to do so.
- Downloading of external data in the form of legal and legitimate documents, music, images etc. from any device (such as USB drives, cameras, smartphones, CD ROMs etc.) requires prior approval of the ICT Administrator.
- All documents and files must be checked for viruses and threats before download.

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