



# MINILAND THE GLOBAL SCHOOL

Fazilpur urf Morpur, Pakki Chowki Bulendsher Road Hapur-245101, Uttar Pradesh

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## INFORMATION AND COMMUNICATION TECHNOLOGY POLICY

### **Use of Information and Communication Technology:**

Students are provided with IT resources to optimize their learning. These resources come in 2 forms.

1. Online resources.
2. Computer Laboratories.

### **Online Resources:**

Online resources will be shared through the CLP ([www.minilandtheglobalschool.com](http://www.minilandtheglobalschool.com)). Resources such as notes, assignments, past question papers, etc. will be shared with the students.

### **Computer Resources:**

There are two computer laboratories for instruction.

Rules for the school computer labs are as follows.

1. Treat all ICT equipment with care.
2. Do not eat or drink in the ICT laboratories
3. Use computers for schoolwork only.
4. Do not attempt to access another student's account
5. Do not tamper or interfere with the system
6. Do not download anything
7. Store all your work
8. Only use the Internet for school related work
9. If there is a problem with your computer, do not attempt to fix it yourself
10. Call your teacher for any assistance.
11. Playing games in the ICT lab is strictly prohibited
12. It is Mandatory to maintain silence in ICT labs

### **Personal Technology Use:**

Technology should be used responsibly at all times.

Users are responsible for the protection of their own network account and should not divulge their password to anyone. This includes classmates, parents, and teachers. Users should not log on to or use any account other than their own and should log off when leaving a workstation, even for a short period of time.

### **Use of Facilities:**

*It is not acceptable to*

- Attempt to download or install software to school computers, or to tablets using the school Wi-Fi
- Attempt to introduce a virus to the network
- Attempt to bypass network or system security
- Attempt to gain access to an unauthorized area or system
- Attempt to use any form of hacking/cracking software or system
- Connect any device to the network that has access to the Internet via a connection not provided by the school – including, but not limited to personal hotspots and 3G/LTE
- Access and download material that is indecent or obscene, infringes copyright, is unlawful, or brings the name of the school into disrepute

### **Internet Access:**

The school's Internet service is filtered to prevent access to inappropriate content and to maintain the integrity of the computer systems. Users should be aware that the school logs all Internet use. While the school respects the privacy of users, users should assume the school could potentially monitor all of their activity.

The use of public chat facilities is not permitted.

Users should ensure that they are not breaking copyright restrictions when copying and using material from the Internet.

### **Privacy and Personal Protection:**

- Users must, at all times, respect the privacy of others
- Users are responsible for their own devices. The school cannot be held responsible for any damage/loss of students' devices.
- Users may under no conditions photograph any individuals without prior permission, in compliance with the laws of Uganda.
- Users should not forward private data without permission from the author
- Users should realize the school has a right to access personal areas on the network
- Privacy will be respected unless there is reason to believe that the Acceptable Use Policy has been breached or that school guidelines are not being followed.

### **Disciplinary Procedures:**

Those who misuse the computer facilities or violate the Acceptable Use Policy will be subject to disciplinary procedures.

This Acceptable Use Policy constitutes part of the school's Behavioral Policy.



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## CLINIC POLICY

In the event of a child being unwell during the school day, we would make every effort to contact the parent/guardian to come and collect the child. If this is not possible we shall look after the child in school. If Health deteriorates the child will be taken to Deep Hospital for further treatment. Expenses if any will be charged from parents.

*The following notes are a brief summary on school health matters which you may find helpful:*

- Should there be any infectious disease in your home please report the fact to the Class Teacher/Principals/School Clinic at once, and do not send your ward to class till the infection period is over.
- All parents are requested to impart Health Education to their children.
- Students should be encouraged to maintain personal hygiene like trimming of nails and being neat on a regular basis.
- All children should be De-wormed at least once a year. The family physician should be consulted for this.
- Dental and ophthalmic checkup to be done once every year by a Dental surgeon and ophthalmologist.
- Students suffering from diseases such as Chicken Pox, Cholera, Measles, Mumps, Whooping-Cough, and Jaundice must observe the prescribed period of Quarantine before returning to class:
  - Chicken Pox 2 – 3 weeks from onset of rash.
  - Cholera Till the child is completely well.
  - Measles Two weeks after the rash disappears.
  - Mumps Until the swelling has gone; about one month.
  - Jaundice Six Weeks after recovery.
- Students suffering from infectious diseases like Conjunctivitis, Dermatitis, Scabies, etc. should not be sent to school.
- Students suffering from chronic diseases like Asthma, Epilepsy, Rheumatic heart disease, etc. are advised to be under continuous Medical supervision of a Specialist Doctor. History of their illness must be filled up in the Almanac along with the treatment being taken.

### **ACCIDENTS AND EMERGENCIES:**

Should your child require emergency treatment, every effort will be made to contact you. To assist with this please keep the nurses informed of any change in your contact details.

### **MEDICAL FORMS:**

When your child starts at MGS, you will be required to complete medical forms. Please return them promptly with all medical information provided. It is of utmost importance that the school is made aware of any condition your child has and any medication they are receiving. This will affect how they are treated in the case of an emergency.

### **CONSENT FOR PARACETAMOL AND MEDICINE AT THE SCHOOL:**

If your child is in pain or has a fever at school, the Staff Nurse will give Paracetamol/calpol to your ward to relieve their symptoms. By admitting your child to MGS you are allowing the staff nurse to administer Paracetamol/calpol to your ward and you need NOT consent on the health form for the school nurse to administer it.

If your child is allergic to Calpol / paracetamol please mention in admission form and also inform the class teacher and staff Nurse.

Students are not permitted to carry medicine with them under any circumstances. Medicine will not be returned to a student under any circumstances; it must be collected by an adult either the parent/guardian or the teacher.

### **Illness:**

To concentrate and function effectively at school, good health is one of the most important aspects. It is therefore important that if your child is unwell, they should rest at home and recuperate fully before returning to school. This is also to reduce cross infection of other students and staff. The medical team will not hesitate to send a student home if they are unwell or considered to be infectious. (Please see our infection control policy).

### **Snack boxes:**

To support your child's concentration at school, please encourage them to have nutritious food in their snack boxes. Students who eat breakfast and have a nutritious diet at school will manage to perform better.

