



**POLICY
27**






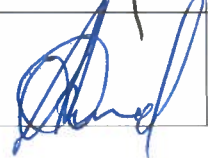
ICT Labs Policy

For Ta'allum Schools

Reviewed 2016-2017

Approvals

The signatures below certify that this policy has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

	Name	Signature	Position	Date
Reviewed by	Sheldon Smith		Principal- AJA	25/9/16
Reviewed by	Steven Middleton		Principal- AMAB	17/10/16
Reviewed by	Maha Teema		Principal-AMAG	10/10/16
Reviewed by	Jamil Al Mannai		IT Manager	9/10/2016
Reviewed by	Dr. Mohammed Saefan		Education Director	17.10.16
Approved by	Ahmed Al Mannai		CEO	17-10-2016

Amendment Record

This Policy is reviewed to ensure its continuing relevance to the systems and processes that it describes. A record of contextual additions or omissions is given below.

Page no.	Context	Revision	Date

Table of Contents

Ta'allum Group's Vision, Mission and Motto	3
I.T. Technical Support Responsibility	4
Teachers Responsibility	4

Ta'allum Vision, Mission and Motto

Ta'allum Group's Vision

We aspire towards being a progressive institution of learning experiences by offering a quality education based on an Islamic ethos that aims to serve humanity.

Ta'allum Group's Mission

To establish premier educational institutions which are committed to a unique brand of holistic education.

Our goal is to help every child to learn and acquire Islamic knowledge alongside building a solid foundation in all academic subjects. This will help them develop and gain true Islamic values and thereby make a valuable, correct moral and social contribution to the community in which they live.

Ta'allum Group's Motto

"Creative learners today, our future leaders tomorrow"

I.T Technical Support Responsibility

1. Computers installed with Windows OS and basic software.
2. Computers installed with network, keyboard and mouse.
3. Computers operational to be 100% running with network.
4. Complete ICT lab checks every week.
5. Installation of software which will be requested by teachers. Enough notification to be given by teachers if they need a software to be installed. At least one week.
6. Up gradation of software ,antivirus and Windows update
7. Printer checks.
8. Checking of projectors and interactive White boards and make sure it is 100% operational.

Teachers Responsibility

1. Look after students when they are in class and avoid misuse of the PC.
2. Do not allow students to play Games in ICT Labs.
3. Protect computers from any physical damage caused by students.
4. Report to IT Dept. immediately if any computer or IT peripheral problem is found by sending an email to the helpdesk.
5. Teachers to be responsible for any IT items missing in the ICT Labs.
6. Inform IT support staff if a request is required in advance.
7. Lock the IT rooms when they are not in use.
8. Inform IT support staff if a software is required to be installed in the ICT Labs with at least minimum of one week notification.