

GIIS-AD-Policy-26-27-033

IT Policy

Prepared on	April 2025
Reviewed by	Principal, Vice Principal, SLT, Learning Resource Committee
Next Review	April 2027

IT Policies

- Hardware Policy
- Firewall Policy
- Password Policy
- Email Policy
- Attachment Policy
- Printing Policy

IT EQUIPMENT ALLOTMENT

- The allotment of equipment's are based on Seniority levels as per company definition or based on case to case approval by Country Director or by Campus Director at School level.
- Classrooms should have Laptop/PCs/iPad's and Touch panel and properly locked to avoid easy access to students. The equipment's are subject to approval for classroom installations.
- Teacher's should not allowed students to use the Laptop/PCs/iPad without their knowledge.
- Students are not allowed to carry Teacher's Laptop/PCs/iPad in school.
- Printers are installed for common use and should be integrated with network for easy access and printing within single department or available for multiple departments.

Printers to individual department or employees are allotted based on requirement and usage and on approval from senior management.

- Equipment's like Storage Media such as thumb drive, external hard drive and Audio Visual equipment's are allotted on case basis and strictly on approval basis.

Hardware

IT EQUIPMENT ALLOTMENT FORM

- IT Equipment allotment form will be available with IT Administrator.
- **CARE OF EQUIPMENT**
 - Not all equipment's are insured for loss or damage so please take care.
 - Do not leave portable equipment unattended or in your desk/car/Bus.
 - In the event of any loss or damage to equipment please notify department head as soon as possible.
 - AV equipment is very sensitive and can be easily damaged.

Hardware

• **EQUIPMENT USE**

GIIS equipment is for official use only and not for private use. Please ensure that you know how to use the equipment that you are borrowing; if in doubt ask staff for guidance. IT department try to ensure that all equipment is working correctly before it is issued but to avoid any problems check over equipment before you need to use it. Make sure that you have fresh batteries installed and ask for spares when you collect your equipment.

• **RETURN OF EQUIPMENT**

When returning equipment please ensure that a member of IT department/Operation department has noted its return, checked the equipment and deleted your name from our borrowers list to ensure that your responsibility has been discharged. Please do not leave any equipment lying on the counter unattended.

Firewall

- Provides Physical Protection to GIS Network
- Filters or Blocks inappropriate sites
- Prevents Unauthorized access
- Monitor User Activity
- Firewall can be –
 - Hardware
 - Software

Password

- All Devices must have a Password
- Prevents Unauthorized Access
- Lock Devices when left unattended
- Renew Password's every 3 months

Why Change Password's?

- Works as a Precautionary Measure
- End's Access to Compromised User Accounts
- Makes it difficult for attackers to continue password attacks

E-mail

- Email's can be Intercepted.
- Do Not Forward Company Confidential Information through E-mail.
- Deliver message in-person depending on the nature of confidentiality.
- Be Courteous, Polite & Professional when Responding to E-mail's.

Attachment

- All Attachments needs to be Scanned before attaching to mail.
- Always try to send the attachment in pdf format.
- Don't download the attachments if found suspicious.
- Types of Blocked Attachment can be specified by IT Admin ex (.exe, .msi, .bat, .com, .cmd, .hta, .scr, .pif, .reg, .js, .vbs, .wsf, .cpl, .jar)
- Attachment will be Blocked if it belongs to any of the specified category
- Attachment limit for Outlook is 10 MB.

- You will be using common printer for printing purpose.
- You will receive the Printer ID & Pin for the printer for IT Admin.
- Don't share your Printer ID & Pin with other teacher because at the end of every month printer count report will be shared with management for verification.
- Check the print preview before giving print command.
- Check the number of pages that's going to print.

IT Reviewed by : Noufal Nasar

Signature :



Principal : Dilip Kumar

Signature :



Policy Review Date : 7th January 2026

Next Review Date : 6th January 2027

