



ICT POLICY

Introduction

This ICT Policy aims to provide guidelines for the effective use of ICT (Information and Communication Technology) in classrooms to enhance teaching and learning at Al Jamia College of Arts and Science. The policy outlines the responsibilities of both teachers and students, ensuring that the integration of technology in the classroom is productive, ethical, and secure.

Objectives

- To enhance the learning experience through the use of ICT tools.
- To improve teaching methods and educational outcomes.
- To promote digital literacy among students and staff.
- To ensure the responsible use of ICT resources.

Scope

This policy applies to all teachers and students at Al Jamia College of Arts and Science who utilize ICT resources within the college premises or for college-related activities.

Responsibilities

1. Teachers:

- **Integration of ICT:** Teachers are encouraged to integrate ICT tools such as interactive whiteboards, projectors, and educational software into their teaching practices.
- **Preparation and Planning:** Teachers should prepare digital learning materials and use online resources to enhance lesson plans.
- **Professional Development:** Engage in continuous professional development to stay updated with the latest ICT tools and educational technologies.
- **Security and Privacy:** Ensure the protection of students' personal data and adhere to college guidelines on data privacy and security.
- **Monitoring Use:** Supervise students' use of ICT in classrooms to ensure it is appropriate and educationally relevant.
- **Feedback and Assessment:** Utilize ICT for feedback and assessment, including digital quizzes, online assignments, and e-portfolios.

2. Students:

- Active Participation: Engage actively in ICT-enabled lessons and utilize available tools for learning and research.
- Ethical Use: Use ICT resources responsibly, avoiding any form of cyberbullying, plagiarism, or inappropriate content.
- Security: Protect personal information and use college-provided credentials securely.
- Maintenance: Handle ICT equipment with care and report any technical issues immediately.
- Collaboration: Use ICT tools to collaborate with peers and participate in group projects and discussions.

ICT Resources and Usage

1. Internet Access:

- Internet access is provided to support educational activities. Personal use should not interfere with academic work.

2. Digital Devices:

- The college provides digital devices like computers, tablets, and projectors. Personal devices should be used responsibly within the classroom setting.

3. Educational Software:

- The use of licensed educational software is encouraged. Unauthorized copying or use of software is strictly prohibited.

4. Online Platforms:

- The college provides access to online platforms for learning management and collaboration. Students and teachers should use these platforms for academic purposes only.

Training and Support

- Regular training sessions will be conducted for both teachers and students to enhance their ICT skills.
- A support team will be available to assist with technical issues and provide guidance on effective ICT integration.

Monitoring and Evaluation

- The use of ICT in classrooms will be regularly monitored to ensure it meets educational

objectives.

- Feedback will be collected from both teachers and students to evaluate the effectiveness of

ICT tools and practices.

- Periodic reviews of the ICT policy will be conducted to incorporate advancements in technology and address any emerging issues.

Compliance and Disciplinary Actions

- Non-compliance with this policy will result in disciplinary actions as per the college's code

of conduct.

- Serious breaches, such as misuse of ICT resources or violation of data privacy, may result in suspension of ICT privileges or other disciplinary measures.

Policy Review

- This policy will be reviewed annually to ensure it remains relevant and effective in the face of changing technological landscapes and educational needs.

Conclusion

This ICT policy aims to foster an environment where technology is seamlessly integrated into the educational experience at Al Jamia College of Arts and Science, promoting digital literacy and enhancing academic outcomes while ensuring ethical and responsible use of ICT resources



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