

Guidelines for ICT Lab

For the long life span of the computers, smooth function and effective teaching/learning with conducive atmosphere, NIVI felt the necessity of framing Guidelines pertaining to ICT literacy programme and the lab. This guideline is framed to provide better service for the children. However, in future, based on need, it may be reviewed and amended.

Mode of teaching:

1. Students studying in the institute ranging from Class I to VI shall be taught based on the teaching classes allotted in the routine of the institute.
2. Students integrated in KLSS shall be provided computer classes after the class hours from 3:30 to 4:30 based on the schedule framed.
3. Students integrated in JSHSS shall receive computer class in JSHSS.
4. Few computers shall be provided in the both the boys and girls hostel to enable students to:
 - a. Write assignments in the evening.
 - b. Prevent stepping on snakes, especially while children wish to avail the computers of the lab.
 - c. Provide better facilities for practice, especially during the weekends.

The day to day teaching shall be accomplished based on the syllabus and handbook of the computer literacy programme.

Mode of Assessment:

The assessment of the students shall be based on the mode of assessment reflected in the computer literacy syllabus and handbook.

Outsiders will not be entertained in the lab and must not be allowed to:

- Check mail,
- Browse internet,
- Type assignments/project works etc.

No one must enter or use computer when the class is conducted. ICT classes must be treated at par with the other academic classes.

It is important to refrain from:

1. Entering the Computer Lab without the permission
2. Escort his/her friends or other children.
3. Print materials for friends.
4. Enter the ICT Lab before the teacher.

Teachers may ensure that:

- ✓ Students do not enter the lab before the teacher
- ✓ The computers are switched on appropriately with the permission from the teacher concerned.
- ✓ He/she does not leave the classes before the students.
- ✓ Students follow the appropriate procedure for shutting down the computers.
- ✓ The student are assigned to a particular computer for better monitoring purpose.

Once inside the Lab, all are expected to follow strictly:

1. Not to change setting of computers including the desktop background.
2. Not to install/remove software.
3. Not to play any games.
4. Seek permission before printing any material.
5. Not allowed to watch videos or listen to any audio files or bring any removal devices containing pictures, videos, music, etc. into the lab. Lab is not meant to be used for entertainment, but for learning.
6. Bringing any drinks or edibles in the lab such as chewing gum, sweets, noodles, etc. is strictly prohibited.
7. Fiddling with switches and other devices is not permissible.
8. An earphone to each and every computer is plugged in; it is not to be plugged out, but to be kept in the drawer of the desk.
9. Download of movies, audio books, music and songs and saving it in the computer is discouraged.
10. Personal files/documents must not be left saved in the computers.

11. The Sighted and low vision users (those who do not require JAWS) must not mute or decrease the volume of the sound. This would result in losing control of the computers for the visually impaired users.

Before leaving the lab, make sure:

- Shut down the computers properly,
- Cover the screens,
- Switch off the UPS and power.
- Pull back the chair.

Appropriate action must be taken to the students found misusing the lab such as:

- Watching movies
- Listening to songs
- Watching pornography
- Not following the above Guidelines

Students found violating the Guidelines of the lab may be dealt accordingly:

First offense, verbal warning.

Second offense: deduct 10 marks from the marks achieved in the continuous assessment or test/checklist.

Third offense: Report to the school authority and reflect in the character certificate.

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