

INTERNET USAGE AND BLOGGING POLICY

Objective:

Provide appropriate guidelines for accessing and utilizing the internet through Dasman Bilingual School's network.

Applies to:

All employees with authorized access to internet services

Key guidelines:

Internet services are authorized to designated employees by their principal to enhance their job responsibility. The internet is an excellent tool but also creates security implications that Dasman Bilingual School must guard against. For that reason, employees are granted access only as a means of providing support in fulfilling their job responsibility.

General

- Internet accounts are approved for authorized employees to support their work.
- Users are responsible for all activity on their assigned accounts.
- Internet use must align with the mission and goals of DBS.
- Online services should support legitimate educational and operational purposes.
- DBS is not responsible for external internet content accessed by users.

Inappropriate use

- The state of Kuwait with coordination of ISP's (Internet service providers) applies special web filtering tools on the internet communication.
- The following uses of school provided internet access are not permitted:
 - Use proxy breakers or any proxy than the one supported by the IT department.
 - To access, upload, download, or distribute pornographic or sexually explicit material

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- Violate and Kuwait, local, or federal law
- Vandalize or damage the property of any other individual or organization
- To invade or abuse the privacy of others
- Violate copyright or use intellectual material without permission
- To use the network for financial or commercial gain
- To degrade or disrupt network performance
- No employee may use school facilities knowingly to download or distribute pirated software or data.
- The use of file swapping software on School computers and School networks is prohibited.
- No employee may use Dasman Bilingual School internet facilities to deliberately propagate any virus, worm, Trojan horse, or trap-door program code.

Blogging

- Employee blogging must remain professional, responsible, and not interfere with work duties.
- Limited personal blogging on school systems is permitted and may be monitored.
- Confidential or proprietary school information must never be shared online.
- Employees must not post content that harms the school's reputation or includes discriminatory, defamatory, or harassing remarks.
- Personal opinions must not be presented as official views of the school.
- Employees may not represent themselves online as school representatives without authorization.
- School trademarks, logos, and intellectual property may not be used in blogging activities without permission.

For questions, call:

For questions or comments, please contact IT Department on <http://desk-sw:8080/> , our helpdesk is available from 7:00 am to 3:00 pm Sunday to Thursday.

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DOCUMENT CONTROL

COMPLIANCE	
<i>Compliant with</i>	Local legislation, CIS and NEASC
AUDIENCE	
<i>Internal</i>	All staff in Dasman Bilingual School
VERSION CONTROL	
<i>Author</i>	Bitu Skaria, Waseem Bacus
<i>Implementation</i>	Annually-August to June
<i>Last Reviewed</i>	1 st June 2026
<i>Review date</i>	1 st June Annually