

Ras Al Khaimah American Academy				
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Written by:	ICT Manager Asma Odawa	Date: 29 September 29, 2020	Policy based on: Common practice	
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Policy Statement

- ✓ All classrooms are equipped with devices such as smart boards/projectors, desktops/laptops, and other technical devices such as cameras. Staff should not unplug or disconnect any cable connected to these devices without permission from the IT department.
- ✓ Staff are required to turn off all devices such as the desktop, projector, and interactive board before leaving the classroom at the end of each day.
- ✓ Electronic devices should be used only by staff/ students when supervised in the classroom.
- ✓ Staff are responsible for the electronic devices they are assigned at the beginning of the year. Staff must keep items like interactive pens, remote controls, and any small portable devices in a safe place. In case any device is lost or damaged, the staff it has been assigned to is expected to replace it if the damage was deemed to be reason of misuse as opposed to general wear and tear.
- ✓ Staff are expected to inform the IT department about any technical difficulties or problems with IT equipment. The IT department will complete any maintenance or repairs as per their maintenance log. All network, printer and internet connections should be done through the IT department only.