



queen  
mira  
international  
school

# ACCESSIBLE USAGE POLICY



qmis  
brochure



qmis  
website



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souvenir



QMIS

## Vision

**“To empower every learner to become a thoughtful leader, committed to driving sustainable change for a better world”**



QMIS

## Mission

- **Promoting personal growth and well-being through holistic development—integrating mental, emotional, and physical wellness—while fostering self-love, self-acceptance, and self-compassion.**
- **Fostering environmental awareness and stewardship by nurturing respect for nature and promoting sustainable living, conservation, and mindful resource use.**
- **Cultivating community and social harmony by fostering inclusivity, empathy, and mutual respect, while inspiring collaboration to address shared social and environmental challenges.**
- **Fostering global and digital citizenship by promoting compassion, ethical awareness, critical thinking, and responsible use of technology for learning, collaboration, and social impact.**
- **Empowering individuals through balanced living, integrating academics, athletics, and personal growth, while cultivating discipline, life skills, and financial literacy for responsible, independent success.**
- **Inspiring innovation and lifelong learning by embracing change, advancing skills, and cultivating an agile mindset for navigating a dynamic world.**
- **Building resilience and courage by empowering individuals to face challenges with confidence, adaptability, and a growth mindset.**



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## Core Values

QMIS builds the values through the environment, curricular and co-curricular programmes and shapes the staff and students with the following core values  
**Accountability, Commitment, Integrity, Positivity, Respect**



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## Guiding Statement

**QMIS has a well structured guiding statements which act as the rungs of the ladders to take us to our vision.**

- GS1:** Deliver a comprehensive and dynamic CBSE curriculum that blends local relevance with international best practices, fostering academic excellence and global citizenship.
- GS2:** Ensure a safe, inclusive, and nurturing environment that prioritizes the physical, emotional, and psychological well-being of all students and staff.
- GS3:** Instill a deep understanding of global interdependence, encouraging learners to take responsibility for sustainable living and meaningful change.
- GS4:** Provide opportunities that enhance life skills, well-being, self-management, and leadership through local and global engagement.
- GS5:** Promote a values-based education that inspires inquiry, collaboration, communication, and strong research skills.
- GS6:** Encourage multilingualism through regional languages (Tamil/Hindi) and global languages (French), fostering cultural awareness and global communication.
- GS7:** Seamlessly integrate technology to enrich learning, empower student creativity, and instill responsible digital citizenship and respect for intellectual property.
- GS8:** Drive continuous learning and curriculum development through purposeful, ongoing, and student-centered assessment practices.
- GS9:** Cultivate collaborative communities and equip students with globally relevant skills through financial education, creative expression and individualized learning in dedicated creative spaces.

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## AUP 001 Purpose

The Accessible Usage Policy (AUP) establishes guidelines for the responsible, ethical, and safe use of technology and digital resources within Queen Mira International School. The policy ensures that all stakeholders of the school community—students, staff, teachers, parents/guardians, and visitors—have equitable access to digital tools, while promoting responsible behaviour aligned with the school's mission, values, and the CIS Code of Ethics.

## AUP 002 Scope

This policy applies to:

- All students, teachers, staff, parents/guardians, and visitors.
- All school-owned devices, personal devices connected to the school network, and cloud-based services.
- All digital platforms used for academic, administrative, and co-curricular purposes.

## AUP 003 Guiding Principles

- 1. Equity & Inclusion** – All users should have fair and inclusive access to digital resources.
- 2. Digital Citizenship** – Users must act responsibly, respectfully, and ethically online.
- 3. Safety & Privacy** – Protecting personal information and ensuring online safety are top priorities.
- 4. Academic Integrity** – Technology must be used to support authentic learning and respect intellectual property.
- 5. Accountability** – Users are responsible for their actions when using technology.

## AUP 004 Acceptable Use

Users are expected to:

- Use school devices, networks, and resources for educational purposes.
- Respect others by using inclusive, non-discriminatory, and non-offensive language.
- Maintain academic honesty when accessing, creating, or sharing digital content.
- Protect their own and others' privacy by safeguarding login credentials and personal data.
- Report any inappropriate use, cyberbullying, or security breaches to staff.

## **AUP 005 Unacceptable Use**

The following activities are strictly prohibited:

- Accessing, creating, or sharing harmful, violent, or inappropriate material.
- Cyberbullying, harassment, or discrimination in any form.
- Attempting to bypass security systems, hack, or damage school networks.
- Plagiarizing or violating copyright laws.
- Using devices during instructional time without permission.

## **AUP 006 Accessibility & Inclusion Commitments**

- The school will provide assistive technologies and accessible platforms to support students with diverse learning needs.
- All digital resources will meet international accessibility standards wherever possible and applicable.
- Teachers will integrate digital literacy and accessibility practices into classroom learning.

## **AUP 007 Responsibilities**

- **Students** – Follow AUP, practice digital citizenship, and report misuse.
- **Teachers & Staff** – Model responsible digital use, monitor student activity, and teach digital safety.
- **Parents/Guardians** – Support responsible technology use at home and partner with the school in promoting online safety.
- **School Leadership** – Ensure infrastructure, training, and monitoring are in place to uphold this policy.

## **AUP 008 Monitoring & Enforcement**

- The school reserves the right to monitor digital activity on its networks.
- Violations may result in disciplinary action, ranging from warnings to restricted access, depending on severity.
- Repeated or severe breaches will be addressed under the school's disciplinary framework.

## **AUP 009 Review & Updates**

This AUP will be reviewed annually by the Technology Integration Committee and aligned with CIS accreditation standards, legal regulations, and emerging best practices in digital education.

## **AUP 010 Acknowledgement**

All students and staff must sign the Accessible Usage Agreement Form annually as a condition of access to school technology.

## **AUP 011 Accessible Usage Agreement Form**

This form must be signed by students and parents/guardians each academic year as part of the school's commitment to safe, responsible, and accessible technology use.

### **AUP 012 Student Agreement**

- Use school devices and networks for learning and positive purposes only.
- Respect others online and avoid cyberbullying, harassment, or inappropriate behavior.
- Protect my privacy and the privacy of others by keeping personal information safe.
- Not access, share, or create harmful or inappropriate content.
- Be honest and responsible when using digital tools (no plagiarism, hacking, or cheating).
- Report anything unsafe, suspicious, or harmful to a teacher or staff member.

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **AUP 013 Parent/Guardian Agreement**

I have read the Accessible Usage Policy (AUP) and discussed it with my child. I agree to support the school in promoting safe and responsible technology use by:

- Encouraging my child to follow the school's digital citizenship expectations.
- Monitoring and guiding my child's technology use at home.
- Partnering with the school to ensure online safety, accessibility, and wellbeing.
- Contacting the school if I have concerns about my child's online activity or safety.

Parent/Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **AUP 014 Staff Agreement**

I have received, read, and understood the organization's Acceptable Use Policy. I agree to comply with the policy and understand that violation may result in disciplinary action, up to and including termination of employment.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **AUP 015 School Acknowledgement**

We commit to providing safe, inclusive, and accessible digital resources, while guiding students in becoming responsible global digital citizens.

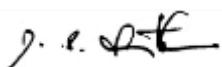
Staff Witness/Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Approved by:** School Management    **Effective Date:** 05.06.2025

**Policy Owner:** Principal, Queen Mira International School

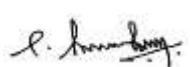
Next Review Date: 05.06.2026



Sujatha Guptan  
Director – Academics



Abinath Chandran  
Managing Director



Dr.C.Chandran  
Chairman

**“ Whistleblowing is not disloyalty; it is integrity in action.”**

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