



IT Rules

IT Rules at SISHJ

SPRINGDALE INDIAN SCHOOL

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Rules to be followed by the teachers at SISHJ

Dear teachers,

You are requested to follow the following rules at Springdale Indian School.

- A teacher cannot use another teacher's SIS account to send email or submit data. If you are facing any issue, please contact the IT department.
- Teachers must include SIS ID option in any list created of staff or students. Without SIS ID the list will not be accepted.
- For any kind of support, the option SISHJ IT Support has been mentioned in SISHJ Information Portal (<https://info.springdaleindianschool.com>). Please submit the request via option.
- If you cannot find SIS ID of any student, please visit SISHJ Information Portal and look for SISHJ Staff & Student (Data) and check according to your name. In case you still cannot find it, on the top you can submit request to know the SIS ID of the student filling up the required options.
- VGA & USB cables are provided by the school, you cannot exchange or use for another class because these are provided for specific class only. (Please note: This message is not applicable to the classes which are without projector or smart board).
- Most of the time teachers' chair makes scratched on the smart board. The required action will be taken against the teacher by the management for this kind of mistake.
- No black marks should be on smart boards as in some classes there are pencils or markers lines on the board. Please ask the cleaning department for regular cleaning of the board. Not following this rule may result in taking the required action by the management.
- Class teacher is responsible for the equipment provided by the school and used in classes. Any kind of broken or lost item may result in financial loss and necessary action will be taken by the management. In case you find something broken before you join as new in class, please submit the request in IT Support (Mentioned as in rule no. 3)
- Projectors should be turned off by switching off the button rather than direct switching off. This may result in spoiling the lens of the projector and upon witness, the culprit will be charged the required amount.
- Class teachers are requested for regular checkup of the equipment on entering and before leaving the classroom.
- For any kind of help, the IT department is available in Microsoft Teams. Please leave your message there and you will be responded in Microsoft Teams. (Please note: Use Microsoft Teams and emails only provided by the school such as from SIS accounts.)

More information will be updated and keep visiting to be updated with the latest information.