

Cyber Security Risk Policy 2026 - 2027

EIA-MK POLICY FOR SAFETY PROCEDURES AND RISK MANAGEMENT FOR THE ICT LAB: 2026-2027

Objective:

To enhance the standard of safety in our school's laboratories by drawing laboratory users' attention to the necessary safety precautions to be taken. It also promotes the awareness of potential hazards to minimize risks and advises on how to effectively deal with any accidents which may occur.

SAFETY MANAGEMENT

Children are our most important resource and ensuring that they are safe and secure in our school is most important. A safe school builds a culture of safety with awareness and vigilance along with sensitivity of issues involved.

Laboratories in school must be positioned as per the rules, as mentioned below.

- The space for free mobility for students in case of an emergency must be maintained.
- A first aid box must be made available in the lab.
- There should be fire extinguishers inside the labs.

Electrical System and Safety

Several guidelines point out the importance of electric safety measures that need to be ensured in schools.

- All the electrical systems in school must be checked periodically.
- Ensured limited access to the area of electrical installation only to those who are required.
- The electric wiring and points are to be kept in order. In case of any uncovered live wires find, the wiring must be changed and electricity disconnected till such defects are set right.
- The electrical distribution boxes should be locked and the keys should be kept only under the custody of electrician or the person in charge.

- Immediate necessary measures should be taken to repair the loose wiring/connections.
- In case of any such need, electric gadgets should be handled by responsible employees of Edison International Academy MK.

Identify a Suitable Space:

- The ICT lab should have ample space for computers, desks, and chairs.
- Ensure the room has proper ventilation and lighting.

Select the Right Equipment:

- Appropriate computers with educational software.
- Teacher's computer for demonstration purposes.
- Interactive whiteboards or projectors for group instruction.

Arrange Furniture:

- Desks and chairs will be arranged in a way that allows easy movement and visibility of screen

Internet Connectivity:

- A reliable internet connection for research and online learning activities.

Electrical Setup:

- Sufficient power outlets and surge protectors to accommodate all devices.

Safety Measures:

- Age appropriate and child-friendly software filters for internet safety.

Educational Software and Content:

- Educational software and content appropriate for primary school students.

Training and Technical Support:

- Teachers to be trained on how to use the equipment and software effectively.
- A system will be in place for technical support and maintenance.

Curriculum Integration:

- ICT lessons are integrated into the curriculum.
- ICT lesson plans incorporate technology for various subjects.

Access Control:

- All students have log in details with appropriate access levels.
- Students will receive training to understand responsible use of technology.

Regular Updates and Maintenance:

- Software and hardware updated regularly.
- Regular maintenance will be scheduled to prevent technical issues.

Content Filtering and Security:

- Implement content filtering to restrict access to inappropriate websites.
- Educate students about online safety and responsible online behaviour.

Backup and Data Management:

- A backup system will be implemented for student work and important data.

Assessment and Progress Tracking:

- Technology is being used in the school for student assessment and progress tracking.

Feedback and Evaluation:

- Surveys will be conducted periodically to evaluate the effectiveness of the ICT lab
- The information gathered will be useful in enhancing the learning in the ICT Lab

Accessibility:

- The ICT lab will be accessible to all students

Community Involvement:

- Encourage parent involvement and support for the ICT lab and computer club during afterschool clubs and activities.

Promotion and Utilization:

- Promote the use of the ICT lab as an integral part of the learning environment.
- Safety measures and precautions in an ICT lab are crucial to ensure the well-being of students and staff. Below are some safety guidelines and precautions, along with steps to take in case of an accident:

Safety Measures and Precautions:

Equipment Safety:

- Ensure that all electrical equipment is properly grounded and regularly inspected.
- Keep cables and cords organized to prevent tripping hazards.

- Prohibit food and drinks near computers to prevent spills.

Fire Safety:

- Fire extinguishers will be installed in the lab and ensure staff knows how to use them.
- Clearly mark emergency exits and ensure they are unobstructed.
- Conduct regular fire drills with students.

Emergency Procedures:

- Establish clear evacuation procedures and assembly points for different types of emergencies.

First Aid Kit:

- Maintain a well-stocked first aid kit in the lab.

Electrical Safety:

- Educate students about the dangers of electrical outlets and equipment.
- Use childproof covers for electrical outlets where necessary.

Internet Safety:

- Implement content filtering to protect students from harmful online content.
- Teach students about online safety, including not sharing personal information.

Furniture Safety:

- Regularly inspect and maintain desks and chairs to ensure they are stable and safe to use.
- By implementing these safety measures, we can help maintain a secure and supportive learning environment in the ICT lab.

Health and Safety Committee Members

Ms. Amany (Nurse), Ms. Somaya (Lab Technician) Ms. Maryam (Principal)