مدرسة تريم الأمريكية الخاصة
Taryam American Private School
2020-2021

حكومة الشارقة GOVERNMENT OF SHARJAH
هيئة الشارقة للتعليم الخاص
SHARJAH PRIVATE EDUCATION AUTHORITY

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ACCREDITED
AdvancED

Acceptable use policy

School Principal:

E-Safety Officer:

Date this policy was reviewed and by whom:

Date of next review and by whom:

Our Vision: To create an outstanding and creative educational environment which empowers students to achieve their potential and to become life-long learners and future leaders.

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رؤية المدرسة: توفير بيئة تعليمية إبداعية مميزة تمكن الطلبة من استغلال طاقاتهم وامتلاك مهارات التعلم مدى الحياة وأن يصبحوا قادة المستقبل.

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What is this policy:

This Acceptable Use Policy outlines the guidelines and behaviors that all users are expected to follow while using the school's digital resources on the school campus

Aims:

- The aim of the Acceptable Use Policy is to ensure that all users within the school are aware of the different risks and hazards of the IT infrastructure usage, and use it sensibly and safely only for the purpose of teaching, learning and other related uses.
- All users should be free of any fear of cyberbullying by anyone known or unknown.
- All users should be able to recognize cyberbullying and to be able to recognize the proper ways to deal with it effectively.

Scope:

- Acceptable use of the IT related infrastructure by any user within the school premises.
- Anti-cyber bullying.
- Improving the awareness level of digital devices usage.

Principles of Acceptable and Safe Internet Use:

- The School places ownership on all IT resources within the school.
- The School has the right to monitor and supervise all data transactions that are happening within the school's network.
- The school has the right to block any content that would be considered as unsuitable or have any effect on the school, staff, students or society.
- Unauthorized installation of software is not permissible at all
- Usage of storage media which is not scanned prior to usage is strictly prohibited in order to limit spread of Viruses and other malicious software.
- The school will provide an Acceptable Use Policy for any guest who needs to access the school computer system or internet on school grounds.
- The school will ensure that appropriate levels of supervision exist when external organisations make use of the internet and ICT equipment within school.

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Acceptable uses of the School's internet systems for students are:

- Using the internet for educational purposes only, such as research, information gathering, sharing required files, assignments and any other related use.
- Using the internet to do online tasks that are only approved or advised by the teacher.
- To do projects or presentation for school's lessons.
- Responsible access for social websites for educational purposes only and under the teacher's supervision.
- Always, keep using an appropriate language in all digital communications, such as emails, social websites or messages.
- Making sure that all user devices are taken care of.

Acceptable uses of the School's internet systems for Staff are:

- Are committed to the responsible and effective use on the internet and other digital resources.
- Use the internet only for school related purposes.
- Ensure that there is no unauthorized use of the internet or other digital resources within the school.
- Promoting the good use of the internet to other school parties.
- Provide a proper support to the students which is related to their social development through E-Learning and real-life experiences.
- Share good practices involving different skills across the school.

Roles and responsibilities for schools E-Safety:

1- School leadership team will:

- Provide educational guidelines about appropriate online behaviors, including awareness about interactions and communication with others through different online platforms.
- Raising the awareness level about cyber bullying and appropriate techniques in dealing with it.
- Ensuring the safety and security of students while using any digital resource.

2- Students will:

- Read, understand and adhere to the school pupil Acceptable Use Policy.
- Help and support the school in the creation of e-safeguarding policies and practices and to adhere to any policies and practices the school creates.
- know and understand the use of mobile phones, digital cameras and handheld device, use of mobile phones and cyberbullying related policies.
- Take responsibility for learning about the benefits and risks of using the internet and other technologies safely both in school and at home.
- Take responsibility for each other's safe and responsible use of technology in school and at home, including judging the risks posed by the personal technology owned and used outside school.

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- Ensure they respect the feelings, rights, values and intellectual property of others in their use of technology in school and at home.
- Understand what action they should take if they feel worried, uncomfortable, vulnerable or at risk while using technology in school and at home, or if they know of someone who this is happening to.
- Understand the importance of reporting abuse, misuse or access to inappropriate materials and to be fully aware of the incident-reporting mechanisms that exists within school.
- Discuss eSafeguarding issues with family and friends in an open and honest way.
- Ensure they will not share or divulge any personal information about themselves, their family members, or other people through any digital communication medium.
- Never share any images of others without permission.
- Not to arrange any appointments with strangers or people they met online.
- To inform immediately any trusted adult about any suspicion or uncomfortable content they might receive online.
- To get in touch immediately with the relevant staff in case of facing a cyberbullying matter.
- Avoid trying to access any website that has adult, inappropriate or restricted content.
- Not to damage any of the school's digital resources including both hardware and software.
- Help in increasing the awareness level across school and other students about the acceptable use of the digital resources.

3- Staff will:

- Spread the knowledge about the proper use of digital resources.
- Increase the level of awareness about cyberbullying and provide guidelines to others about how to react and whom to contact when occurs.
- Make sure that there is no misuse of the digital resources to the best of their knowledge.
- Increase the awareness level about the pros and cons of different social media platforms when applicable.
- Support the collaborative habits using different digital resources.

4- Child Protection Officer:

- To understand the issues surrounding the sharing of personal or sensitive information.
- To understand the dangers regarding student access to inappropriate online contact with adults and strangers.
- To be aware of potential or actual incidents involving grooming of young children
- To be aware of and understand cyberbullying and the use of social media for this purpose.

5- Parents will:

- Monitor and guide their children and make them aware about the acceptable use of the internet and other different digital resources.

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- Help and support the school in promoting e-safeguarding.
- Enforce the family and society acceptable values.
- Got involved with their children in regular discussions regarding different challenges they might face through surfing the internet.
- Make sure that their children are aware enough about the acceptable use and the consequences of breaking rules.
- Taking full responsibility for monitoring their children's use of internet and other digital resources outside the school.
- Conduct regular discussions with their children to make sure that they are not subjected to any form of cyberbullying and to increase their awareness level about the topic.
- Cooperate with the school and inform about any misuse is reported or discovered.
- Ask the school to help in case of any cyberbullying or other related incidents.

Violations of this policy:

School is dedicated to complying with the UAE Federal law 'The Prevention of Information Technology Crimes' which provide clear guidelines regarding what is permissible and what is punishable in the usage of the digital resources and the internet space.

Promotion of this policy:

This policy will be promoted through circulars, workshops and school's communication channels for all staff and parents. Involving the E-Safe school policies within different class sessions and initiate related competitions would support the awareness raising in this and other related topics.

Monitoring and Evaluation:

All Phases of the School will have a leader in charge leading the implementation of this policy (the phase supervisor). All teachers and Support staff would play the role in monitoring the usage in every class and within School. The IT department would be supporting in the evaluation and the information collection on a termly basis. A report from each phase would be generated and collectively evaluated by the School leadership team.

Any areas of concerns would be identified from the number of reported cases, the investigation procedures, actions taken and subsequent next steps as well as the information collected from the students involved. These will be evaluated to provide guidelines for a plan of action to improve the policy and its deployment. This policy would be reviewed on an annual basis after evaluating its effectiveness.

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