مدرسة تريم الأمريكية الخاصة
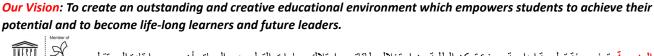**Taryam American Private School**
2020-2021

Online Safety 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.

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

مدرسة تريم الأمريكية الخاصة
Taryam American Private School
2020-2021

NCA CASI · NWAC · SACS CASI
ACCREDITED
AdvancED

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

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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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United Nations Educational, Scientific and Cultural Organization
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UNESCO Associated Schools

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

What is this policy:

Online safety is one of the main pillars that are shaping the current educational process. Accordingly, this policy is written and designed to sit the E-Safe school rules and policies.

The Designated Safeguarding Lead (DSL) will take lead responsibility for any online safety issues and concerns and follow the school's safeguarding and child protection procedures along with the designated child protection lead.

Why do we have this policy:

The requirement to ensure that our students and staff are able to use the digital resources appropriately and safely is addressed as part of the wider duty of care to which all who work in schools are bound. A school Online Safety Policy should help to ensure safe and appropriate use by all users within the school.

The use of these exciting and innovative tools in school and at home has been shown to raise educational standards and promote staff and student level of achievement. However, the use of these new technologies can put users at risk. These risks can be categorized into three main areas as the following:

- Being exposed to illegal, inappropriate or harmful material.
- Being subjected to harmful online interaction with other users.
- Personal online behavior that increases the likelihood of, or causes, harm.

Many of these risks are reflected on situations in the real world so it is essential that this Inline Safety Policy is aligned with other policies that are adopted by the school.

Aims:

- To protect the whole School community from illegal, inappropriate and harmful content or contact.
- Facilitate the safe and responsible use of technology to support teaching, learning and attainment increment.

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- To educate the whole School community about their access and use of technology, and to prepare children, young people and staff for the risks and opportunities of the digital world and how to properly handle them.
- For the benefit of the school, supporting the school ethos, aims and objectives, and protecting the reputation of the school and profession.
- Establish clear structures by which online misdemeanors will be treated, and procedures to follow where there are doubts or concerns.
- To educate the whole School community about their access to and use of technology.
- To establish effective mechanisms to identify, intervene and escalate incidents where appropriate.

Scope:

This policy applies to all members of Taryam American Private School (including staff, proprietors, contractors, pupils, parents, visitors and all different kinds of users) who have access to our digital technologies and resources, whether on-site or remotely, and at any time.

The School is committed to promoting and safeguarding the safety of all students and an effective online safety strategy is paramount to this.

The following policies, procedures and resource materials are also relevant to the School's online safety practices:

1. Acceptable Use Policy for Students.
2. Safeguarding and Child Protection Policy.
3. Anti-Bullying Policy.
4. Risk Assessment Policy for Student Welfare.
5. Staff Code of Conduct.
6. Privacy Notice.

These policies, procedures and resource materials are available to staff on the staff shared drive and hard copies are available on request.

Roles and responsibilities:

We believe that E-Safety is the responsibility of the whole school community, and everyone has a responsibility to ensure that all members of our community are able to benefit from the opportunities that digital resources provide for learning and teaching. The following responsibilities demonstrate how each member of our community will contribute.

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The E-Safety officer:

1- The E-Safety officer, as the proprietor, has overall responsibility for safeguarding arrangements within the School, including the School's approach to online safety and the use of technology within the School.
2- The E-Safety officer is responsible for ensuring that the other relevant staff receive suitable training to enable them to carry out their E-Safety roles and to train other colleagues when necessary.
3- Will ensure that there is a mechanism in place to allow for monitoring and support of those in school who carry out the internal E-Safety monitoring role.
4- should ensure that he/she is aware of procedures to be followed in the event of a serious eSafeguarding incident.
5- To be the first point of contact in school on all eSafeguarding matters.
6- To promote an awareness and commitment to eSafeguarding throughout the school.
7- To take day-to-day responsibility for eSafeguarding within school and to have a leading role in establishing and reviewing the school eSafeguarding policies and procedures.
8- To lead the school eSafeguarding group or committee.
9- To have regular contact with other eSafeguarding committees, e.g. Safeguarding Children Board
10- To create and maintain eSafeguarding policies and procedures.
11- To develop an understanding of current eSafeguarding issues, guidance and appropriate legislation.
12- To ensure that eSafeguarding education is embedded across the curriculum.
13- To ensure that eSafeguarding is promoted to parents.
14- To monitor and report on eSafeguarding issues to the eSafeguarding group and the senior leadership team as appropriate.
15- To ensure that all staff are aware of the procedures that need to be followed in the event of an eSafeguarding incident.
16- To ensure that an eSafeguarding incident log is kept up to date.

Principal and Senior Leadership and Management Team:

1. The Principal has overall executive responsibility for the E-Safety of members of the School community.
2. The Designated Safeguarding Leads (DSL) are senior members of staff from the Senior Leadership and School Management Team (SLMT) with lead responsibility for safeguarding and child protection. The responsibility of the DSL includes managing safeguarding incidents involving the use of Technology in the same way as other safeguarding matters, in accordance with the School's Safeguarding & Child Protection Policy.

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3. The DSLs will work with the IT Manager in monitoring different technology uses and practices across the School and assessing when any improvements are needed to insure the highest level possible of E-Safety.
4. To ensure that the school E-Safety policy is current and pertinent.
5. To promote to all members of the school community the safe use of the digital resources and any technologies deployed within school.

IT Manager:

1. The School's IT infrastructure is secure as far as possible, and not open to misuse or malicious attacks.
2. The user may only use the School's Technology if they are properly authenticated and authorised.
3. The IT Manager, in addition to her team, are responsible for establishing the school filtering system, so that user (Students and Staff) are unable to access any materials that might affect the E-Safety initiative while using the school's network.
4. Monitor the the risks of students and staff circumventing the E-Safety policies affective in place.
5. The use of the School's IT infrastructure is regularly monitored to ensure compliance with the E-Safety related policies, and that any attempted misuse can be identified and reported to the person in-charge for investigation.
6. To supervise and guide pupils carefully when engaged in learning activities involving technology.
7. To ensure that pupils are fully aware of research skills and are fully aware of legal issues relating to electronic content such as copyright laws.
8. To be aware of eSafeguarding issues related to the use of mobile phones, cameras and handheld devices.
9. To understand and be aware of incident-reporting mechanisms that exist within the school.
10. To maintain a professional level of conduct in personal use of technology at all times.
11. To support the school in providing a safe technical infrastructure to support learning and teaching.
12. To ensure that access to the school network is only through an authorised, restricted mechanism.
13. To ensure that provision exists for misuse detection and malicious attack.
14. To document all technical procedures and review them for accuracy at appropriate intervals.
15. To ensure that appropriate backup procedures exist so that critical information and systems can be recovered in the event of a disaster.
16. To ensure that controls and procedures exist so that access to school-owned software assets is restricted.

All staff:
1. The chool staff have the responsibility of acting as a good role model in their use of IT related infrastructure, and to share their knowledge of the school's E-Safety policies with the students.

2. The school staff have the responsibility of reporting any concerns about any E-Safety related matter in accordance with this policy and the School's E-Safety & Child Protection Policies.

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3. To develop and maintain an awareness of current eSafeguarding issues and guidance.
4. To embed eSafeguarding messages in learning activities across all areas of the curriculum.
5. To supervise and guide pupils carefully when engaged in learning activities involving technology.
6. To ensure that pupils are fully aware of research skills and are fully aware of legal issues relating to electronic content such as copyright laws.
7. To understand and be aware of incident-reporting mechanisms that exist within the school.
8. To maintain a professional level of conduct in personal use of technology at all times.

Parents:

1. To support the school in the implementation of this policy and report any concerns in line with the school's E-Safety and related policies and procedures.
2. To discuss with their child the ways in which they are using the internet, social media and their digital devices and promote responsible use behaviors.
3. To encourage their child to speak to an adult if they are being bullied or they have any concerns about their own safety or that someone else is needing help.
4. To contact the school immediately in case the parents have any concerns or requiring any information related to the E-Safe school initiative.

The school will monitor the impact of the policy using:

- Logs of reported incidents.
- Internal monitoring data for network activity.
- Surveys / questionnaires of:

  o Student.
  o Parents.
  o Staff.

This policy has been:

Developed by:
School E-Safety Coordinator.

School E-Safety Officer.

Reviewed by:
Principal.

Governors.

Childe Protection Officer.

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