

E – Safety School

Monitoring & Reporting

Introduction

What is E-Safety?

It refers to remaining secure online. It is vital to ensure that all our students are safeguarded from malicious digital content such as cyber bullying and inappropriate videos since they all have access to internet regardless of their age.

A guide to school notification procedures pertaining to digital safety:

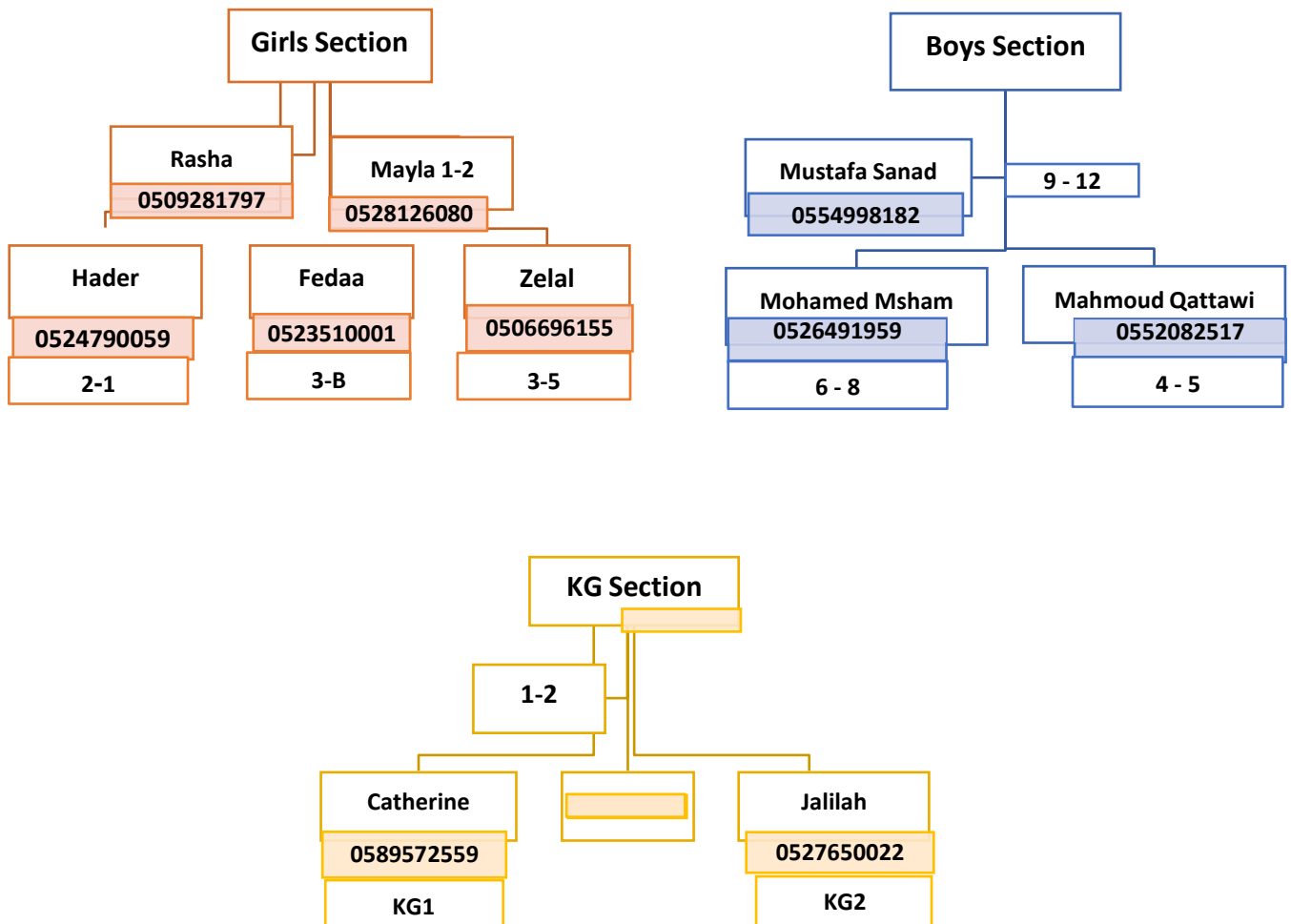
To report complaints about digital safety and other violations that the student may be exposed to

Child protection and wellbeing is a shared responsibility among all the school community

We thank you for helping us preserve our digital security, and please take the following steps if you encounter any violations on our learning platforms

1 - **The violation has to immediately be reported supported with evidence, if it is found , as indicated below :**

- Contact the student’s respective section supervisor as follows :



- Call the school's digital safety officer or email her as shown below:

Mr.Hasan Kouni

0562145312

Hasan.kouni@firstacademy.org

E-Safety Officer

Ms.Alaa Hussein

0508701283

Alaa.hussein@firstacademy.org

E-Safety Leader

2-Transfer the case to the Digital Support Department:

Ms.Alaa Hussein

0508701283

Alaa.hussein@firstacademy.org

E-Safety Leader

Mr.Hasan Kouni

0562145312

Hasan.kouni@firstacademy.org

E-Safety Officer

Mr.John

0505951706

John.it@firstacademy.org

Cyber Security
leader&Communication Officer

3- Communicate with the Psychosocial Support Department if necessary:

Ms. Albatool Abdulmajeed	Ms. Tahani Abdulla
0504622320	0501029588
Albatool@firstacademy.org	Tahani.abdullah@firstacademy.org
Head of SEN	Psychologist

Ms. Alaa Naif
Alaa.naif@firstacademy.org
Social Worker

4- Communicate with the safety team on social media if necessary:

Ms. Heba Hajjaj
0506363785
Hiba.hajjaj@firstacademy.org
Activity Coordinator

5- Online Harmful behavior:

- Online Bullying
- Illegal Online Contact
- Online Sexual Harassment
- Self-Harm
- Privacy Violation
- Etc.

6- Rules and Procedures:

- Educate the students about the E-safety rules.
- Educate the students about the procedures to follow.
- Train the students, teachers and the parents on E-safety rules and procedures.
- Train the students, teachers and the parents Code of Conduct as per the Ministry of education Law.

7- E – Safety Incident Procedures:

- Identify the problem
- Send the problem to the e-safety committee for investigation.
- Record the school's E-Safety incidents in Google Sheets with high level of confidentiality.
- Communicate with the students.
- Collect the evidence.
- Have a Zoom meeting to advise the students.
- Contact the parents.
- Issue a written warning letter and inform the parents in case the violation persists.
- In case a violation occurs 3 times, the school will automatically follow the ministry of education code of conduct rules.
- Follow up with the students.

Note:

All procedures should be as per the Ministry of Education.

Action will be taken according to the ministry of education rules and procedures.

Any violation outside the educational institutions can be reported all day long at the Child Protection Unit Center:

External Contact	
	Child Protection Unit - Ministry of Education 04217666
	Child Protection Center - Ministry of Interior 116111
	Police 999

Any information related to the reporting process is kept confidential in accordance with the school's internal regulations that are aligned with the general laws of the UAE

Made By:

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