

# First Academy School

## E-Safety Policy

### Academic Year 2020-2021

**Vision:** To be a center of educational excellence preparing students to be both lifelong learners as well as leaders of tomorrow.

**Mission:** To become a community of learners developing within our students active creative minds. We stress the total development of each child; spiritually, morally, intellectually, socially, emotionally, and physically. Therefore, we aim to provide a healthy, safe, caring and supportive environment.

## Introduction

Internet and information communication technology is an important part of everyday life, so school members must be supported to be able to learn how to develop strategies to manage and respond to risk and be empowered to build resilience online.

The school has a duty to provide the community with quality Internet access to raise education standards, promote achievement, support the professional work of staff and enhance management functions.

The First Academy School believes that online safety (e-Safety) is an essential element of safeguarding students and adults (parents and staff members) in the digital world when using technology such as computers, tablets, mobile phones, or game consoles.

## Definition

It is the policy of TFA to maintain an environment that promotes ethical and responsible conduct in all online network activities by the school community. Roles and responsibilities, principles of acceptable use for students, staff, etc., and prohibited use of TFA internet systems are mentioned in detail. It shall be a violation of this policy for any employee, student, or other individuals to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, TFA recognizes its legal and ethical obligation to protect the well-being of students in their care.

## Purpose

The purpose of the school's online safety policy is to:

- Clearly identify the key principles expected of all members of the community with regards to the safe and responsible use of technology to ensure that The First Academy School is a safe and secure environment.
- Safeguard all members of The First Academy School community online.
- Raise awareness with all members of The First Academy School community regarding the potential risks as well as benefits of technology.

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- To enable all staff to work safely and responsibly, to role model positive behaviour online, and be aware of the need to manage their own standards and practice when using technology.
- Identify clear procedures to use when responding to online safety concerns that are known by all members of the community.

This policy applies to all staff including the governing body, teachers, support staff, external contractors, visitors, volunteers, and other individuals who work for or provide services on behalf of the school (collectively referred to as 'staff 'in this policy) as well as students' and parents.

This policy applies to all access to the internet and use of information communication devices, including personal devices, or where students', staff, or other individuals have been provided with school-issued devices for use offsite, such as work laptops, tablets, or mobile phones.

### **Legal underpinning of the Policy**

The First Academy is dedicated to complying with the UAE Federal law no.2/2006 dated 3/1/2006: "The Prevention of Information Technology Crimes' which provides clear guidelines regarding what is permissible and what is punishable in the usage of cyberspace". The First Academy also assumes the responsibility of raising awareness against cybercrimes especially against students and training students, parents, and staff to be smart digital citizens.

### **Scope of the Policy**

This policy applies to all members of the school (including staff, students, volunteers, parents/carers, visitors, community users) who have access to and are users of school ICT systems, both in and out of the school.

The Education and Inspections Act 2006 empowers Principals to such extent as is reasonable, to regulate the behaviour of students when they are off the school site, and empowers members of staff to impose disciplinary penalties for inappropriate behaviour.

This is pertinent to incidents of cyber-bullying or other e-safety incidents covered by this policy, which may take place outside of the school, but is linked to membership of the school.

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The school will deal with such incidents within this policy and associated behaviour and anti-bullying policies and will, where known, inform parents/caregivers of incidents of inappropriate e-safety behaviour that take place out of school.

### Key Responsibilities of the School's Leadership Team (E-Safety Committee):

- Developing, owning, and promoting the online safety vision and culture to all stakeholders, in line with national and local recommendations with appropriate support and consultation throughout the school community.
- Ensuring that online safety is viewed by the whole community as a safeguarding issue developing a robust online safety culture.
- Supporting the E-Safety Group by ensuring they have sufficient time and resources to fulfil their online safety role and responsibilities.
- Ensuring there are appropriate and up-to-date policies and procedures regarding online safety including an Acceptable Use Policy which covers appropriate professional conduct and use of technology.
- To ensure that suitable and appropriate filtering and monitoring systems are in place to protect students from inappropriate content that meets the needs of the school community whilst ensuring students have access to required educational material.
- To work with and support technical staff in monitoring the safety and security of school systems and networks and to ensure that the school network system is actively monitored.
- Ensuring all members of staff receive regular, up-to-date, and appropriate training regarding online safety roles and responsibilities and provide guidance regarding safe appropriate communications.
- Ensuring that online safety is embedded within a progressive whole school/setting curriculum which enables all students to develop an age-appropriate understanding of online safety and the associated risks and safe behaviours.
- To be aware of any online safety incidents and ensure that external agencies and support are liaised with as appropriate.
- Receiving and regularly reviewing online safeguarding records and using them to inform and shape future practice.
- Ensuring there are reporting channels for the school community to access regarding online safety concerns, including internal and external support.

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- Ensure that appropriate risk assessments are undertaken regarding the safe use of technology, including ensuring the safe and responsible use of devices.
- To ensure a member of the Governing Body is identified with lead responsibility for supporting online safety.
- Auditing and evaluating current online safety practices to identify strengths and areas for improvement.

### **The following section outlines the e-safety roles and responsibilities of each member in the e-safety committee within the school:**

These responsibilities and roles are general for all leaders so that they are common among them. Adding to the special responsibilities and roles for which they are responsible, according to what is in the structure of the Digital Safety Committee. This is to provide a safety net and also support to those colleagues who take on important monitoring roles.

#### **Committee Leader:**

Responsible for reviewing and approving the final E-Safety Policy and all relevant policies.

The role of the head of the e-safety committee will include:

- Regular meetings with the e-Safety committee.
- Regular monitoring of e-safety incident logs.
- Regular monitoring of filtering/change control logs.
- Reporting to relevant Governors / Board / Committee / meeting.

#### **Co-Leader and Heads:**

- Co-leader and Heads are responsible for the edit of the e-Safety policy if necessary and for reviewing the effectiveness of the policy.
- The Co-leader and Heads have a duty of care for ensuring the safety (including e-safety) of members of the school community.
- The Co-leader and Heads should be aware of the procedures to be followed in the event of a serious e-safety allegation being made against a member of staff/ students/ parents.
- The Co-leader and Heads are responsible for ensuring that the e-safety group and other relevant staff receive suitable training to enable them to carry out their e-safety roles and to train other colleagues, as relevant.
- The Co-leader and Heads will ensure that there is a system in place to allow for monitoring and support of those in school who carry out the internal e-safety monitoring role.

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- Regular meetings with the E-Safety Coordinator.
- Regular monitoring of e-safety incident logs.
- Regular monitoring of filtering/change control logs.
- Reporting to relevant Governors / Board.

### E-Safety Officer:

- Coordinate the e-safety committee meetings.
- Takes a day to day responsibility for e-safety issues and has a role in establishing and reviewing the school e-safety policies/documents.
- Ensures that all staff aware of the procedures that need to be followed in the event of an e-safety incident taking place.
- Provides training and advice for staff.
- Liaises with the Externals relevant body.
- Liaises with school technical staff.
- Receives reports of e-safety incidents and creates a log of incidents to inform future e-safety developments.
- Meets regularly with the e-safety committee to discuss current issues, review incident logs, and filter/change control logs.
- Reports regularly to Senior Leadership Committee.

### Head of Infrastructure:

- That the school's technical infrastructure is secure and is not open to misuse or malicious attack.
- That the school meets required e-safety technical requirements E-Safety Policy.
- The filtering policy is applied and updated on a regular basis and that its implementation is not the sole responsibility of any single person.
- Ensuring that users may only access the school's networks through a properly enforced password protection policy - monitoring software/systems are implemented and updated as agreed in school policies.
- Posting all the information about e-Safety through Schoolgoy Platform.

### Education Heads:

Are responsible for ensuring that:

- They have an up to date awareness of e-safety matters and of the current school/academy e-safety policy and practices.
- They have read, understood, and signed the Staff Acceptable Use Policy and explain it to all school staff.
- They have read, understood, and signed the Reporting Policy and explain it to all school staff.

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- They report any suspected misuse or problem to the e-safety committee for investigation/action/sanction.
- E-safety issues are embedded in all aspects of the curriculum and other activities.
- Students have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations.
- They monitor the use of digital technologies, mobile devices, cameras, etc. in lessons and activities (where allowed) and implement current policies with regard to these devices.
- In lessons where internet use is pre-planned pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found on the internet searches.

### Standards & Monitoring Heads:

- \* Training of employees and students on reporting policy and training of authorized persons on the mechanism of writing reports.
- \* Supervising, attending, and monitoring students' behaviour, and resolving any behavioural issues
- \* Follow up on writing reports of behaviour and digital incidents for students and obtaining correct signatures from the competent authorities when taking actions about these incidents.
- \* Publishing digital security and safety policies and behaviour policy for all school groups, ensuring their understanding, and following up on their implementation.
- \* Managing student behaviour and dealing with issues and accidents related to it in accordance with the policies followed in the school and the policies of the Ministry of Education.
- \* Supervising the safety and general welfare of students, including working in close collaboration with supervisors from other sections of the school, Social Worker, and School Nurse on health matters.
- \* Make sure that all lines of communication within the school are well known by all students, parents, and employees in the school.
- \* Meeting regularly with teaching staff and involving them directly in aspects of behavioural expectations for students, development of the school in its widest context.
- \* Reporting all complaints matters to the specialist person and Heads of Departments and follow up on them and writing them in the report.

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- \* All the sections supervisors are responsible for child protection and members of the child protection team, with social workers and psychologist employees.
- \* Ensuring children and young people know that there are adults in the school who they can approach if they are worried.
- \* Raising the awareness of all employees of the need to protect children and of their responsibilities in identifying and reporting possible cases of abuse.
- \* Implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- \* Developing and promoting effective relationships with outside agencies, especially the police and social services.
- \* Provide anti-cyber bullying policy and dealing with sensitive incidents policy.
- \* Creating electronic assessments to diagnose awareness of digital security for students, teachers, and parents.
- \* Contributing with the e-safety team to provide clear induction for acceptable use of the internet to students, teachers, and parents.
- \* Contributing to spreading awareness of cyber security, digital citizenship, cyber bullying, and prevention of cyber bullying and its effects. (PowerPoint, Awareness Videos, Miscellaneous Bulletins, and lessons).
- \* Receive online safety incidents and reports incident that referral from online safety officer, section supervisors, and child protection unit or from students, parents, teachers directly.
- \* Train the necessary psychological and social support to the parents and students for cyber bullying that consist of assessing the harm caused, identifying those.

### Students:

- Are responsible for using the school digital technology systems in accordance with the Student Acceptable Use Policy.
- Understanding of research skills and the need to avoid plagiarism and uphold copyright regulations.
- Understand the importance of reporting abuse, misuse, or access to inappropriate materials and know-how to do so.
- Understand policies on the use of mobile devices. They understand policies on the taking/use of images and on cyber-bullying.

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- Understand the importance of adopting good e-safety practice when using digital technologies out of school and realize that the school's E-Safety Policy covers their actions out of school if related to their membership of the school.
- Seek help and support from the school, or other appropriate agencies, if they encounter problems or concerns online.
- Contribute to school development / set internet safety policies. Use school systems, such as learning platforms, and other network resources, safely and appropriately.
- Taking responsibility for their awareness and learning regarding the opportunities and risks presented by new and emerging technologies by receiving appropriate training that the school provides to students, provided that there is also training for students that they receive from other trained students from the school.

**Parents play an important role in ensuring that their children understand the need to use the internet / mobile devices in an appropriate manner and thus the school will take every opportunity to help parents understand these issues through parent meetings, guidelines, messages, and website / educational platform.**

#### **Parents will be responsible for:**

- Access the school website / educational platform / online student records in accordance with the relevant school's acceptable use policy.
- Read the acceptable use policies, and encourage their children to adhere to them, and adhere to them when necessary.
- Discussing cyber security issues with their children, supporting the school in its cyber safety curriculum, and promoting appropriate safe behaviours online at home.
- Rotational modelling safe and appropriate uses of new and emerging technology.
- Identify changes in behaviour that could indicate that their child is at risk of harm online.
- Seek help and support from the school, or other appropriate agencies, if they or their children encounter problems or concerns online.
- Contribute to school development / set internet safety policies. Use school systems, such as learning platforms, and other network resources, safely and appropriately.
- Taking responsibility for their awareness and learning regarding the opportunities and risks presented by new and emerging technologies by receiving appropriate training that the school provides to parents, provided that there is also training for parents that they receive from other trained parents from the school.

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## Appendix (1)



## Key Responsibilities for the School Community (E-safety Group)

### Key Responsibilities of the school Leaders:

- Acting as a named point of contact on all online safeguarding issues and liaising with other members of staff and other agencies as appropriate.
- Keeping up-to-date with current research, legislation, and trends regarding online safety.
- Coordinating participation in local and national events to promote positive online behavior, e.g. Safer Internet Day.
- Ensuring that online safety is promoted to parents and the wider community through a variety of channels and approaches.
- Monitoring the setting lead for data protection and data security to ensure that practice is in line with current legislation.
- Maintaining a record of online safety concerns/incidents and actions taken as part of the schools safeguarding recording structures and mechanisms.
- Follow-up the online safety incidents to identify gaps and use this data to update the school education response to reflect needs.

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- To report to the school Governing Body and other agencies as appropriate, on online safety concerns and school e-safety data.
- Liaising with the local authority and other local and national bodies, as appropriate.
- Working with the school leadership and management to review and update the online safety policies, Acceptable Use Policies (AUP), and other related policies on a regular basis (at least annually) with stakeholder input.
- Ensuring that online safety is integrated with other appropriate school policies and procedures.

### **Key Responsibilities for all Members of Staff:**

- Contributing to the development of online safety policies.
- Reading and understanding the school Acceptable Use Policies (AUP) and adhere to them.
- Taking responsibility for the security of school systems and data.
- Having an awareness of a range of different online safety issues and how they may relate to the students in their care.
- Modelling good practice when using new and emerging technologies.
- Embedding online safety education in curriculum delivery wherever possible.
- Identifying individuals of concern and taking appropriate action by following school safeguarding policies and procedures.
- Knowing when and how to escalate online safety issues, internally and externally.
- Being able to signpost to appropriate support available for online safety issues, internally and externally.
- Maintaining a professional level of conduct in their personal use of technology, both on and off-site.

### **Key Responsibilities for Staff Managing the Technical Environment:**

- Providing a safe and secure technology infrastructure that supports safe online practices while ensuring that learning opportunities are still maximized.
- Taking responsibility for the implementation of safe security of systems and data in partnership with the leadership and management team.
- To ensure that suitable access controls and encryption are implemented to protect personal and sensitive information held on school-owned devices.
- Ensuring that the school's filtering policy is applied and updated on a regular basis and that responsibility for its implementation is shared with the Internet.

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- Ensuring that the use of the school network is regularly monitored and reporting any deliberate or accidental misuse of the Internet.
- Report any breaches or concerns to the Internet to the leadership team and together ensure that they are recorded and appropriate action is taken as advised.
- Developing an understanding of the relevant legislation as it relates to the security and safety of the technical infrastructure.
- Report any breaches and liaising with the local authority (or other local or national bodies) as appropriate on technical infrastructure issues.
- Providing technical support and perspective to the Internet and leadership team, especially in the development and implementation of appropriate online safety policies and procedures.
- Ensuring that the school's ICT infrastructure/system is secure and not open to misuse or malicious attack.
- Ensuring that appropriate anti-virus software and system updates are installed and maintained on all setting machines and portable devices.
- Ensure that appropriately strong passwords are applied and enforced for all but the youngest users.

### The Key Responsibilities of Students:

- Contributing to the development of online safety policies.
- Reading and understanding the school Acceptable Use Policies (AUP) and adhering to them.
- Respecting the feelings and rights of others both on and offline.
- Seeking help from a trusted adult if things go wrong, and supporting others that may be experiencing online safety issues.
- Taking responsibility for keeping themselves and others safe online.
- Taking responsibility for their own awareness and learning in relation to the opportunities and risks posed by new and emerging technologies.
- Assessing the personal risks of using any particular technical.

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## E-Safety Education Statements

### 1- Students Education

Whilst regulation and technical solutions are very important, their use must be balanced by educating students to take a responsible approach. The education of students in e-safety is, therefore, an essential part of the school's e-safety provision. Children and young people need the help and support of the school to recognize and avoid e-safety risks and build their resilience.

E-safety should be a focus in all areas of the curriculum and staff should reinforce e-safety messages across the curriculum. The e-safety curriculum should be broad, relevant and provide progression, with opportunities for creative activities and will be provided in the following ways:

- A planned e-safety curriculum should be provided as part of ICT lessons other lessons and should be regularly revisited.
- Key e-safety messages should be reinforced as part of a planned program of assemblies and activities.
- Students should be taught in all lessons to be critically aware of the materials/content they access on-line and be guided to validate the accuracy of information.
- Students should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet.
- Students should be helped to understand the need for the pupil Acceptable Use Agreement and encouraged to adopt safe and responsible use both within and outside school.
- Staff should act as good role models in their use of digital technologies, the internet, and mobile devices.
- In lessons where internet use is pre-planned, it is a best practice that pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.
- Where students are allowed to freely search the internet, staff should be vigilant in monitoring the content of the websites the young people visit.
- It is accepted that from time to time, for good educational reasons, students may need to research topics (e.g. racism, drugs, and discrimination) that would normally result in internet searches being blocked. In such a situation, staff can request that the Technical Staff (or other relevant designated person) can temporarily remove those

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sites from the filtered list for the period of study. Any request to do so should be auditable, with clear reasons for the need.

## 2- Parents / Caregivers Education

Many parents and carers have only a limited understanding of e-safety risks and issues, yet they play an essential role in the education of their children and in the monitoring/regulation of the children's online behaviours. Parents may underestimate how often children and young people come across potentially harmful and inappropriate material on the internet and maybe unsure about how to respond.

The school will therefore seek to provide information and awareness to parents and caregivers through:

- Curriculum activities
- Letters, newsletters, website
- Parents / Caregivers evenings / sessions
- High profile events/campaigns e.g. Safer Internet Day
- Reference to the relevant web sites/publications
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## 3- The Wider Community Education

The school will provide opportunities for local community groups/members of the community to gain from the school's e-safety knowledge and experience. This may be offered through the following:

- Providing family learning courses in the use of new digital technologies, digital literacy, and e-safety.
- E-Safety messages targeted towards grandparents and other relatives as well as parents.
- The school will provide e-safety information for the wider community through social media channels.
- Supporting community groups (e.g. Early Years Settings, Child-minders, youth/sports / voluntary groups) to enhance their e-safety provision - in our future vision.

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#### 4- Staff Education & Training

It is essential that all staff receive e-safety training and understand their responsibilities, as outlined in this policy. Training will be offered as follows:

- A programme of formal e-safety training will be made available to staff. This will be regularly updated and reinforced. An audit of the e-safety training needs of all staff will be carried out regularly.
- All new staff should receive e-safety training as part of their induction programme, ensuring that they fully understand the school e-safety policy and Acceptable Use Agreements.
- The E-Safety Coordinator (or other nominated people) will receive regular updates through attendance at external training events and by reviewing guidance documents released by relevant organizations.
- This E-Safety policy and its updates will be presented to and discussed by staff in staff/team meetings.
- This E-Safety policy and its updates will be presented to and discussed by students and parents in different meetings.

#### 5- Training – Governors

Governors should take part in e-safety training/awareness sessions, with particular importance for those who are members of any subcommittee/group involved in technology/e-safety / health and safety/child protection. This may be offered in a number of ways:

- Attendance at training provided by the MOE or other relevant organization.
- Participation in-school training sessions for staff.
- Participation in online training sessions.

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## Technical – infrastructure / equipment, filtering and monitoring

The school will be responsible for ensuring that the school infrastructure / network is as safe and secure as is reasonably possible and that policies and procedures approved within this policy are implemented. It will also need to ensure that the relevant people will be effective in carrying out their e-safety responsibilities:

- School technical systems will be managed in ways that ensure that the school meets recommended technical requirements.
- There will be regular reviews and audits of the safety and security of school technical systems.
- Servers, wireless systems and cabling must be securely located and physical access restricted.
- All users will have clearly defined access rights to school technical systems and devices.
- The Principal Officer is responsible for ensuring that software license logs are accurate and up to date and that regular checks are made to reconcile the number of licenses purchased against the number of software installations.
- Internet access is filtered for all users.
- School technical staff regularly monitors and record the activity of users on the school technical systems and users are made aware of this in the Acceptable Use Agreement.
- An appropriate system is in place (to be described) for users to report any actual / potential technical incident / security breach to the relevant person, as agreed - Reporting System.
- Appropriate security measures are in place to protect the servers, firewalls, routers, wireless systems, work stations, mobile devices etc from accidental or malicious attempts which might threaten the security of the school systems and data. These are tested regularly. The school infrastructure and individual workstations are protected by up to date virus software.
- Ensure there is temporary access of “guests” (e.g. trainee teachers, supply teachers, visitors) onto the school systems.
- Personal data cannot be sent over the internet or taken off the school site unless safely encrypted or otherwise secured.

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## Personal Devices (PD)

The educational opportunities offered by mobile technologies are being expanded as a wide range of devices, software and online services become available for teaching and learning, within and beyond the classroom. This has led to the exploration by schools of users bringing their own technologies in order to provide a greater freedom of choice and usability. However, there are a number of e-safety considerations for PD that need to be reviewed prior to implementing such a policy.

Use of PD should not introduce vulnerabilities into existing secure environments. Considerations will need to include; levels of secure access, filtering, data protection, storage and transfer of data, mobile device management systems, training, support, acceptable use, auditing and monitoring. This list is not exhaustive and a PD policy should be in place and reference made within all relevant policies.

- The school has a set of clear expectations and responsibilities for all users.
- The school adheres to the Data Protection Act principles.
- All users are provided with and accept the Acceptable Use Agreement.
- All network systems are secure and access for users is differentiated.
- Where possible these devices will be covered by the school normal filtering systems, while being used on the premises.
- All users will use their username and password and keep this safe.
- Mandatory training is undertaken for all staff.
- Students receive training and guidance on the use of personal devices.
- Regular audits and monitoring of usage will take place to ensure compliance.
- Any device loss, theft, change of ownership of the device will be reported through reporting system.

## Data Protection (followed as guidelines)

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998 which states that personal data must be:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Kept no longer than is necessary

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- Processed in accordance with the data subject's rights
- Secure
- Only transferred to others with adequate protection

#### The school must ensure that:

- It will hold the minimum personal data necessary to enable it to perform its function and it will not hold it for longer than necessary for the purposes it was collected for.
- Every effort will be made to ensure that data held is accurate, up to date and that inaccuracies are corrected without unnecessary delay.
- Risk assessments are carried out.
- It has clear and understood arrangements for the security, storage and transfer of personal data.
- Data subjects have rights of access and there are clear procedures for this to be obtained
- There are clear and understood routines for the deletion and disposal of data.
- There is a policy for reporting, logging, managing and recovering from information risk incidents.

#### **Staff and Students must ensure that they:**

- At all times take care to ensure the safe keeping of personal data, minimizing the risk of its loss or misuse.
- Use personal data only on secure password protected computers and other devices, ensuring that they are properly "logged-off" at the end of any session in which they are using personal data
- Transfer data using encryption and secure password protected devices.

#### **Online Communication and Safer Use of Technology**

A wide range of rapidly developing communications technologies has the potential to enhance learning.

When using communication technologies, the school considers the following as good practice:

- The official school email service may be regarded as safe and secure and is monitored. Users should be aware that email communications are monitored.

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- Staff and students should therefore use only the school email service to communicate with others when in school, or on school systems (e.g. by remote access).
- Users must immediately report, to the nominated person – in accordance with the school policy, the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.
- Any digital communication between staff and students or parents / caregivers' (Communication ways approved by school administration) must be professional in tone and content. These communications may only take place on official (monitored) school systems. Personal email addresses, text messaging or personal social media must not be used for these communications.
- Whole students will be provided with individual school email addresses for educational use.
- Students should be taught about e-safety issues, such as the risks attached to the sharing of personal details. They should also be taught strategies to deal with inappropriate communications and be reminded of the need to communicate appropriately when using digital technologies.
- Personal information should not be.

## Social Media Policy

- Expectations regarding safe and responsible use of social media will apply to all members of the school community and exist in order to safeguard both the school and the wider community, on and offline.
- All members of the school community will be encouraged to engage in social media in a positive, safe and responsible manner at all times.
- Information about safe and responsible use of social media will be communicated clearly and regularly to all members of the school community.
- The school will control students and staff access to social media and social networking sites whilst on site and when using school provided devices and systems.
- Inappropriate or excessive use of social media during school/work hours or whilst using school/setting devices may result in disciplinary or legal action.
- Any concerns regarding the online conduct of any member of the school community on social media sites should be reported to the Senior Leadership Team and will be managed in accordance with policies such as anti-bullying, allegations against staff, behavior and safeguarding/child protection.

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- Any breaches of school policy may result in criminal; disciplinary or civil action being taken and this will depend upon the age of those involved and the circumstances of the wrong committed. Action taken will be in accordance with relevant policies, such as anti-bullying, allegations against staff, behavior and safeguarding/child protection.

## Social Media - Protecting Professional Identity

All schools and local authorities have a duty of care to provide a safe learning environment for pupils and staff. Schools and local authorities could be held responsible, indirectly for acts of their employees in the course of their employment. Staff members who harass, cyberbully, discriminate on the grounds of sex, race or disability or who defame a third party may render the school liable to the injured party. Reasonable steps to prevent predictable harm must be in place.

The school provides the following measures to ensure reasonable steps are in place to minimize risk of harm to students, staff and the school through limiting access to personal information:

- Training to include: acceptable use; social media risks; checking of settings; data protection; reporting issues.
- Clear reporting guidance, including responsibilities, procedures and sanctions.
- Risk assessment, including legal risk.

### School staff should ensure that:

- No reference should be made in social media to pupils, parents / caregivers or school staff.
- They do not engage in online discussion on personal matters relating to members of the school community.
- Personal opinions should not be attributed to the school or MOE.
- Security settings on personal social media profiles are regularly checked to minimize risk of loss of personal information.

The school's use of social media for professional purposes will be checked regularly by the e-safety committee to ensure compliance with the Social Media, Data Protection, Communications, Digital Image and Video Policies.

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## Official Use of Social Media

The First Academy Official Social Media Channels Are:

\* Facebook

\* Instagram

\* Whatsapp

\* School website

- Official use of social media sites by the school will only take place with clear educational or community engagement objectives with specific intended outcomes e.g. increasing parental engagement.
- Official use of social media sites as communication tools will be risk assessed and formally approved by the Principal/ (Activities Coordinator).
- Staff will use school provided email addresses to register for and manage any official approved social media channels.
- Members of staff running official social media channels will sign a specific Acceptable Use Policy (AUP) to ensure they are aware of the required behaviors and expectations of use and to ensure that sites are used safely, responsibly and in accordance with local and national guidance and legislation.
- All communication on official social media platforms will be clear, transparent and open to scrutiny.
- Official social media use will be in line with existing policies including anti-bullying and child protection.
- Images or videos of students will only be shared on official social media sites/channels in accordance with the image use policy.
- Information about safe and responsible use of social media channels will be communicated clearly and regularly to all members of the community.
- Leadership staff must be aware of account information and relevant details for social media channels in case of emergency, such as staff absence.

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- Parents and students will be informed of any official social media use, along with expectations for safe use and action taken to safeguard the community.
- Public communications on behalf of the school will, where possible, be read and agreed by at least one other colleague.
- Official social media channels will link back to the school website and/or Acceptable Use Policy to demonstrate that the account is official.
- The school will ensure that any official social media use does not exclude members of the community who are unable or unwilling to use social media channels.

### Managing the School Website

- The school will ensure that information posted on the school website meets the requirements as identified by the Ministry of Education (MOE)
- The contact details on the website will be the school/setting address, email and telephone number. Staff or student personal information will not be published.
- The Principal will take overall editorial responsibility for online content published and will ensure that information is accurate and appropriate.
- The website will comply with the school's guidelines for publications including accessibility, respect for intellectual property rights, privacy policies and copyright.
- The school will post information about safeguarding, including online safety, on the school website for members of the community.

### Publishing images and Videos Online

- The school will ensure that all images and videos shared online are used in accordance with the school image use policy.
- The school will ensure that all use of images and videos take place in accordance with other policies and procedures including data security, Acceptable Use Policies, Codes of Conduct, social media, use of personal devices and mobile phones etc.

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## Managing Email

- Students may only use school/setting provided email accounts for educational purposes.
- All members of staff are provided with a specific school/setting email address to use for any official communication.
- The use of personal email addresses by staff for any official school/setting business is not permitted.
- The forwarding of any chain messages/emails etc. is not permitted. Spam or junk mail will be blocked and reported to the email provider.
- Access to school /setting email systems will always take place in accordance with data protection legislation and in line with other appropriate school/setting policies e.g. confidentiality.
- Members of the community must immediately tell a designated member of staff if they receive offensive communication and this will be recorded in the school safeguarding files/records.
- Whole -class or group email addresses may be used for communication outside of the school
- Staff will be encouraged to develop an appropriate work life balance when responding to email, especially if communication is taking place between staff and parents.

## Staff Personal Use of Social Media

- The safe and responsible use of social networking, social media and personal publishing sites will be discussed with all members of staff as part of staff induction and will be revisited and communicated via regular staff training opportunities.
- Safe and professional behaviour will be outlined for all members of staff (including volunteers) as part of the school/setting Acceptable Use Policy.
- All members of staff are advised not to communicate with or add as 'friends' any current or past students or current or past student's family members via any personal social media sites, applications or profiles. Any pre-existing relationships or exceptions that may compromise this will be discussed with Designated Safeguarding Lead and the principal.

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- If on-going contact with students is required once they have left the school roll, then members of staff will be expected to use existing alumni networks or use official school provided communication tools.
- All communication between staff and members of the school community on school business will take place via official approved communication channels.
- Staff will not use personal social media accounts to make contact with student or parents, nor should any contact be accepted, except in circumstance whereby prior approval has been given by the principal.
- Any communication from students /parents received on personal social media accounts will be reported to the schools designated safeguarding lead.
- Information and content that staff members have access to as part of their employment, including photos and personal information about students and their family members, colleagues etc. will not be shared or discussed on personal social media sites.
- All members of staff are strongly advised to safeguard themselves and their privacy when using social media sites. This will include being aware of location sharing services, setting the privacy levels of their personal sites as strictly as they can, opting out of public listings on social networking sites, logging out of accounts after use and keeping passwords safe and confidential.
- All members of staff are encouraged to carefully consider the information, including text and images, they share and post online and to ensure that their social media use is compatible with their professional role and is in accordance with school's policies and the wider professional and legal framework.
- Members of staff will be encouraged to manage and control the content they share and post online. Advice will be provided to staff via staff training and by sharing appropriate guidance and resources on a regular basis.
- Members of staff will notify the Senior Leadership Team immediately if they consider that any content shared or posted via any information and communications technology, including emails or social networking sites conflicts with their role in the school/setting.
- Members of staff are encouraged not to identify themselves as employees of the school on their personal social networking accounts. This is to prevent information on these sites from being linked with the school and also to safeguard the privacy of staff members and the wider community.

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- Members of staff will ensure that they do not represent their personal views as that of the school/setting on social media.
- School email addresses will not be used for setting up personal social media accounts.
- Members of staff who follow/like the school/settings social media channels will be advised to use dedicated professionals accounts, where possible, to avoid blurring professional boundaries.

### Staff Official Use of Social Media

- If members of staff are participating in online activity as part of their capacity as an employee of the school/setting, then they are requested to be professional at all times and to be aware that they are an ambassador for the school/setting.
- Staff using social media officially will disclose their official role/position but always make it clear that they do not necessarily speak on behalf of the school/setting.
- Staff using social media officially will be responsible, credible, fair and honest at all times and consider how the information being published could be perceived or shared.
- Staff using social media officially will always act within the legal frameworks they would adhere to within the workplace, including libel, defamation, confidentiality, copyright, data protection as well as equalities laws.
- Staff must ensure that any image posted on any official social media channel have appropriate written parental consent.
- Staff using social media officially will be accountable and must not disclose information, make commitments or engage in activities on behalf of the school/setting unless they are authorized to do so.
- Staff using social media officially will inform their line manager, the designated safeguarding lead and/or the principal/manager of any concerns such as criticism or inappropriate content posted online.
- Staff will not engage with any direct or private messaging with students or parents through social media and will communicate via official communication channels.
- Staff using social media officially will sign the school/setting social media Acceptable Use Policy.

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## Students use of Social Media

- Safe and responsible use of social media sites will be outlined for students and their parents as part of the Acceptable Use Policy.
- Personal publishing on social media sites will be taught to students as part of an embedded and progressive education approach via age appropriate sites which have been risk assessed and approved as suitable for educational purposes.
- Students will be advised not to share personal details of any kind on social media sites which may identify them and / or their location. Examples would include real/full name, address, mobile or landline phone numbers, school attended, Instant messenger contact details, email addresses, full names of friends/family, specific interests and clubs etc.
- Students will be advised not to meet any online friends without a parent or other responsible adult's permission and only when they can be present.
- Safe and responsible use of social media sites will be outlined for students and their parents as part of the Acceptable Use Policy.
- Personal publishing on social media sites will be taught to students as part of an embedded and progressive education approach via age appropriate sites which have been risk assessed and approved as suitable for educational purposes.
- Students will be advised not to share personal details of any kind on social media sites which may identify them and / or their location. Examples would include real/full name, address, mobile or landline phone numbers, school attended, Instant messenger contact details, email addresses, full names of friends/family, specific interests and clubs etc.
- Students will be advised not to meet any online friends without a parent or other responsible adult's permission and only when they can be present.
- Students will be advised on appropriate security on social media sites and will be encouraged to use safe and passwords, deny access to unknown individuals and be supported in learning how to block and report unwanted communications.
- Students will be encouraged to approve and invite known friends only on social networking sites and to deny access to others by making profiles private/protected.
- Parents will be informed of any official social media use with students and written parental consent will be obtained, as required.

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- Any official social media activity involving students will be moderated by the school where possible.
- The school is aware that many popular social media sites state that they are not for students under the age of 13, therefore the school will not create accounts within school specifically for students under this age.
- Any concerns regarding student's use of social networking, social media and personal publishing sites, both at home and at school, will be dealt with in accordance with existing school policies including anti-bullying and behaviour.
- Any concerns regarding students use of social networking, social media and personal publishing sites, both at home and at school, will be raised with parents, particularly when concerning any underage use of social media sites.

## Use of Personal Devices and Mobile Phones

### Rationale regarding personal devices and mobile phones

- The widespread ownership of mobile phones and a range of other personal devices among students, young people and adults will require all members of the school community to take steps to ensure that mobile phones and personal devices are used responsibly.
- The use of mobile phones and other personal devices by young people and adults will be decided by the school and is covered in appropriate policies including the school Acceptable Use Policy
- The First Academy School recognizes that personal communication through mobile technologies is an accepted part of everyday life for students, staff and parents but requires that such technologies need to be used safely and appropriately within schools.

### Expectations for Safe Use of Personal Devices and Mobile Phones

- All use of personal devices and mobile phones will take place in accordance with the law and other appropriate school policies
- Electronic devices of all kinds that are brought in on site are the responsibility of the user at all times. The school/setting accepts no responsibility for the loss, theft or damage of such items. Nor will the school/setting accept responsibility for any adverse health effects caused by any such devices either potential or actual.

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- Mobile phones and personal devices are not permitted to be used in certain areas within the school/setting site such as changing rooms, toilets and swimming pools.
- The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by any member of the community and any breaches will be dealt with as part of the discipline/behaviour policy.
- Members of staff will be issued with a work phone number and email address where contact with students or parents/ is required.
- All members of the school community will be advised to ensure that their mobile phones and personal devices do not contain any content which may be considered to be offensive, derogatory or would otherwise contravene the school/settings policies.
- School mobile phones and devices must always be used in accordance with the Acceptable Use Policy and any other relevant policies.
- School mobile phones and devices used for communication with parents and students must be suitably protected via a passcode/password/pin and must only be accessed and used by members of staff.

### Students Use of Personal Devices and Mobile Phones

- Students will be educated regarding the safe and appropriate use of personal devices and mobile phones.
- All use of mobile phones and personal devices by students will take place in accordance with the acceptable use policy.
- Students' personal mobile phones and personal devices will be kept in a secure place, switched off and kept out of sight during school hours.
- If a student's needs to contact his/her parents, they will only be allowed to use a school phone.
- Students should protect their phone numbers by only giving them to trusted friends and family members.
- Students will be instructed in safe and appropriate use of mobile phones and personal devices and will be made aware of boundaries and consequences.
- If a student's breaches the school policy then the phone or device will be confiscated and will be held in a secure place in the school office. Mobile phones and devices will be released to parents in accordance with the school policy.
- School staff may confiscate a students' mobile phone or device if they believe it is being used to contravene the school's behaviour or bullying policy. The phone or

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device may be searched by a member of the Leadership team with the consent of the students or parent and content may be deleted or requested to be deleted, if appropriate.

### **Searches of mobile phone or personal devices will only be carried out in accordance with the school's policy.**

- If there is suspicion that material on a students' personal device or mobile phone may be illegal or may provide evidence relating to a criminal offence then the device will be handed over to the police for further investigation. Staff use of personal devices and mobile phones.
- Members of staff are not permitted to use their own personal phones or devices for contacting students, and their families within or outside of the setting in a professional capacity. Any pre-existing relationships which could compromise this, will be discussed with school leaders.
- Staff will only use personal devices such as mobile phones, tablets or cameras to take photos or videos of students when it is appropriate and necessary to do so for professional purposes. Saved images will be downloaded onto school hardware as soon as it is practically possible to do so, and all content will be deleted from personal devices
- Staff will not use any personal devices directly with students and will only use work-provided equipment during lessons/educational activities.
- Members of staff will ensure that any use of personal phones and devices will always take place in accordance with the law e.g. data protection as well as relevant school policy and procedures e.g. confidentiality, data security, Acceptable Use.
- Staff personal mobile phones and devices will be switched off/switched to 'silent' mode during lesson times.
- Personal mobile phones or devices will not be used during teaching periods unless permission has been given by a member of the Senior Leadership Team.
- Staff will ensure that any content bought on site via mobile phones and personal devices are compatible with their professional role and expectations.
- If a member of staff breaches the school policy then disciplinary action will be taken.
- If a member of staff is thought to have illegal content saved or stored on a mobile phone or personal device or have committed a criminal offence then the police will be contacted.

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- Any allegations against members of staff involving personal use of mobile phone or devices will be responded to following the school's personnel policies.

### Visitors use of personal devices and mobile phones

- Parents and visitors must use mobile phones and personal devices in accordance with the school acceptable use policy.
- Use of mobile phones or personal devices by visitors and parents to take photos or videos must take place in accordance with the school image use policy.
- The school will ensure appropriate information is displayed and provided to inform visitors of expectations of use.
- Staff will be expected to challenge concerns when safe and appropriate and will always inform the Designated Safeguarding Lead of any breaches of use by visitors.

### Appropriate and Safe Classroom Use of the internet and Any Associated Devices

Internet use is a key feature of educational access and all students will receive age and ability appropriate education to support and enable them to develop strategies to respond to concerns as part of an embedded whole school curriculum.

- The school's internet access will be designed to enhance and extend education.
- Access levels to the internet will be reviewed to reflect the curriculum requirements and the age and ability of students.
- All members of staff are aware that they cannot rely on filtering alone to safeguard students and supervision, classroom management and education about safe and responsible use is essential.
- Supervision of students will be appropriate to their age and ability.

#### ✓ **KG students' access to the Internet will be supervised by adult**

Demonstration with occasional directly supervised access to specific and approved online materials which supports the learning outcomes planned for the students' age and ability.

#### ✓ **Elementary students will be supervised.**

Students will use age-appropriate search engines and online tools and online activities will be teacher-directed where necessary. Students' will be directed to online material and resources which support the learning outcomes planned for the students' age and ability.

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- All school owned devices will be used in accordance with the school Acceptable Use Policy and with appropriate safety and security measures in place.
- Members of staff will always evaluate websites, tools and apps fully before use in the classroom or recommending for use at home.
- Students will be educated on the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
- The school will use age appropriate search tools as decided by the school following an informed risk assessment to identify which tool best suits the needs of our community.
- The school will ensure that the use of Internet-derived materials by staff and students complies with copyright law and acknowledge the source of information.
- Students will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- The evaluation of online materials is a part of teaching and learning in every subject and will be viewed as a whole-school/setting requirement across the curriculum.
- The school will use the internet to enable students and staff to communicate and collaborate in a safe and secure environment.

### Policy Decisions Reducing Online Risks

- The school is aware that the Internet is a constantly changing environment with new apps, tools, devices, sites and material emerging at a rapid pace.
- Emerging technologies will be examined for educational benefit and the school leadership team will ensure that appropriate risk assessments are carried out before use in school is allowed.
- The school will ensure that appropriate filtering and monitoring systems are in place to prevent staff and students from accessing unsuitable or illegal content
- The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the global and connected nature of Internet content, it is not always possible to guarantee that access to unsuitable material will never occur via a school/setting computer or device.
- The school will audit technology use to establish if the online safety (e-Safety) policy is adequate and that the implementation of the policy is appropriate.
- Methods to identify, assess and minimize online risks will be reviewed regularly by the school's senior leadership team. Engagement Approaches Engagement and education of students and young people

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- An online safety (e-Safety) curriculum will be established and embedded throughout the whole school, to raise awareness regarding the importance of safe and responsible internet use amongst students.
- Education about safe and responsible use will precede internet access.
- Students input will be sought when writing and developing school online safety policies and practices, including curriculum development and implementation.
- Students will be supported in reading and understanding the Acceptable Use Policy in a way which suits their age and ability.
- All users will be informed that network and Internet use will be monitored.
- Online safety (e-Safety) will be included in the PSHE, SRE, Citizenship and computing programmes of study, covering both safe school and home use.

### **Engagement and education of students and young people considered to be vulnerable**

- The school is aware that some students may be considered to be more vulnerable online due to a range of factors.
- The school will ensure that differentiated and ability appropriate online safety (e-Safety) education is given, with input from specialist staff as appropriate (e.g. SENCO).  
Engagement and education of staff
- The online safety (e-Safety) policy will be formally provided to and discussed with all members of staff as part of induction and will be reinforced and highlighted as part of our safeguarding responsibilities.
- Staff will be made aware that our Internet traffic can be monitored and traced to the individual user.

### **Discretion and Professional Conduct is Essential When Using School Systems and Devices**

- Up-to-date and appropriate staff training in safe and responsible Internet use, both professionally and personally, will be provided for all members of staff in a variety of ways, on a regular (at least annual) basis.
- All members of staff will be made aware that their online conduct out of school could have an impact on their role and reputation within school. Civil, legal or disciplinary action could be taken if they are found to bring the profession or institution into disrepute, or if something is felt to have undermined confidence in their professional abilities. Engagement and education of parents.
- The school recognizes that parents have an essential role to play in enabling students to become safe and responsible users of the internet and digital technology.

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- Parents' attention will be drawn to the school online safety (e-Safety) policy and expectations in newsletters, letters, school prospectus and on the school website.
- A partnership approach to online safety at home and at school with parents will be encouraged. This may include offering parent evenings with demonstrations and suggestions for safe home Internet use or highlighting online safety at other well attended events e.g. parent evenings, transition events, fetes and sports days.

### Managing Information Systems Managing Personal Data Online

- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998. Security and Management of Information Systems
- The security of the school information systems and users will be reviewed regularly.
- Virus protection will be updated regularly.
- Unapproved software will not be allowed in work areas or attached to email.
- Files held on the school's network will be regularly checked.
- The computing coordinator/network manager will review system capacity regularly.
- The appropriate use of user logins and passwords to access the school network will be enforced for all but the youngest users.
- All users will be expected to log off or lock their screens/devices if systems are unattended.
- The school will monitor internet use on all school owned devices.

### Password Policy

- All users will be informed not to share passwords or information with others and not to login as another user at any time.
- Staff and students must always keep their password private and must not share it with others or leave it where others can find it.
- All members of staff will have their own unique username and private passwords to access school systems. Members of staff are responsible for keeping their password private.
- The governing body will ensure that the school has age and ability appropriate filtering and monitoring in place whilst using school devices and systems to limit student's exposure to online risks.
- The school's internet access strategy will be dependent on the need and requirements of our community and will therefore be designed to suit the age and

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curriculum requirements of our students, with advice from technical, educational and safeguarding staff.

- All monitoring of school owned/provided systems will take place to safeguard members of the community.
- All users will be informed that use of school systems can be monitored and that all monitoring will be in line with data protection, human rights and privacy legislation.
- The school uses educational filtered secure broadband connectivity through the Schoology which is appropriate to the age and requirement of our students
- The school will have a clear procedure for reporting breaches of filtering which all members of the school community (all staff and all students) will be made aware of.
- If staff or students discover unsuitable sites, the URL will be reported to the school designated safeguarding lead and will then be recorded and escalated as appropriate.
- Any material that the school believes is illegal will be reported to appropriate agencies such the police immediately.

### Responding to Online Incidents and Safeguarding Concerns

- All members of the community will be made aware of the range of online risks that are likely to be encountered including cyber bullying etc. This will be highlighted within staff training and educational approaches for students
- All members of the school/setting community will be informed about the procedure for reporting online safety (e-Safety) concerns, such as breaches of filtering, cyberbullying, illegal content etc.
- The designated safeguarding lead (DSL) will be informed of any online safety (e-Safety) incidents involving child protection concerns, which will then be recorded.
- The DSL will ensure that online safety concerns are escalated and reported to relevant agencies in line with the Local Safeguarding Children Board thresholds and procedures.
- Complaints about Internet misuse will be dealt with under the School's complaints procedure.
- Complaints about online/cyber bullying will be dealt with under the School's anti-bullying policy and procedure
- Any complaint about staff misuse will be referred to the principal
- Any allegations against a member of staff's online conduct will be discussed with the LADO (Local Authority Designated Officer).

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- Students, parents and staff will be informed of the school's complaints procedure.
- Staff will be informed of the complaints and whistleblowing procedure.
- All members of the school community will need to be aware of the importance of confidentiality and the need to follow the official school procedures for reporting concerns.
- All members of the school community will be reminded about safe and appropriate behaviour online and the importance of not posting any content, comments, images or videos online which cause harm, distress or offence to any other members of the school community.
- • The school will manage online safety (e-Safety) incidents in accordance with the **school discipline/behaviour policy and the behaviour code of conduct of MOE** where appropriate.
- The school will inform parents of any incidents of concerns as and when required.
- After any investigations are completed, the school will debrief, identify lessons learnt and implement any changes as required.
- Where there is cause for concern or fear that illegal activity has taken place or is taking place then the school will contact **the Education Safeguards Team or Ajman Police via 101 or 999** if there is immediate danger or risk of harm.
- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990 and breaches will be reported to Ajman Police.
- If the school is unsure how to proceed with any incidents of concern, then the incident will be escalated to the Education Safeguarding Team.
- If an incident of concern needs to be passed beyond the school/setting community, then the concern will be escalated to the Education Safeguarding Team to communicate to other schools/settings.
- Parents and students will need to work in partnership with the school to resolve issues.

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## Responding to Incidents of Misuse

The reporting system is intended for use when staff needs to manage incidents that involve the use of online services. It encourages a safe and secure approach to the management of the incident. **Incidents might involve illegal or inappropriate activities.**

### Illegal Incidents

If there is any suspicion that the web site(s) concerned may contain child abuse images, or if there is any other suspected illegal activity, refer to the reporting addresses (below appendix) for responding to online safety incidents and report immediately to the police.

### Other Incidents

It is hoped that all members of the school community will be responsible users of digital technologies, who understand and follow school policy. However, there may be times when infringements of the policy could take place, through carelessness or irresponsible or, very rarely, through deliberate misuse.

In the event of suspicion, all steps in this procedure should be followed:

- Have more than one senior member of staff involved in this process. This is vital to protect individuals if accusations are subsequently reported.
- Conduct the procedure using a designated computer that will not be used by young people and if necessary can be taken off-site by the police should the need arise. Use the same computer for the duration of the procedure.
- It is important to ensure that the relevant staff should have appropriate internet access to conduct the procedure, but also that the sites and content visited are closely monitored and recorded (to provide further protection).
- Record the URL of any site containing the alleged misuse and describe the nature of the content causing concern. It may also be necessary to record and store screenshots of the content on the machine being used for investigation. These may be printed, signed, and attached to the form (except in the case of images of child sexual abuse).

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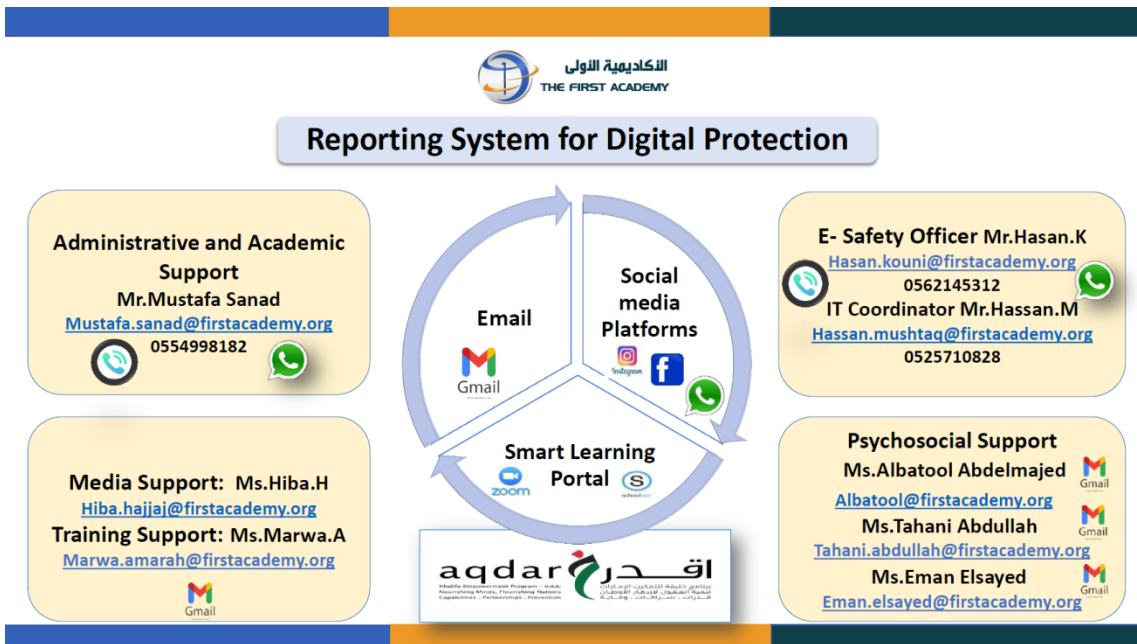
- Once this has been completed and fully investigated the group will need to judge whether this concern has substance or not. If it does then appropriate action will be required and could include the following:
  - Internal response or discipline procedures.
  - Involvement by MOE or national/local organization (as relevant).
  - Police involvement and/or action.
- If the content being reviewed includes images of Child abuse then the monitoring should be halted and referred to the Police immediately. Other instances to report to the police would include:
  - Incidents of 'grooming' behaviour
  - The sending of obscene materials to a child.
  - Adult material that potentially breaches the Obscene Publications Act.
  - Criminally racist material
  - Other criminal conduct, activity, or materials
- Isolate the computer in question as best you can. Any change to its state may hinder a later police investigation.

It is important that all of the above steps are taken as they will provide an evidence trail for the school and possibly the police and demonstrate that visits to these sites were carried out for child protection purposes. The completed form should be retained by the group for evidence and reference purposes.

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## Appendix (2)



## School Actions & Sanctions

It is more likely that the school will need to deal with incidents that involve inappropriate rather than illegal misuse. It is important that any incidents are dealt with as soon as possible in a proportionate manner, and that members of the school community are aware that incidents have been dealt with.

**All school procedures to resolve any digital safety incident related to the school behaviour policy and the Ministry of Education's code of conduct policy.**

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## Acceptable Internet Use and Agreement Policy

### TFAP1.1. Acceptable Internet Use and Agreement Policy

#### Appendix (3)

#### Acceptable Internet Use Policy Agreement for Students

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Section \_\_\_\_\_

Parent/ Guardian's Name: \_\_\_\_\_ Date: \_\_\_\_\_

The First Academy School agrees to allow the student identified above to use the TFA technology (i.e. Tablet, computer and laptop) to access the internet under the following terms and conditions which apply whether the access is through TFAS or student owned electronic device (as used in this Agreement, "electronic device means anything that can be used to transmit or capture images, sound, or data)

#### **Acceptable Use:**

The student agrees that he/she will use TFA's Internet access for educational and learning purposes only. In using the Internet, the Student agrees to obey the School and UAE Federal law no.2/2006 dated 3/1/2006 laws and regulations. The student also agrees to abide by any Internet usage procedures and policies in the ICT Lab, classroom and on the school premises whether written or oral. It is all staff members responsibility to educate student about

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appropriate online behavior, including interaction with other individuals on social networking sites and cyber bullying awareness.

### **Misuse of the Internet Includes:**

- Using the internet for other than educational purposes.
- Using the internet for any illegal activity, including computer hacking and copyright or intellectual property law violations
- Using abusive or profane language in private messages on the system; or using the system to bully, harass, insult, or verbally attack others
- Gaining or attempting to gain unauthorized access to resources or files.
- Identifying oneself with another person's name or password or using an account or password of another user without proper authorization
- Invading the privacy of individuals
- Using the network for financial or commercial gain without district permission; theft or vandalism of data, equipment, or intellectual property
- Attempting to gain access or gaining access to student records, grades, or files
- Introducing a virus to, or otherwise improperly tampering with the system
- Providing access to the School's Internet Access to unauthorized individuals
- Taking part in any activity related to internet use which creates a clear and present danger of the substantial disruption of the orderly operation of The First Academy School.
- Installing or downloading software on the school's computers without prior approval from the ICT HOD.

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## **Consequences for Unacceptable Use of the Internet:**

If a student violates any part of this policy, the consequences will:

**First Offense:** Students will lose his/her internet and resource privileges for one week. The section supervisor will contact parents in writing and by telephone. Any assigned work will be completed with pen and paper using traditional resources.

**Second Offense:** Students will lose his\her internet and resource privileges for one month. Both supervisor and IT/ICT HOD will contact parents in writing and by telephone. Any assigned work will be completed with pen and paper using traditional resources.

**Third Offense:** The internet privileges will be revoked for one term or for more time period. The Supervisor, Social Worker, IT/ICT HOD, Vice Principal or Principal will call the parent or guardian and a written violates form will be sent home. To use the TFA provided internet again, student will need to appeal to the principal.

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## Appendix (4)

### User agreement Form

As a user of The First Academy computer network, I hereby agree to comply with The First Academy procedures and policies.

Student \_\_\_\_\_ Grade \_\_\_\_\_ Section \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Appendix (5)

### Parent/Legal Guardian Permission Form

I agree with the terms mentioned above. I understand that individuals and families may be held liable for damages to equipment and student violation. I accept responsibility for guidance of Internet use at home.

Parent Name \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

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Name of Student: \_\_\_\_\_

Grade: \_\_\_\_\_/Section: \_\_\_\_\_


## Appendix (6)

### Use of Photos and Videos Permission Form

**The First Academy School in Ajman**

Use of Photos and Videos Permission

Image title



Title

At The First Academy School in Ajman our staff will regularly be taking photographs and videos of students at school events, learning, etc. This will see your child being involved in group and individual photos as well as in educational and school related videos. This material will be used for school celebrations and sharing of learning via classroom displays, school displays, on the website, school videos in the school/school marketing material including social media, etc.

I do / I do not give my permission to The First Academy School in Ajman . to use photographic or video images of my child for school related matters like those outlined above.

Yes , I Agree

No , I Disagree

Parent Name & Mobile phone number \*

Short answer text

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for tomorrow.

for the development of a healthy, safe,

| Updated By | Latest Publish Date | Monitoring Cycle |
|------------|---------------------|------------------|
|            | Feb 2021            | 1 x Year         |

|  |                                 |
|--|---------------------------------|
| This e-safety policy was approved by the Governing Body on:  | February 2021                   |
| The implementation of this e-safety policy will be monitored by the:   | E-Safety Committee              |
| Monitoring will take place at regular intervals:   | Annually                        |
| The Governing Body will receive a report on the implementation of the e-safety policy generated by the E-safety committee (which will include anonymous details of e-safety incidents) at regular intervals:   | Annually                        |
| The E-Safety Policy will be reviewed annually, or more regularly in the light of any significant new developments in the use of the technologies, new threats to e-safety or incidents that have taken place.<br>The next anticipated review date will be: | August 2021                     |
| Should serious e-safety incidents take place, the following external persons/agencies should be informed:  | Principal<br>E-Safety Committee |

The school will monitor the impact of the policy using: (delete / add as relevant)

- Logs of reported incidents
- Surveys of reported incidents:
  - Students
  - Parents / Caregivers

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United Arab Emirates  
Ministry of Education  
Ajman Educational Zone  
First Academy School

دولة الإمارات العربية المتحدة  
وزارة التربية و التعليم  
منطقة عجمان التعليمية  
مدرسة الأكاديمية الأولى



## ➤ Staff

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