



## 1. INTRODUCTION

Emirates Future International Academy, provides the students the provision and capability to use digital resources to succeed in their education, careers and daily lives. Therefore, the school is responsible for integrating digital skill development into teaching and learning, with a paramount focus on student safety and security (online also). This policy outlines the core mandates for the school regarding its digital strategy, digital safety education, and secure technology use.

## 2. AIMS AND OBJECTIVES

- To invest in the development of students digital skills and competencies and to empower them to maximize learning opportunities presented by the use of technology.
- To educate students on the responsible and safe access and usage of the online environment and protect students from digital content and interactions that are inappropriate or harmful.
- To put in place systems, mechanisms, and procedures that are safe, balanced, and appropriate to safeguard their digital security.

## 3. POLICIES AND PROCEDURES

❖ **Digital Strategy:** To develop and implement a digital strategy that outlines

1. Overall strategic direction on how technology shall be deployed to deliver better student achievement and outcomes (e.g., to enhance teaching and learning and to support the efficient and effective running of the school administration).
2. Assessment of how the school can use and provide assistive technology to enable inclusion.
3. Goals related to student digital skills and competencies that enable learning.
4. Mechanisms for ensuring the security of the school's digital systems.
5. Resources and investment required to deliver the digital strategy.
6. Staff training requirements.
7. Increase awareness related to emerging technologies (e.g., artificial intelligence).

❖ **Digital competencies:**

1. Student Outcomes: define digital competencies and expected outcomes for students by grade/year and integrate these into EFIA's curriculum.
2. Staff Training: Provide relevant training to staff in line with their designation to enable them to promote the objectives of this policy. The training shall cover topics such as the school's digital infrastructure and policies, student digital learning outcomes, data protection, cybersecurity, and the digital safety measures implemented by EFIA.

## 4. RESPONSIBLE USAGE AND DIGITAL SAFEGUARDING

These policies define acceptable and forbidden actions on school property, networks, and systems, summarized in four key areas:



1. **Defining Acceptable Device and Network Use:** The responsible usage of school-owned resources, including software, networks, services, and digital devices (shared or individually issued) is a requirement. Rules are set for use of personal devices on school premises, the school network (BYOD Policy), and during off-site activities like field trips.
2. **Staff and Community Data & Social Media Standards:** The school social media used as a channel for showcasing and communicating school activities shall only use data and photos of students and staff with their prior permission (parental permission for students).
3. **Digital wellbeing:** Responsibilities for Student Online Safety
  - **Implement Educational Programs and Effective Systems:** We establish programs and systems to protect students from online risks.
  - **Acknowledge Online Risks:** We address exposure to inappropriate/harmful content, unsafe interactions (like fake profiles), harmful personal behavior (like cyberbullying), and scams/financial risks (like gambling and phishing).
4. **Required Safeguarding Measures:**
  - An age-appropriate awareness program covering technology benefits, risks, safety measures, and the impact of digital habits on wellbeing.
  - Filtering and monitoring systems for student internet use on school devices.
  - Procedures to identify and support students developing risky or excessive digital habits (e.g., digital addiction, gambling).
  - Mechanisms for virtual safeguarding (e.g., disabling private chat during virtual activities).

## 5. DIGITAL COMMUNICATIONS

1. **Communications via Email:** EFIA informs staff members that they are not authorized to use personal email addresses to communicate with students or parents.
2. **School Website:** EFIA has a working website that helps to communicate the following to the stakeholders:
  - a. Contact information.
  - b. Services provided by the school.
  - c. Fees, including transportation fees and fees for optional activities.
  - d. Inspection reports.
  - e. Aggregate student achievement data or individual achievements (e.g., awards), with consent.
  - f. School policies that are relevant to parents and/or students.
  - g. Any other required content, as defined by ADEK policies.
3. **Digital Media Policy:** EFIA has implemented rules governing the creation and publication of digital media. The policy includes :



- i. To obtain consent before recording and publishing digital media:
  - a. The School only take photographs and/or video recordings of students after obtaining written consent from parents. In obtaining consent, we inform parents about the purposes for which the photographs and/or video recordings are being taken and shall only be published if so obtained
- ii. The parents are given authority to withdraw consent as and when needed
- iii. Conditions related to the use of personal devices and accounts for recording or publishing school content.
- iv. Social Media Policy: EFIA has in place a procedure and rule for the use of social media
  - a. Social media platforms and accounts to be used by the school.
  - b. Access, security, and password protection procedures for the school's social media accounts.
  - c. Conditions related to content, language use, and engagement with other accounts.
  - d. Conditions related to the use of names, photos, and videos of students,
  - e. Procedures for addressing other adverse social media behaviors, such as impersonation of the school's accounts.
  - f. Staff of the school are refrained from publishing any content related to school without prior and proper consent in their personal accounts.

## 6. SHARING DATA WITH ADEK

- EFIA **only provides accurate and up-to-date data** to authorized ADEK personnel **upon request**, in line with relevant ADEK laws and policies.
- **Inform parents** of their obligation to share data with ADEK.

## 7. DATA PROTECTION

7.1 **Data Protection Policy:** EFIA has developed a Data Protection Policy, setting out how the school shall ensure that personal information is dealt with correctly and securely, and in compliance with Federal Decree Law No. (45) of 2021 on the Protection of Personal Data, which shall include, at a minimum:

1. The specification of the types of personal information that may be collected.
2. The requirement and procedures for individual consent in the collection, processing, and storage of personal information.
  - a. Consent must be freely given, specific, informed, and unambiguous.
  - b. Consent may be withdrawn by the individual at any time.

7.2 **Data Protection Plan:** The data protection plan shall set out the steps taken by the school to safeguard its organizational data, including data classification methods, authorization levels, protections against cybersecurity and other threats, and procedures for restoring backed-up information in case of breaches.



## 8. POLICY REVIEW & APPROVAL

This Policy is subject to changes as per the school and UAE law and revised version will be submitted for approval as per the process

Saji Oommen  
Principal





## **EMIRATES FUTURE INTERNATIONAL ACADEMY**

### **Use of Student Photographs, Videos & Digital Content**

EFIA School integrates digital tools and media to enhance learning, communication, and school engagement. As part of school activities, students may be photographed, video-recorded, or have their work digitally captured.

By signing this form, parents/guardians acknowledge and agree to the following:

- Student photographs, videos, voice recordings, and digital work may be collected during academic, co-curricular, and extracurricular activities.
- Such content may be used for **educational purposes**, including classroom learning, internal assessments, digital platforms, and school systems.
- The school may use student images and recordings for **official communication and promotional purposes**, including:
  - School website and official social media pages
  - Newsletters, circulars, brochures, and school publications
  - Presentations, displays, and training materials
- Student identity details will not be disclosed beyond what is appropriate and necessary, and content will be used respectfully and responsibly.
- Digital content will be stored securely and accessed only by authorized staff in line with EFIA's Digital Policy.
- Parents understand that once content is published on official platforms, complete control over further sharing may not be possible, though the school will take reasonable steps to safeguard student privacy.

#### **Parent Choice (Pick one)**

**I give consent** for EFIA School to use my child's photographs, videos, and digital work as outlined above.

**I do not give consent** for my child's photographs or videos to be used for external publications (my child may still participate in learning activities).



## EMIRATES FUTURE INTERNATIONAL ACADEMY

### DIGITAL SAFETY & APPLICATION USAGE POLICY

Emirates Future International Academy is committed to ensuring a **safe, secure, and responsible digital learning environment** for all students.

To support this commitment, the school uses the **Fortinet Security Application**, a robust digital protection system that actively **monitors, filters, and restricts access** to applications, websites, and online content that violate school policies, regulatory requirements, or age-appropriate usage guidelines.

#### *Key Measures Implemented:*

- Access to **unauthorized, unsafe, or inappropriate applications and websites is automatically blocked.**
- Digital usage is **aligned with ADEK, CBSE, and UAE cybersecurity guidelines.**
- All online platforms used within the school are **permission-based and monitored.**
- The system supports **data protection, cyber safety, and responsible technology use.**
- Continuous monitoring ensures compliance with **student safety, safeguarding, and digital wellbeing standards.**

This proactive approach ensures that technology within the school is used **strictly for educational purposes**, while protecting students from potential digital risks.

The school regularly reviews and updates its digital safety measures to remain aligned with evolving **regulatory and security requirements.**