



OVERVIEW

The Student Digital Citizenship Policy outlines the expectations of Emirates Future International Academy students when they use the Internet, School Portal and digital technologies and resources at school.

1. Students are expected to be safe, responsible and ethical users whenever and wherever they use technology.
2. Students must use the Internet in school for learning and educational purposes only.
3. Students shall communicate and deal with others respectfully.
4. Students must never engage in cyber bullying. They must not write emails, send text messages or make social media posts that are offensive, harmful or hurtful to others as this is against Emirates Future International Academy and UAE government policies.
5. Students should speak to a teacher if they feel uncomfortable or unsafe online or they see others using digital technologies inappropriately.
6. Students are advised to report an incident to their teacher, Supervisor or Head of Section if:
 - The welfare of themselves, other students or the school is being threatened.
 - A site which is not suitable for their school is accessible.
 - Something rude or harmful is written that asks for information that is private and should not be shared (name, address, email address, phone, etc.)
 - Student does something accidentally which is against the rules and responsibilities of the school and ICT acceptable user pledge.
7. Students must safeguard their privacy by keeping passwords private and not giving their passwords to others.

To protect their identity students are:

- 7.1 To develop an online name and use avatars instead of their real name.
- 7.2 Not to post personal details, images of themselves or friends online.
- 7.3 To password protect any spaces or accounts they have.





BRING YOUR OWN DEVICE (BYOD) - ACCEPTABLE USE POLICY (AUP)

OVERVIEW

The Bring Your Own Device (BYOD) program involves allowing students to bring their own 'mobile devices' to school to support learning activities. In an effort to support student-centered learning in our 21st-century classrooms and to let students take more control of their own learning, the school allows students to use certain mobile devices in the school.

Students and parents wishing to participate in the BYOD program must accept the responsibilities stated in the BYOD Acceptable Use Policy (AUP) as outlined below, and must read, sign, and return this form.

For the purpose of this program, a 'mobile device' refers to a student-owned device such as a Laptop, iPad or other tablet. Mobile phones and gaming devices are not allowed under the BYOD program.

BYOD Acceptable Use Policy (AUP) Summary:

1. Any student who wishes to use a personally owned mobile device within school must read and sign this AUP.
2. A parent /guardian of the student must also read, sign and return the AUP to the school to be submitted to the Supervisor.
3. Students take responsibility for appropriate use of their device at all times. The school is not responsible in any way for the device or for its use.
4. Students must use devices as directed by their teacher. The primary purpose of the use of personal devices at school is for learning activities only. Using the device for personal reasons e.g. social media, contacting parents, etc., is not allowed.
5. Students bring their devices to use at the school at their own risk.
6. Students are responsible for the upkeep and protection of their devices, including any breakages, costs of repair, or replacement. The school is in no way responsible for:
 - Personal devices that are broken while at school or during school activities.
 - Personal devices that are lost or stolen at school or during school activities.
 - Maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues).
7. The school reserves the right to inspect or monitor student mobile devices during school hours.
8. Violations of any school policies or rules involving a student device may result in a student not being allowed to continue using the device during school hours and/or disciplinary action, for a period to be determined by the school.
9. Mobile devices must be charged prior to bringing them to school so as to be usable during school hours. Charging devices in the school is not an option.





10. Students may not use the devices to record, transmit or post photos or video of other teachers or students. No images or video recorded at school can be transmitted or posted at any time without the written permission of the administration.
11. Students may use the school wireless network during school hours for learning-related activities only.
12. Students must not use any device as a cyber-bullying tool.

REINFORCEMENT:

- Students utilizing this opportunity to its fullest capacity within school expectations will find numerous benefits to instruction, resources, completion of assignments and personal organization.
- Students not following expectations for use of personal devices will face school disciplinary measures and lose the privilege to utilize personal devices in school for a period of time commensurate with the infraction.

CONSEQUENCES FOR MISUSE/DISRUPTION (one or more may apply):

- Access to the wireless network will be removed.
- Device taken away for the period.
- Device taken away and kept in the administration
- Student is not allowed to use personal devices at school.





BRING YOUR OWN DEVICE (BYOD) - ACCEPTABLE USE POLICY (AUP)STUDENT / PARENT NOTIFICATION & CONSENT FORM

Mobile Device Details: (e.g., Tablet - include manufacturer, type of device here)

As a student I understand and will abide by this AUP. I understand that any violation of this AUP may result in not being able to use my mobile device in school, and could mean other disciplinary action.

Student Name : _____

Grade / Section : _____

Student Signature : _____

Date : _____

As Parent/Guardian, I understand that my child accepts the responsibilities outlined in the BYOD AUP. I have discussed the AUP with them and we both understand our responsibilities and accept the terms of this policy.

Parent/Guardian Name : _____

Parent/Guardian Signature : _____

Date : _____





DISTANCE LEARNING PROTOCOL

PURPOSE:

Important: By allowing your son/daughter to participate in online sessions you are indicating your consent and agreement to the protocols and guidelines below.

- Google Classroom is the main learning platform to manage students and teacher communications. Online classes will be conducted in Google Meet which is seamlessly integrated in Google Classroom.
- All students have been provided with a school Gmail account (@efiaschool.com). To reach Google Classroom the first step is to log-in to the student's school Gmail account. Students will not be allowed to join online classes using their personal email accounts.
- All Google Apps are intended for educational use only.
- The School will provide a timetable for each class. It may happen that the timetable has to be adjusted, and in case new timetables will be distributed in a timely manner.
- The Google Meet link will appear for students in the Google Classroom Class Stream. When it is time for the lesson in the timetable, the student should enter the class.
- Students should be ready at their devices 2 minutes before the period. The teacher will enter the online session first. Students must only 'join' the session once the teacher is available.
- Students must join all classes punctually. Teachers will take attendance and record late and absent students and these will be followed up according to the Attendance & Absence Policy.
- Students are not allowed to send invitations to other students or visitors to attend in Meet.
- Students should join sessions with their camera on and their microphone muted.
- All cameras must be switched on and teacher uses the 'present' function to share her laptop screen/ PPT presentation.
- Students' microphones will be set to 'mute' by the teacher. Students can unmute their microphone to ask or answer questions as they are called on by the teacher.
- Live sessions are not recorded. Teachers will share appropriate learning resources, for example a recording of the same explanation provided in the live session, for all students either before or after the live session to ensure that students who cannot attend live sessions have equal access to the same explanations from the teacher.
- There must be no interruptions from students, family members or parents during the online classes.
- Teacher-student interaction and student-student interaction is an important part of the learning process. The teacher will ask questions and call on students to respond. Students can inform the teacher on the 'chat' function that they have a question or use the hand raise button, and the teacher will ask the students in turn to unmute and ask their question. Students only can ask questions, not parents, as this is a class lesson.

