

## Students Online Acceptable Use Agreement

**AL AMEER regularly reviews and updates all Acceptable Use documents to ensure that they are consistent with the school Online Safety and Safeguarding Policies.**

These rules will help to keep everyone safe and to be fair to others. School systems and users are protected and monitored by security and filtering services to provide safe access to digital technologies.

1. I will be a responsible user and stay safe when using the internet and other digital technology at school.
2. I will ensure that my online activity or use of mobile technology, in school or outside, will not cause my school, the staff, students or others distress or bring the school into disrepute.
3. I will only use the school's internet and any device I may be using in school for appropriate school activities and learning, unless I have express permission to carry out recreational activities, e.g. in a lunchtime club or after school.
4. I understand that all internet and device use in school may be subject to filtering and monitoring; I understand that all school-owned devices used outside of school may also be subject to filtering and monitoring, and should be used as if I am in school.
5. I will keep my logins, IDs and passwords secret and change my password regularly. If I think someone knows one of my passwords, I will change it.
6. I will not bring files into school or download files that can harm the school network or be used to bypass school security.
7. I will only edit or delete my own files and not (even try to) view, change or delete other people's files or user areas without their permission.
8. I will use the internet, games and apps responsibly; I will not use any that are inappropriate for the school, my age or learning activities, including sites which encourage hate or discriminating against others.
9. I understand that websites, blogs, videos and other online information can be biased and misleading, so I need to check sources.
10. I understand that cyber bullying is unacceptable, and will not use technology to bully, impersonate, harass, threaten, make fun of or upset anyone, at school or outside.
11. I will not browse, download, upload, post or forward material that could be considered offensive, harmful or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
12. I am aware that some websites, games, online shopping, file sharing and social networks have age restrictions and I should respect this.
13. I will only e-mail or contact people as part of learning activities.
14. The messages I send, or information I upload, will always be polite and sensible. I understand that all messages I send reflect on me and the school. I will be careful when opening files and attachments, checking for viruses etc. If I am unsure I will never open a file, hyperlink or any other attachment.
15. When using the internet, I will not download copyright-protected material (text, music, video etc.)

16. I will not share my or others' personal information that can be used to identify me, my family or my friends on any online space, unless a trusted adult has given permission or reviewed the site.
17. Live streaming can be fun but I always check my privacy settings and if I rarely (or preferably never) do anything that everyone on the internet can see. If I live stream, I tell a trusted adult about it.
18. I will never arrange to meet someone I have only ever previously met on the internet or by e-mail or in a chat room, unless I take a trusted adult with me.
19. I will only use my personal devices (mobile phones, USB devices etc) in school if I have been given permission to do so.
20. I will respect my body and other people's – part of that means using positive words about myself and others; it also means not revealing too much on camera and not sharing or posting inappropriate photos.
21. I understand that many apps have geolocation settings (identifying my location or where I made a post or took a photo). I will make sure that I know how to turn geolocation on and off, and not tell the world where I am at all times or make it too easy to find out where I live or go to school.
22. I am aware that my online activity at all times should not upset or hurt other people and that I should not put myself at risk.
23. If I see, watch, read, hear or receive anything I am unhappy with or I receive a message that makes me feel uncomfortable, e.g. bullying, extremist/hateful content, I will not respond to it but I will save it and talk to a trusted adult.
24. I know that I can always say no online and end a chat or block a friend; if I do, it's best to talk to someone about it as well.
25. I know who my trusted adults are at school, home and elsewhere, but if I feel I can't talk to them, I know I can call Childline or click CEOP.

*I have read and understand these rules and agree to them.*

**Student name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

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



الإمارات  
The Emirates

We track Your Child's Future  
**al ameer**  
English School



مدرسة الامير  
مدرسة الامير

## **POLICY ON MANAGING MOBILE TECHNOLOGIES**

Mobile technologies offer opportunities for teaching and learning including a move towards personalised learning and 1:1 device ownership for children and young people. Mobile technologies will be examined for educational benefit and the risk assessed before use in school is allowed. **Onsite class**

### **The policy aims to:**

- ❖ There is a shared understanding of and adherence to the policy by all stakeholders and visitors and ensure increased vigilance.
- ❖ The awareness of all staff is raised in their role of safeguarding in all areas of school life.
- ❖ To ensure staff, pupils and parents are familiar with the school policy of pupil use of personal mobile technology in school.
- ❖ To highlight the child protection issues of using camera and video phone technology in the school. To counter the use of text messaging as a form of bullying.
- ❖ To determine exactly when and where mobile phone use is permitted in the school.
- ❖ Offer safety guidelines to the pupils/staff on general mobile phone use.
- ❖ To outline the consequences of not adhering to the school mobile technology policy.
- ❖ To outline who has responsibility in the case of loss, theft or damage of mobile technology.

### **For Staff**

- ❖ **Staff are reminded to familiarise themselves with the school's e-safety and acceptable use of IT policies which set out in further detail the measures needed to ensure responsible behaviour online.**
- ❖ The school allows staff to bring in personal mobile phones and devices for their own use. Staff use of mobile devices must not hinder their working day and must not be used during class hours
- ❖ **Staff must ensure that appropriate security software is installed on their mobile devices and must keep the software and security settings up-to-date.**

- ❖ Class teachers are permitted to use mobile phones to mark the attendance using school app.
- ❖ Permission must be sought before any image or sound recordings are made on these devices of any member of the school community.
- ❖ Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.
- ❖ The sending of inappropriate text messages between any members of the school community is not allowed.
- ❖ Staff can Access the following school IT services from their mobile devices:
  - The school email system
  - Official school apps.
- ❖ School information accessed through these services is confidential, in particular information about pupils and staff. Staff must take all reasonable measures to prevent unauthorised access to it. Any unauthorised access to or distribution of confidential information should be reported to the school's Network Manager as soon as possible in line with the school's data protection policies.

### **For Students**

Student mobile phone use is prohibited on the school site, including all social times and class changeover. This applies to any electronic device brought in by students that is deemed to be obstructive and disruptive to teaching and learning. This may include phones I- pods, DS/Game consoles and smart watches

- ❖ Students can bring personal mobile devices/phones to school must hand them into the office at the start of the day.
- ❖ Mobile technology must not be used to share inappropriate or offensive imagery or messages at any time.
- ❖ The school is not responsible for the loss, damage or theft of any personal mobile device.
  - Students found with their phones or accessories out: The phone is confiscated, and behaviour for learning policy followed.
  - The phone is placed in office to be collected at the end of the day by the student.

- Repeat offenders (two or more incidents), parents are to be contacted and are required to pick up the phone from student office when convenient with pastoral team informing parents and an escalation sanctioned if required
- If the student refuses to hand the phone over, the school behaviour policy is to be followed and pastoral team to follow up if escalation is required

### **Visitors (including parents, professionals, contractors):**

- Visitors may bring mobile phones on to the school site but are asked to switch them off and place them out-of-sight until they leave exiting the school gates/reception.
- Parents/carers are permitted to take photos/videos during assemblies or other school performances that involve their own children. . They are reminded not to place photographs or videos showing other children on Face book or other social media platforms.

### **Emergencies:**

If parents need to contact pupils they should contact the school office and a message will be relayed promptly

### **Responsibility for mobile phones and other mobile devices:**

The school accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to mobile technology including any confiscated item. It is the responsibility of staff, parents, pupils and visitors to make sure that mobile technology is properly insured. The school accepts no responsibility for any malfunction of a device due to changes made to the device while on the school network.

### ACCEPTABLE USE POLICY (AUP) FOR DEVICES

Communication Technologies	Staff				Students				
	Allowed	Allowed at certain times	Allowed for selected staff	Not allowed	Allowed	Allowed at certain times	Allowed with staff permission	Not allowed	
Mobile phones may be brought to school	Yes				No				
Use of mobile phones in lessons	No				No				
Use of mobile phones in social time	Yes				No				
Taking photos on mobile phones / cameras	Yes						Yes		
Use of other mobile devices eg tablets, gaming devices		Yes			No				
Use of personal email addresses in school, or on school network	Yes						Yes		
Use of school email for personal emails	Yes					Yes			
Use of messaging apps	Yes				No				
Use of social media		Yes			No				
Use of blogs	Yes					Yes			

### Agreement form

I agree to follow the school's Acceptable Use Policy on the use of the Mobile Technology. I will use the devices in a responsible way and obey all the rules explained to me by the school.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

## ANTI BULLYING CONSENT FORM

**AL AMEER regularly reviews and updates Anti Bullying Policy to ensure that they are consistent with the school Online Safety and Safeguarding Policies.**

These rules will help to keep everyone safe and to be fair to others. School systems and users are protected and monitored by security and filtering services to provide safe access to digital technologies.

- I am aware of all aspects of Anti Bullying Policy of School
- I am aware that cyber bullying is never acceptable and School fully recognizes its duty to protect all of its members and to provide a safe, healthy environment for everyone
- I am aware that anything involved from sending messages to posting offensive comments to uploading and sharing private or embarrassing photos is considered as Online Bullying.
- I assure that I will not bully others.
- I assure that I will protect my passwords and do not share it with anyone else.
- I will never reply to abusive mails and someone I don't know.
- I will not give out personal information, location details without permission of a parent.
- I will record the dates and times when online bullying has occurred , and save and print screenshots, Emails and text messages
- After collecting evidences I will block the bully on the social media platform and any other social media sites with which they are able to contact me.
- I am aware that School has an active Online Safety Group(OSG) and I can discuss any bullying related concerns to Online Safety Leader Ms.Hazeena Riza
- I assure that I will try to help students who are bullied by reporting immediately to OSG.

Signature:.....

Student Name :.....

Class:.....

Date:.....

## **E SAFETY**

### **PRIVACY NOTICE FOR PARENTS**

Al Ameer English School is committed to protecting the privacy and security of your personal information. This notice is to help you understand how and why we collect personal information about you and what we do with that information. It also explains the decisions that you can make about your own information.

#### **Why do we collect and use personal information**

- To educate students
- To support students' social and emotional wellbeing, and health
- To communicate with parents about students' schooling matters and celebrate the efforts and achievements of students
- To maintain the good order and management of our school
- to assess the quality of our services and how well our school is doing
- to comply with the law regarding data sharing
- statistical forecasting and planning

#### **What information do we gather?**

- Personal information such as name, date of birth postal address; email address; phone number; gender; occupation information of parent, government issued ID information; passport and visa information; religion etc for admission purpose and MOE related works.
- Payment information, if payment is made through net banking, credit or debit card, etc.
- Your child's health information and background such as immunization records; health issues; health restrictions; information on disabilities; any emotional, learning, physical and other health needs; etc
- Relevant medical, special educational needs and behavioural information
- Attendance information (such as sessions attended, number of absences and absence reasons) and exclusions
- Record of extracurricular activities.
- Results of Internal assessment and board exams
- Modes of travel
- Photographs of individual or group performances



We may also hold data about students that we have received from other organisations, including other schools, local authorities and the Ministry of Education (MOE).

Our legal basis for using this data

We only collect and use students' personal data when the law allows us to. Most commonly, we process it where:

- To respond to your application
- To register in MOE.
- To perform an official task in the public interest
- To notify you about changes to our services
- To comply with a legal obligation

Less commonly, we may also process students' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use students' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn. Some of the reasons listed above for collecting and using students' personal data overlap, and there may be several grounds which justify our use of this data.

## **Collecting this information**

While the majority of information we collect about students is mandatory, there is some information that can be provided voluntarily. Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

## **How we store this Data?**

Our school takes reasonable steps to protect information from misuse and loss, and from unauthorised access, modification and disclosure. Our school stores all paper and electronic records securely, consistent with the Department's records management policy and information security standards.

## **Information sharing and security**

Our school only provides school reports and ordinary school communications to parents who have a legal right to that information.

We do not share information about students with any third party without consent unless the law and our policies allow us to do so.

If it is legally required, or necessary (and it complies with data protection law) we may share personal information about students with:

- MOE to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusion.

- Teachers
- Student's parents or family representatives
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- CBSE Delhi
- Survey and Research organisations
- Health Authorities
- Security organisations
- Health and social welfare organisations
- Professional advisors and consultants
- Charities and voluntary organisations
- Police forces, courts and tribunals
- Professional bodies

## **Sharing data with MOE**

We are required to provide information about students to the MOE regarding registration, school attendance, school senses, final results of academic year

,vaccination etc.

## **Transferring data internationally**

Where we transfer personal data to a country or territory outside the UAE, we will do so in accordance with data protection law.

## **Parents and students' rights regarding personal data**

Parent has the following general rights with respect to their personal Information:

- to obtain a copy of their information in an easily accessible format;
- request for their information to be corrected or updated;
- to restrict or limit the ways in which their information is used;
- to object to the processing of their information; and/or
- to request the deletion of their information.

Parent may submit a request to us to access the personal information we hold, or request that we change the personal information.

Upon receiving such a request, we will take steps to verify the individual's identity before granting access or correcting the information. We will respond to parent's request within a reasonable time frame.

If we reject the request, the parent will be notified accordingly. Where appropriate, we will provide the reason/s for our decision. If the rejection relates to a request to change personal information, parent may make a statement about the requested change and we will attach this to their record.

### **Complaints Procedure**

Parent can make a complaint about how we manage personal information, including a privacy breach, by notifying us in writing as soon as possible. We will respond to the complaint within a reasonable time and we may seek further information in order to provide a full and complete response..

To make a complaint, please contact our Data Protection Officer

### **Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer: Mr.Navaz Rahimkutty.

## PARENTAL CONSENT FORM

Please sign this document to state that you consent to your data/your child's data being collected, processed and used in accordance the school's Personal data Policy during the course of their time as a student in the school.

Signed \_\_\_\_\_

Parent/Guardian of \_\_\_\_\_(child's name)

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

### Consent (tick one only)

1. If you are happy to have your child's photograph taken as part of school activities and included in all such records, tick here ☐
2. If you would prefer not to have your child's photograph taken and included in such records, please tick here ☐
3. If you are happy for your child's photograph to be taken and included, as outlined in 1. above, but would prefer not to have images of your child appear on the school website, in school brochures, yearbooks, newsletters etc., please tick here. ☐

### Adult Contact Details for this child:

Pupils Name \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

MobileNumber: \_\_\_\_\_

Home Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Second Emergency Contact details for this Child:

Pupils Name \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

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

Home Number: \_\_\_\_\_







## **Social Media Consent Form**

Dear Parents,

School websites and some digital services provide schools with excellent opportunities to broadcast their achievements to a wide audience. Details of the school, its curriculum and its facilities can and do provide a showcase for the activities of staff and pupils. As part of our school activities, we may occasionally take photographs or videos of the children. These could be individually or in groups. We use these to record achievement and to celebrate those achievements within the school.

However, we also may wish to use these images in many other ways:

- school website
- school displays
- school publicity material
- school newsletter
- local or national media
- Facebook page

On the attached Consent Form: We will ask for your consent for

- The school to take digital images or videos of your child.
- Digital images or videos of your child to be used on the official school web site.
- Digital images or videos of your child to be used on the school's official Face book page.
- Digital images of your child to be used in the school promotional material for the school, such as flyers and leaflets.
- Digital images or videos of your child to be used in internal displays.
- Digital images or videos of your child to be taken when involved in school events, such as a Sports Day. The school may make these images or videos available to other parents.

### Parent Consent Form

Please complete and return: -

Child's name:	
Class & Division :	

Type of Consent	Yes	No
I give consent for the school to take digital images and videos of my child		
I give consent for the school to mention the name or any other required details of my child to be used on the official school web site or official Face book page.		
I give consent for digital images of my child to be used on the official school web site.		
I give consent for digital images of my child to be used on the school's official Face book page.		
I give consent for digital images of my child to be used in the school prospectus and other promotional material for the school, such as flyers and leaflets.		
I give consent for digital images of my child to be used in internal displays.		
I give consent for digital images of my child to be taken when involved in school events; such as Assemblies, Sports Day etc. The school may make these recordings available to other parents.		

I hereby agree to the Schools terms and conditions especially regarding the use of social media. I accept that I will be held responsible where any images I may have shared with others (e.g. family members) are uploaded to social media.

Name &Signature of the parent:



## Terms and Conditions

1. This form is valid for the period your child attends this school. Images of your child will not be used after this time.
2. Please write to the school if you wish to withdraw consent at anytime.
3. The images we take will be of activities that show the school and children in a positive light.
4. Embarrassing or distressing images will not be used. The images will not be associated with negative or sensitive issues.
5. We may use group or class photographs or footage with very general labels e.g. 'science lesson'.
6. We will make every effort to ensure that we do not allow images to be taken of any children for whom we do not have permission or who are 'at risk' or disallowed from having their photographs taken for legal or social reasons.
7. We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended. However, we cannot guarantee this and take no responsibility for the way images are used by other websites or publishers or for any consequences arising from publication.

*Once your child leaves the school, this form will be considered invalid and if we would like to continue to use your child's image (e.g. in publicity material) we will obtain renewed, written consent.*

### **Digital technology agreement for Students on Online Safety**

There are some risks in using digital technology – follow these advice and sign this agreement to help you to keep safe.

#### **Advice:-**

- ✓ Be careful what information you put on the internet and who can see it. Use a nickname online and privacy settings. This can help keep you safe.
- ✓ Don't give personal information like email address, home or school address or mobile phone number to people you do not know.
- ✓ Only post photographs which you should be happy with your parents/careers seeing and make sure they don't show address. Photographs you post can be copied and sent to other people meaning you are not in control of them.
- ✓ Do not share your passwords and log in details as people could access your information without your permission.
- ✓ Change your passwords frequently.

#### **I agree;**

- ☒ I agree not to access sites that are inappropriate for my age or download inappropriate content and I will tell adults about the sites that I am worried about.
- ☒ I agree to report any unpleasant experience to an adult.
- ☒ I agree not to send rude or pornographic pictures or videos (often called sexting)
- ☒ I agree not to use any digital technology to bully people or make threats.

Name: \_\_\_\_\_

Class & Division: \_\_\_\_\_

Signature: \_\_\_\_\_

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