



We track Your Child's Future
AL AMEER
English School



تصعد لمستقبل أولادكم
الأمير
مدرسة الإنجليزية

The School Cyber Incident Reporting Policy

Updated on January 2021

Reviewed and approved by:

OSG TEAM

AL AMEER ENGLISH SCHOOL, AJMAN

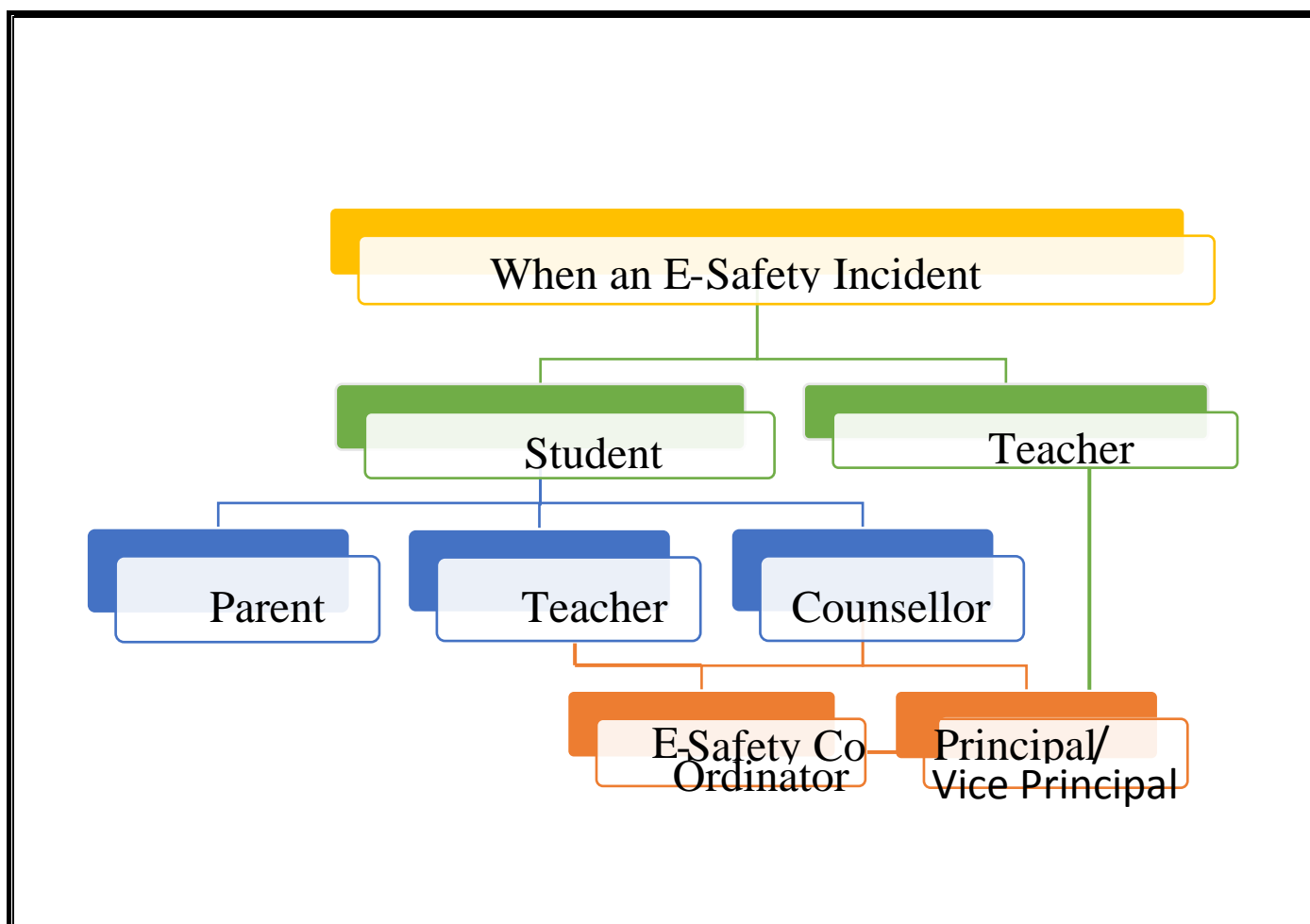
REVIEW OF INCIDENT REPORT

An OSG team comprises of members who formulate, update and review policies at regular intervals. The policies included in the incident log such as communication policy, social media policy, anti-bullying policy are viewed with ample seriousness and implemented with extreme efficiency in adherence to the NOS norms.

The staff and students are educated about and made aware of all the above mentioned policies. Reports on cyber violations are submitted when the permitted boundaries of the same are surpassed in spite of being informed and enlightened about the norms and consequences of E-Safety guidelines and their violations.

E-SAFETY REPORTING FLOW CHART

The cyber incident occurrence in the school is reported in the following hierarchy.



When the student sights an incident it is reported to the subject teacher or class teacher as per availability and the matter is further reported to the counsellor if it pertains to behavioural discrepancies which will be reported to the Principal or Vice Principal through the E-Safety Co-coordinator. If any cyber violation comes to the notice of a student after school hours or during the unavailability of teachers, the student has the option of approaching the school through the parent. The student also has the facility to contact and report the matter to the online safety leader directly.

The teacher on sighting a cyber incident personally reports the matter to the class teacher who reports to the counsellor in matters of behavioral issues which need counselling and guidance, who further reports it to the E-Safety Co-coordinator who is responsible to be reporting to the top admin.

If a parent is reporting violation of cyber security norms pertaining to school by his/her own ward or any other student of the school, it is mentioned to the class teacher or the counsellor according to individual discretion which is forwarded through proper channel to the top admin of the school.

The resolutions are made as per the regulations of the Ministry of Education in adherence to the specifications and instructions laid down in the NOS guidelines. The age, grade and gravity of the offence is taken into consideration during the process of resolution and actions are taken accordingly.

Evidence attached