







# **The School Digital Content Managing Policy**

Updated on January 2021

Reviewed and approved by:

**OSG TEAM** 

AL AMEER ENGLISH SCHOOL, AJMAN









## POLICY ON MANAGING DIGITAL CONTENT

"A child's Online Safety is Nation's Responsibility"

Members of the Managing Digital Content in E-safety Group will assist the E-Safety Officer (or other relevant person, as above) in:

- Developing a **separate wing for E-safe resource** in E-safety platform
- Displaying /publishing / monitoring the school e-safety policy / documents.
- Designing/ Managing / formulating e-safety library by including various means to learn about their favourite app (Eg: Word search, City/nature/school campus coloring in a sheet by including one or two questions about their favourite app or games, etc)
- Developing / designing and publishing hash tag cautionary tale and E-safety
   tips for children in order to make them aware about their internet activities
- Designing **guidelines for parents and teacher to** have a friendly and natural conversation with your children about online safety
- Publishing e-safety posters, presentations, videos and various useful documents
   for children of different age group, teachers, staffs and parents.
- Providing **various website links for parents** to keep children safe at home.
- Collecting and displaying all the online safety issues and solutions in E-safe resources
- Filing and Publishing school based E-safe activities which have been conducted for children, parents, teachers and staffs.
- Images and Videos: written consent from parents to publish images or videos
  for any external publicity purposes. Parents and guardians may withdraw their
  permission at any time by informing the administration team in writing.
- Digital technology agreement in addressing the risks by Children.

#### **Guidelines / Tips For Staying Safe Online During The Covid 19 Pandemic**

Due to school closings and stay-at-home orders resulting from the COVID-19 pandemic, children"s increased online presence may put them at greater risk of child exploitation. Parents, guardians, caregivers, and teachers can take the following measures to help protect children from becoming victims of online child predators.

Discuss Internet Safety And Develop An Online Safety Plan with children before they engage in online activity. Establish clear guidelines, teach children to spot red flags, and encourage children to have open communication with you.

Supervise Young Children's Use Of The Internet, including periodically checking their profiles and posts. Keep electronic devices in open, common areas of the home and consider setting time limits for their use.

**Review Games, Apps, And Social Media Sites** before they are downloaded or used by children. Pay particular attention to apps and sites that feature end-to-end encryption, direct messaging, video chats, file uploads, and user anonymity, which are frequently relied upon by online child predators.

Adjust Privacy Settings And Use Parental Controls for online games, apps, social medial sites, and electronic devices.

Tell Children To Avoid Sharing Personal Information, Photos, And Videos Online in public forums or with people they do not know in real life. Explain to your children that images posted online will be permanently on the internet.

**Teach Children About Body Safety And Boundaries**, including the importance of saying "no" to inappropriate requests both in the physical world and the virtual world.

**Be Alert To Potential Signs Of Abuse**, including changes in children"s use of electronic devices, attempts to conceal online activity, withdrawn behavior, angry outbursts, anxiety, and depression.

Encourage Children To Tell Parents, Guardian, Or Other Trusted Adult if anyone asks them to engage in sexual activity or other inappropriate behavior.

### **Social Media Guidelines**

Social media refers to online tools and services that allow any Internet user to create and publish content. Social media allows those with common interests to share content easily, expanding the reach of their ideas and work. Popular social media tools include Face book, Twitter, LinkedIn, blogs, YouTube and Flickr to name a few.

### **Students: Social Media Guidelines:**

- 1. Not join any social networking sites if they are below the permitted age (13 for most sites including Face book and Instagram)
- 2. Not access social media on school devices, or on their own devices while they're at school
- 3. Inform parents when they are online.
- 4. Think before you post. To use discretion when posting to the internet.
- 5. School-related images or content posted without permission to be removed from the internet.
- 6. Do not misrepresent yourself by using someone else's ID.
- 7. Users should keep their passwords secure and never share passwords with others. If someone tampers with your blog, email, or social networking account without you knowing about it, you could be held accountable.
- 8. Cyber bullying is considered an act of harassment.
- 9. When responding to others, remember to be respectful and avoid comments that may be hurtful. Do not use profane, obscene, or threatening language.
- 10. Only accept invitations to share information from people you know. Utilize may do so only by means of a link to the official School"s Face book account, or Twitter account.

### Faculty & Staff: Social Media Guidelines:

- 1. Higher authority should provide opportunities to discuss appropriate social networking use by staff on a regular basis and ensure that any queries raised are resolved swiftly and should ensure there is a system in place for regular monitoring.
- 2. School staff should ensure that they are familiar with the contents of this policy and its relationship to the school"s standards, policies and guidance on the use of ICT and esafety and must comply with this policy where specific activities or conduct is prohibited.
- 3. Staff **must not** place a child at risk of harm.
- 4. Staff **must** follow statutory and school safeguarding procedures at all times when using social media.
- 5. Staff **must** report all situations where any child is at potential risk by using relevant statutory and school child protection procedures
- 6. Staff **must** maintain the reputation of the school, its staff, its parents, its wider community and their employers.
- 7. Staff **must not** use social media to criticize or insult their school, its staff, its parents, or its wider community.
- 8. Staffs are responsible for their actions (and its consequences) whenever they use social media.
- 9. Staff **must** be given explicit permission to use social media on behalf of their school by a school leader.
- 10. Staff must not reveal any other private or confidential school matters when using any social media.

### **Parents: Social Media Guidelines:**

- 1. Parents should expect communication from teachers prior to their child"s involvement in any project using online social media applications, i.e., Facebook, blogs, etc.
- 2. Parents will need to sign a release form for students when teachers set up social media activities for classroom use.
- 3. Parents will not attempt to destroy or harm any information online.
- 4. Parents will not use classroom social media sites for any illegal activity, including violation of data privacy laws.
- 5. Parents are highly encouraged to read and/or participate in social media.

# **DESIGNED AGREEMENTS AND FORMATS**









### **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.

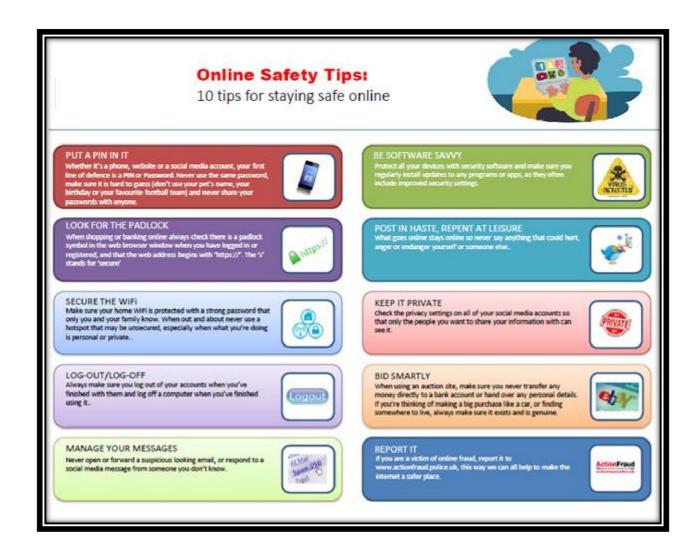
Change your passwords frequently.

#### I agree;

$\ensuremath{\square}$ 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:

RESOURCES :-		
Content	Beneficiary	Links
Goldilocks (a Hashtag	Children	https://books.google.ae/books?id=A_9PxQEACA
Cautionary Tale)		AJ&dq=editions:9_EtGj4HBt4C&hl=en&sa=X&
		ved=2ahUKEwiri82SybTsAhUUiFwKHQ-
		zCSgQ6AEwAHoECAAQAg
The service works for: All children of all nationalities under the age of 18 residing in Dubai in order to bring up happy, safe and empowered children who are aware of their own rights.	Abused children and their Family	Official website of UAE government https://www.cda.gov.ae/en/socialcare/childrenand youth/Pages/ChildProtectionCentre.aspx
The UAE protects children by enforcing laws to protect them and empowers them by providing education, good health and other facilities.	Abused children and their Family	The United Arab Emirate's Government Portal (children's safety) https://u.ae/en/information-and-services/justice-safety-and-the-law/children-safety
Guidelines For Parents To Support Their Children During Distance Learning	ADEK"S PARENT GUIDE FOR DISTANCE LEARNING	https://adek.gov.ae/- /media/Project/TAMM/ADEK/Health/ADEK- PARENT-GUIDE.pdf
Awareness classes and webinars by National Online	Students & Parents	https://nationalonlinesafety.com/hub/online- copyright-ownership
Safety team		https://nationalonlinesafety.com/hub/social-media https://nationalonlinesafety.com/hub/view/webin ar/digital-footprint https://nationalonlinesafety.com/hub/view/webin ar/identity-theft https://nationalonlinesafety.com/hub/view/webin ar/digital-manipulation  https://nationalonlinesafety.com/hub/online-relationships https://nationalonlinesafety.com/hub/view/webin ar/hacking  https://nationalonlinesafety.com/hub/privacy-and-security?page=2

### Esafety Posters Posted In School Website And Virtual Plat Form



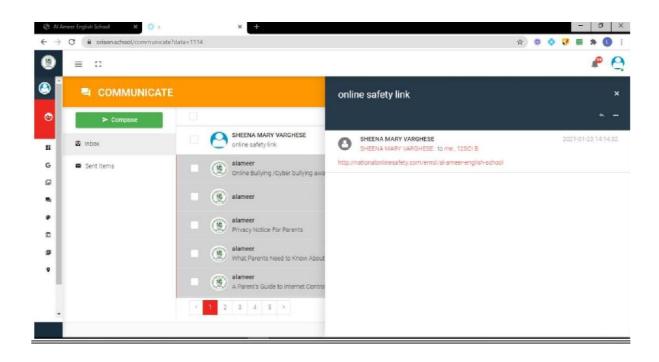








## **Online Communication Through School Mailing System**



### **Social Media Awareness Survey Conduted For Cycle 3 Students**

## Survey Link:-https://forms.gle/pGzaP2ydunhFyjQD8

Name of the student	Class & Division	1. how many social media sites do you have accounts		often do you post	talking on the Internet to a person for a long time, and they want to meet, which is okay to do?	,	7.What is a Digital Footprint	8. Are you aware of Identity theft	Which of these is the biggest risk for most children and young people?	10.Which one of these would do the most to improve e-safety for young people in the borough?	11. If something that had worried or upset you online which of these would you do?
Fathima diya	11d	2	less than 30	weekly	Ask your parent or guardian first and have them go with you.	Yes	Credit Card and Check information you post online	Yes	Being bullied online or on their mobile phone	More information about e-safety for parents	I would tell my parents or carers
Fathima lamiya	11 D	1	less than 30 minutes	never	Ask your parent or guardian first and have them go with you.	Yes	A digital image of your foot online	Yes	Being bullied online or on their mobile phone	More information about e-safety for parents	I would tell my parents or carers
Goury Rajeev	12 B	1	less than 30 minutes	monthly	Ask your parent or guardian first and have them go with you.	Yes	Past and present statements and images you post online	Yes	Being bullied online or on their mobile phone, Being contacted by someone they don't know online who wants	Posters and messages about keeping safe online, Talking more to children and young	I would tell my parents or carers
Lubaiba	11 D	More than 3	3 hours +	•	Ask your parent or guardian first and have them go with you.	Yes	Only what you post on Social Media	Yes	on their mobile phone, Being contacted by someone they don't know online who wants	Posters and messages about keeping safe online, Talking more to	I would tell a trusted adult









# **Orange Education Presents** Webinars on E-SAFETY GUIDELINES



WEBINAR 1

#### WEBINAR 3

#### FOR STUDENTS

4 pm - 5 pm

TOPIC: Staying Safe Online

04:00 pm - 04:15 pm Dr. Seema Negli

TOPIC: Cyber Bullying

04:15 pm - 04:30 pm Ms. Shiyani Sahni

TOPIC: Tips for Safe Internet Usage

04:30 pm - 04:45 pm Ms. Shiyeni Sahni

Q/A Session

04:45 pm - 05:00 pm

### FOR TEACHERS

Thursday 22nd October 4 pm - 5 pm

TOPIC: Current Cyber Safety Trends & Risks

04:00 pm - 04:15 pm Mr. Saurabh Maheshwari

**TOPIC: Supporting** Students Online

04:15 pm - 04:30 pm Mr. Saurabh Maheshwari

TOPIC: Staying Safe Online 04:30 pm - 04:45 pm

Dr. Seeme Negl

Q/A Session 04:45 pm - 05:00 pm

### FOR PARENTS

Friday 23rd October 4 pm - 5 pm

TOPIC: Setting up a Cyber Safe Home

04:00 pm - 04:20 pm Dr. Seema Negi

TOPIC: Parenting in Digital World

04:20 pm - 04:40 pm Dr. Seema Negi

Q/A Session 04:40 pm - 04:45 pm

#### MODERATOR



Educationist & Author Editorial Manager, Orange Education



Dr. Seema Negi Principal. Sanjeevani World School: Global Goodwill Ambassador Life Coach

#### THE EXPERT PANELISTS



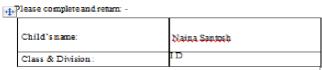
Ms. Shiyani Sahiri Educational Leader, Deihi.



Mr. Saurabh Maheshwari National Trainer

### **Evidences for Parent Consent form**





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.	4	
I give consent for digital images of my child to be used on the school's official Face book page.	1	
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.	1	
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.	1	

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: Santosh Daniel



#### Parent Consent Form

Please complete and return: -

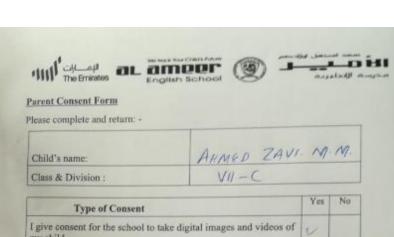
Child's name:	Harigovind	(4)
Class & Division :	8 C	**

Type of Consent	Yes	No
I give consent for the school to take digital images and videos of my child	Yes	
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I give consent for digital images of my child to be used on the official school web site.	Yes	
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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.	Yes	
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Name & Signature of the parent:

Sreejith Achuthan Nair



	Type of Consent	Yes	No
	I give consent for the school to take digital images and videos of my child	v	
	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.	V	
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Name & Signature of the parent:

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- ✓ 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.

 $\ensuremath{\overline{\boxtimes}}$  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.

Date: 15(01) 202)

- 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: Ashwini Jayan

Class & Division: 12 B

Signature:\_

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#### Parent Consent Form

Please complete and return: -

Child's name:	Ashwini Jayan	
Class & Division:	12 B	

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.		
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Name & Signature of the parent:

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