



**POLICY ON SAFE USE
OF SOCIAL MEDIA
AND DIGITAL
CONTENT
(2025-26)**

POLICY ON SAFE USE OF SOCIAL MEDIA AND DIGITAL CONTENT

1. Introduction

This policy outlines the safe, responsible, and ethical use of social media, photographs, and videos involving students and staff at Habitat Schools. It ensures alignment with UAE data protection regulations and reflects our commitment to maintaining a secure, respectful, and enriching learning environment.

The school uses digital media to highlight academic and extracurricular achievements, promote school activities, and encourage positive student and parent engagement. Digital content may also be used internally for school purposes.

2. Policy Objectives

- Showcase school activities and achievements through responsible digital media use
 - Celebrate students' success and support school communication
 - Encourage constructive parental and student engagement
 - Maintain privacy, dignity, and security for students and staff
 - Protect the school's online reputation and ensure ethical content practices
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3. Consent & Content Creation

- Student photos/videos require parental consent
- Staff photos/videos require written consent when used for promotion
- Photos and videos may be taken by the media team or teachers for educational or official purposes
- Consent must be confirmed prior to publishing content
- Group photos at public events do not require individual consent
- Students must be appropriately dressed and presented respectfully

4. Handling & Editing Media

- Images/videos must not be manipulated or altered—only cropping is allowed
 - Digital files must be securely stored and safely deleted when no longer needed
 - Shared media cannot be forwarded, edited, or re-used without permission
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5. Publishing Guidelines

- Parent consent must be verified before posting student images
 - No student or staff personal information (e.g., names) will appear with photos
 - Only respectful, appropriate images will be posted
 - Content that may cause embarrassment will not be published
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6. Photography at School Events

- Parents may take photos/videos of their own child only for personal use
 - Group photos by parents are not permitted
 - School will provide official photos upon request
 - Photography guidelines will be communicated before events
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7. Reuse & Sharing of Content

- Downloading or copying school photos/videos for personal use is prohibited
- Sharing official school posts as-is is permitted
- Reposting or reproduction without permission is not allowed

8. Reporting & Removal Requests

- Concerns about misuse of images or social media can be reported to:
 - Class Teacher
 - Grade Supervisor
 - Principal
 - Any student, staff, or parent may request removal of their image from school platforms
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9. Social Media Conduct

- Students, parents, and staff may share feedback through official school pages
 - All comments will be acknowledged respectfully and forwarded for review
 - Inappropriate, abusive, or harmful content will be removed and reported
 - School social media is to be used only for constructive and respectful interactions
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10. Compliance

All staff, students, and parents must follow this policy. Violations may result in action per school and UAE digital safety guidelines.