Policies & Procedures

2020 / 2021

*Online Safety Policy (2019 - 2020)
Ajman Modern School

Policy Details

Policy	Online Safety Policy
Function	Online Safety & Security of All Students
Status	Recommended
Audience	Students
Implementation	School Counselor
Issued for	Students & Staff
Reference No	AMS/SP/OSP-2019/002
Last Review	7th October 2019
Next Review	April 2020
Responsible SLT	School Principal

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Vision, Mission and Core Values

Our Vision

To be a Model International School that enhances the skills of every student to its greatest potential preparing them to become an active member of the international society. **Our Mission**

To empower students by promoting intellectual curiosity, independent and critical thinking, communication and problem solving skills, a lifelong passion for learning, and an exposure to and a respect for cultural diversity

Core Values

Achievement **|** Collaboration **|** Integrity **|** Respect **|** Responsibility

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Introduction

The spirit of Ajman Modern School strives to reinforce a wide range of resources including; web-based and mobile learning. It is also important to recognize the constant and fast paced evolution of ICT within our society particularly where students are using internet technologies in virtual learning. While being synchronous & asynchronous leaners, students use:

- Websites, Learning Platforms (MLE) and Virtual Learning Environments
- Email, Instant Messaging, Chat Rooms, Social Networking & Blogs
- Podcasting & Video Broadcasting, Downloading from the internet & Gaming

- Mobile/Smart phones with text, video and/or web functionality
- Other mobile devices with web functionality

Related Polices That Are Required Of Schools

- Cyber Bullying Policy

Purpose of Policy

The purpose of this policy is to ensure that all students and staff enjoy a safe online working environment free from any online security & safety issue. This policy serves the entire school.

Aims and Objectives

- To understand the responsibility to educate our students in e-Safety issues; To teaching them the appropriate behaviors and critical thinking to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom.

E-Safety & Security – Whole School Approach

All members of the school community have a responsibility for promoting and supporting safe behaviors in their google classrooms & Microsoft Team classes and follow school e-safety procedures.

The ICT leaders will ensure they are up to date with current guidance and issues through organizations such as Child Exploitation and Online Protection.

They then ensure that the Section Heads & SLT are also updated as necessary.

All staff should be familiar with the school's policy including:

- safe use of e-mail, internet, school network, equipment and data
- safe use of digital images and digital technologies, such as mobile phones and digital cameras
- publication of student information/photographs on the school website procedures in the event of misuse of technology by any member of the school community
- Their role in providing e-safety education for students.

E-mail

The use of email within school is an essential means of communication for staff. In the context of school, email should not be considered private. Educationally, email can offer significant benefits including; direct written contact between schools on different projects, be they staff based or student based, within school, between schools or international. We recognise that students need to understand how to style an email in relation to their age.

- Under no circumstances should staff contact students or parents using personal email addresses.
- Students may only use school approved accounts and only under direct teacher supervision for educational purposes.
- The forwarding of chain letters is not permitted in school. Students must immediately tell a teacher/ trusted adult if they receive an offensive e-mail.
- All students must use appropriate language in e-mails and must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone.
- Staff must inform a member of SLT if they receive an offensive e-mail.

Publishing student's images and work

On a child's entry to the school, all parents/guardians will be asked to give permission for their child's photo to be taken and to use their child's work/photos in the following ways:

- on the school web site
- In display material that may be used in the school's communal areas
- In display material that used in external areas, i.e. exhibition promoting the school General media appearances, e.g. local/ national media/ press releases sent to the press highlighting an activity (sent using traditional methods or electronically.
- Students' names/full names will not be published alongside their image and vice versa without permission from the parents.

Social networking and personal publishing

We block/filter access for students to social networking sites. Students and parents will be advised that the use of social network spaces at homes is inappropriate for primary aged

students. Students will be advised never to give out personal details of any kind which may identify them or their location.

Managing emerging technologies

Emerging technologies will be examined for educational benefit and the risk assessed before use in school is allowed.

- Video recording is not allowed by students during lessons. The sending of abusive or inappropriate text messages is forbidden.
- All classes has been issued Microsoft Team & google classroom accounts that they can use for communication & learning purposes.

Responding to e-safety incidents/complaints

As a school we will take all reasonable precautions to ensure e-safety. However, owing to the international scale and linked nature of Internet content, the availability of mobile technologies and speed of change, it is not possible to guarantee that unsuitable material will never appear. The school cannot accept liability for material accessed, or any consequences of Internet access. Complaints relating to e-safety should be made to counselor or a member of the senior leadership team.

All users are aware of the procedures for reporting accidental access to inappropriate materials. Any breach must be immediately reported.

- Deliberate access to inappropriate materials by any user will lead to the incident being logged and, depending on the seriousness of the offence;
- Investigation by the counselor & section head, immediate suspension, possibly leading to dismissal and involvement of police for very serious offences
- Students and parents will be informed of the complaints procedure.
- Parents and students will need to work in partnership with staff to resolve issues.

Reporting

As a school we encourage victims and witnesses to speak up. Staff will be alert to changes in behavior, attitude and wellbeing. All incidents will be treated seriously, however trivial they

might seem at first. Every individual in school has the duty to report an incident of online safety issue whether it happens to themselves or to another person.

Communication

The school communicates with parents on any incidents and investigations. We work in partnership with parents and students to prevent any bullying and to deal with any incidents of bullying.

Disciplinary Structures to Deal with Online Safety Issues

In line with the Ministry of Education, the AMS Online Safety procedures & UAE government Esafety law and regulations, the online safety cases are considered to be high level violations. Accordingly the school applies the following behavior modification methods.

Sr. No.	Violation Level	Violation Decision
1	1st Violation	2 day internal exclusion Warning Form no1 Parents are notified (written and verbal)
2	2nd Violation	5 Day exclusion Warning Form no2 Parents are notified (written and verbal) Meeting with parents Re registration reviewed.
3	3rd Violation	Permanent exclusion Warning Form No. 3 Parents are notified (written and verbal) Meeting with parents Registration Cancelled

Review

This policy will be reviewed at least once a year by the principal and the counsellor.

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Appendix – 1

Parent's Guidelines

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Parent's Role – Ensure Online Safety

Keeping your child safe online is important. As a parent, you need to be more vigilant to ensure your child is safe online.

- Place the computer or laptop in a common area in the home within supervision. This will allow you to monitor you child in an indirect manner.

- Frequently check the information and materials being exchanged between your child, their peers, and the school or a third entity. This will not only help you to stay up to date on your child's learning progress, but you can also monitor if personal information, such as contact details have been exchanged with strangers, or if your child has been exposed to inappropriate materials. If you witness something inappropriate on an online platform, report it immediately to the school. Have frequent conversations with your child to gauge if they may have experienced inappropriate behavior online.

- Take immediate action by reporting the matter to the school immediately.

- Install parental control software, which will allow you to monitor your child's online activity, control the time spent online, and block content that is not appropriate or required for distance learning. Please see the appendix – 2 for a list of sample parental control software and a brief description of their features.

- Obtain the list of learning applications, on-line resources, and platforms that your school will be using during this time.

Appendix – 2

ONLINE SAFETY CHECKLIST

Install parental control software to block inappropriate content and websites that are not required for distance learning (See appendix for a list of parental control software).

Place learning devices in common area of the home.

Read your school's ICT and online safety guidelines.

Know who to contact at school in case you want to report something related to online activity.

Report inappropriate activity on any school designated online platform to school immediately.

Ask for the timetable of virtual lessons in advance.

Ask for the list of learning applications, on-line resources, and platforms that your school will be using during this time.

LIST OF FREE PARENTAL CONTROL SOFTWARE*

SOFTWARE NAME	DESCRIPTION
FamiSafe	Allows parents to check the browsing history on their children's phones. You will be able to check the webpages your child visited and how long they stayed on each website. You can also set keyword alerts, and preset the times your child cannot use their phone.
Qustodio Free	Allows parents to track calls and text messages, block indecent content, control gaming and other application. It also provides real-time location updates. You can also monitor their activity on social media platforms.
SocialShield	This is helpful if you are worried about your child's social media activity. It will give you a comprehensive view of your child's social network activity.
Windows Live Family Safety	For families who use Windows devices, this parental control application will allow you to set screen time, get real-time location updates, check their online activity and much more.
Norton Online Family	Allows parents to monitor social media activity, time spent online, email alerts, websites visited, location updates and much more. This software is compatible with Windows, iOS, and Android.
OpenDNS Family Shield	Allows parents to block domains on the whole home network, including phones and individual devices. It has a ready-made block list that automatically blocks inappropriate domains.
MinorMonitor	This software can protect your child from cyberbullying and getting exposed to inappropriate content. It will give a comprehensive review of your child's activity on social media. It is compatible with major operating systems.
Kidlogger	This software will allow you to monitor your child's online activity, restrict internet usage and monitor online time.

*Please note that these software are not endorsed by ADEK. We have listed them only to guide parents.