



مدرسة عجمان الحديثة
Ajman Modern School

Policies & Procedures

2020 / 2021

*Social Media Use Policy (2019 - 2020)

Ajman Modern School

Policy Details

Policy	Social Media Use Policy
Function	Online Safety & Security of All Students
Status	Recommended
Audience	Students
Implementation	School Counselor/Child Safeguarding Officer
Issued for	Students & Staff
Reference No	AMS/SP/OSP-2019/003
Last Review	26 th March 2020
Next Review	April 2020
Responsible SLT	School Principal

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

Introduction

Purpose of Policy

Social media presents opportunities for both schools and individuals to communicate with new and existing audiences. Whilst recognizing the benefits of social media, this policy sets out the expectations that all AMS staff, students and parents are expected to follow when using personal or school sanctioned accounts. While being online learners, students may use:

- ✉ Email, Instant Messaging, Chat Rooms, Social Networking & Blogs
- 📺 Podcasting & Video Broadcasting, Downloading from the internet & Gaming

Related Polices That Are Required Of Schools

- 📄 Cyber Bullying Policy
- 📄 Online Safety Policy

Aims and Objectives

- 👤 To understand the responsibility to educate our students in e-Safety issues; 👤
- To help the School to embrace these new technologies, whilst at the same time prioritizing the safeguarding of children.

Social Media Principles – Whole School Approach

- 👤 The School endeavors to adopt a common-sense pragmatic approach to the use of social media.
- 👤 Everyone should be aware of his digital footprint and how to protect identity online
- 👤 As a community, we need to ensure that communication is polite and presents the school in a positive light.
- 👤 It is essential that our top priority remains the safeguarding of children.

EXPECTATIONS

For all

The content should not be published by staff, students or parents, on any social network, personal or school sanctioned, that could bring the School into disrepute.

Social Media and Education

Staff members, who wish to use social media accounts for educational purposes, should ensure these have been authorized by the Principal. Staff who use Social Media must only use them to communicate with a Group. For example, a teacher might set up a group for a class on Whatsapp.

Use of Pupil Images on Social Media

When using school-sanctioned accounts, staff should ensure they only publish images when parental permission has been granted. Student surnames should not be included in any comments, messages or posts. The School will minimize the risk to children of putting images of pupils on Social Media through the following steps:

- 👤 Staff must not use full names of pupils or specific year group should be shown.
- 👤 In the Primary Schools, the principle of “Faces without Names; Names without Faces” should apply.

- 👤 Staff may take photographs of pupils for use on social media so long as they don't store them on their phones – i.e. the image must be deleted within 24 hours and must not be distributed to anyone outside the organization.

Social Media and Communication between Staff and Pupils:

- 👤 All staff must not enter into personal communications with students (i.e. 'direct message' students) using social media accounts.
- 👤 The only acceptable channels of personal communication between staff and pupils are those set up by the School, where the school reserves the right to monitor communication (and thus protect staff from allegations).

Parent & Pupil Expectations of Social Media Use.

- 👤 Parents and students in all Year levels using any social media forum must, at all times, demonstrate respect for the members of the school community, including all students and personnel.
- 👤 Parents and students must not breach confidentiality, defame or make threats to any person in the school community.
- 👤 Instances of proven and intentional breach of the above will result in sanctions that may include suspension from the school or refusal to re-enroll the student for the next academic year.

Appropriate Age for Social Media Accounts

- 👤 In accordance with the terms and conditions of many popular social networks (e.g. Facebook), the School recommends that no children, under the age of 13, should have publicly visible social media accounts

THE SCHOOL NETWORK – WHICH SOCIAL MEDIA SITES ARE ACCESSIBLE.

Parents should be aware that:

- 👤 Giving children Smartphones with high internet speed & efficiency is to give them unrestricted access to the Internet.
- 👤 Any measures the School takes to reduce access to Social Media sites through Webfiltering its Internet access can be negated Smartphone Internet access through 3G/4G.
- 👤 The School blocks the following Social Media sites on its WIFI network that is accessible to pupils:

- 📱 Facebook /Instagram/Google Hangouts/Snapchat– because it is a distraction during the School working day.
- 📱 YouTube is restricted during lesson time because live streaming / downloads can affect the ability of teachers to perform their duties.

The School does not block the following Social Media sites on its WIFI network that is accessible to pupils:

- 📱 Whats App – because it is a primary means of communication between parents and their children.
- 📱 Twitter – because it is a primary means of communicating School news to students, parents, and the wider community.

HELP AND SUPPORT

Additional help and support on how to apply privacy settings on popular social media sites:

- 📱 Twitter <https://support.twitter.com/articles/20169886>
- 📱 Instagram <https://help.instagram.com/116024195217477/>
- 📱 Facebook <https://www.facebook.com/help/325807937506242/>
- 📱 Snapchat <https://support.snapchat.com/a/privacy-settings>
- 📱 Youtube <https://support.google.com/youtube/answer/157177?hl=en>

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.

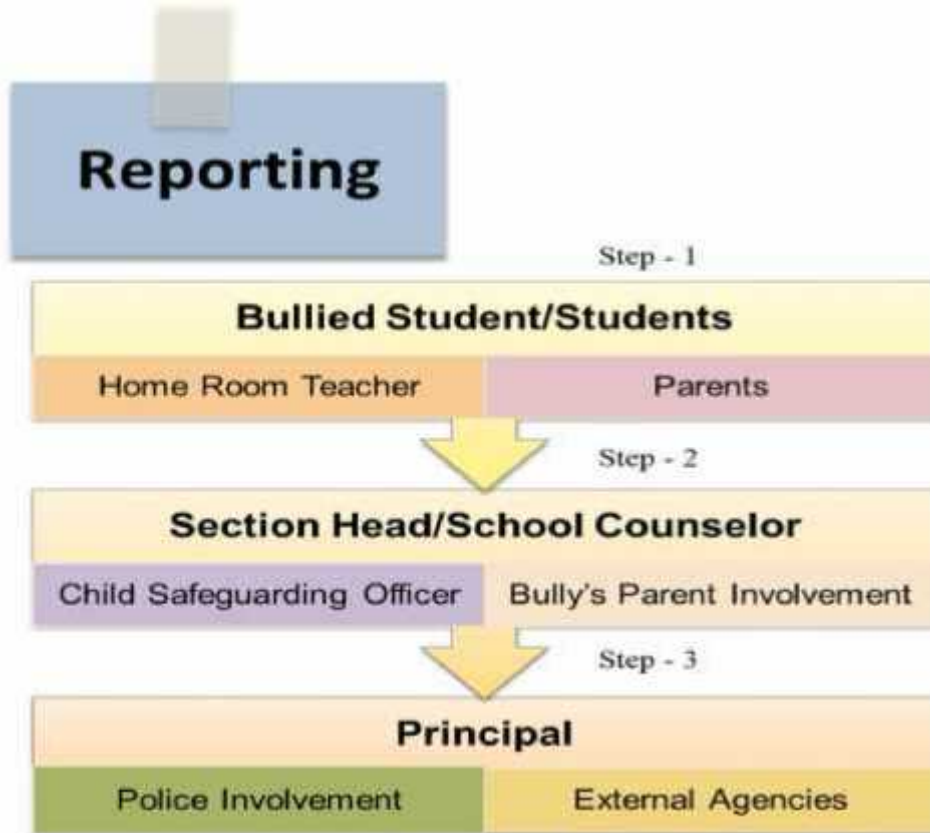
Responding to e-safety incidents/complaints

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



Offence Levels

Rating	Behavior	Action Needed	1 st Offence	2 nd Offense	3 rd Offense
Severe	Behavior that risks injury, harassment, stalking, threats of emotional or physical violence, stealing or destruction of personal property	Reassure students that they have done the right thing by reporting to teachers and Counselor /Section heads, Principal, Child Safeguarding Officer, parents, Board of Trustee, external agencies	<ul style="list-style-type: none"> •Intervention •Teacher Documentation •Counselor/Section Head's involvement •Suspension or expelled for up to 180 days •Optional parent conference •Possible police contact or external agency 	<ul style="list-style-type: none"> •Intervention •Teacher Documentation •Counselor/Section head & Principal's Involvement •Parent Conference •Behavioral Intervention Plan •Referral for long term suspension •Possible police contact 	<ul style="list-style-type: none"> • Intervention • Teacher Documentation • Counselor/Section head & Principal's Involvement • Parent Conference • Referral for long term suspension • Possible police contact
Major	Intimidating, pushing, tripping, emotional aggression, planned exclusion, disrespect of one's feelings or property	Reassure students that they have done the right thing by reporting to teachers and Counselor /Section heads, Principal, Child Safeguarding Officer & parents	<ul style="list-style-type: none"> •Intervention •Teacher Documentation •Counselor/Section Head's involvement •Opportunity for apology/make it right •1-3 day suspension 	<ul style="list-style-type: none"> •Intervention •Teacher Documentation •Counselor/Section head & Principal's Involvement •Administrator call parent •3 – 5 Day suspension 	<ul style="list-style-type: none"> • Intervention • Teacher Documentation • Counselor/Section head & Principal's Involvement • Administrator call parent • Up to 10 days suspension
Moderate	Name calling, insulting remarks, spreading rumors, ridiculing, & hurting other's feelings, written or spoken	Reassure students that they have done the right thing by reporting to teachers and Counselor /Section heads	<ul style="list-style-type: none"> •Intervention •Teacher Documentation •Counselor/Section Head's involvement •Opportunity for apology/make it right •Detention or 1 day suspension 	<ul style="list-style-type: none"> • Intervention • Teacher Documentation • Counselor/Section head & Principal's Involvement • Administrator call parent • 1 – 3 Day suspension 	<ul style="list-style-type: none"> •Intervention •Teacher Documentation •Counselor/Section head & Principal's Involvement •Administrator call parent •3 – 5 Day suspension
Mild	Mean or rude gestures or name calling /teasing	Students Knows strategies and can responds appropriately	<ul style="list-style-type: none"> • Intervention • Teacher Documentation • Warning • Detention 	<ul style="list-style-type: none"> •Intervention •Teacher Documentation •Counselor/Section head's Involvement •Administrator call parent •1 – 3 Day suspension 	<ul style="list-style-type: none"> •Intervention •Teacher Documentation •Counselor/Section head's Involvement •Administrator call parent •3–5 Day suspension

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.

Review

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