

AIMS OF THIS POLICY

The aim of this Acceptable Use Policy (AUP) is to ensure that students benefit from learning opportunities offered by school's Internet and IT Systems in a safe and effective manner. The school aims to ensure that all students using these systems do so responsibly and with good judgement so that uninterrupted, safe and appropriate access can continue throughout the school.

All students have the right to be free of any fear of cyber bullying by anyone known or unknown. Students should be able to recognise cyber bullying and be fully equipped to be able to deal with it effectively should they encounter it, as well as fully understanding how to use the internet safely and effectively.

In line with our School Vision and Mission, this policy aims to empower our students to be happy, innovative leaders who understand and embrace global citizenship and who are equipped for a fast-changing future. This policy aims to uphold and promote the School Values of Integrity, Responsibility, Empathy and Peace.

SCOPE OF THIS POLICY

This policy applies to all students.

This policy addresses:

- Acceptable Use for Students
- Unacceptable Use for Students
- Responsibilities of Staff and Parents
- Monitoring, Reporting and Sanctions
- Acceptable Use Agreement for Students

This policy links with the following policies and guidelines:

- BIS Online Safety Policy
- BIS Child Protection Policy
- BIS Behaviour Policy
- BIS Reporting Unacceptable Use and Cyber Bullying Guidelines
- MOE Code of Behaviour Management
- MOE Student Behaviour Management Distance Learning 2020
- Acceptable Use Policy for Staff and Visitors

LEGAL UNDERTAKING

The British International School, Ajman is committed to supporting and complying with all Federal Laws of the UAE related to Cyber Crimes and Child Protection which give clear guidelines on what is and is not acceptable. The school is committed to protecting all children in its care by monitoring all online activities, taking action on any violations, reporting any crimes to the relevant authorities and providing training and awareness to all students.

ACCEPTABLE USE GUIDELINES

These guidelines for acceptable use of the internet and School IT Systems by students apply to both **on school premises** and **remote usage** for the purpose of school activities (eg Distance Learning, homework, and other school activities conducted remotely)

ACCEPTABLE USE FOR STUDNETS

- Communicate only in ways that are kind and respectful
- Communicate only with people you know and only through sanctioned platforms
- Communicate with teachers and other members only through official school platforms (eg MS Teams)
- Avoid spam, chain letters, or other mass unsolicited mailings
- Always keep your home address or telephone numbers private
- Take action if you receive any message that is inappropriate or makes you feel uncomfortable. You should immediately inform an adult you trust which should be a parent, teacher or class Digital Leader
- Speak out against cyber bullying (towards you and others) and immediately contact the relevant staff, parents or class Digital Leader if you are aware of any cases
- Respect yourself and all other users through good network etiquette
- Saying no to plagiarism and give credit to anyone whose work you are using for school purposes
- Helping to raising awareness across school of acceptable and smart use of internet
- Using the internet for educational purposes of research and information gathering from various websites and databases
- Using the school online platform for sharing documents and assignments for collaborative work
- Keeping your allocated personal username and password confidential, not sharing with anyone
- Accessing examination sites for practice papers and answer schemes
- Responsibly accessing social websites for educational purposes only under teachers' guidance
- Always using appropriate language in all digital communications through emails, social websites, blogs or messages
- Taking good care of all digital devices including the school network

UNACCEPTABLE USE FOR STUDENTS

- Accessing, transmitting, copying, or creating material that violates the school's behaviour policy (such as messages/content that are pornographic, sites that promote hatred, discrimination, racism, or meant to harass others)
- Accessing, transmitting, copying, or creating material that is illegal (such as inappropriate or obscene materials, stolen materials, or illegal copies of copyrighted works)
- Using internet to commit any kind of piracy such as music, film or software
- Using resources to further other acts that are criminal or violate the school's behaviour policy
- Using emails, social media, texts or other online platforms to threaten or harass others
- Distributing any information which is incorrect, offensive or slanderous
- Using threatening and inappropriate language in communications
- Instigating or being involved in cyber bullying
- Not reporting cyber bulling when you are aware of it
- Planning or arranging appointments with anyone you have met on the internet
- Sending or posting disturbing images on any online platform
- Sharing passwords or using and distributing passwords of others
- Compromising the security of the school's systems by introducing malicious software
- Visiting unauthorised websites
- Damaging or interfering with computers, computer systems, software, or networks
- Deliberately causing harm to someone's work or program
- Changing another person's username, password, files or data
- Using someone else's information or work without permission (plagiarism)
- Disclosing personal information about yourself without authorisation
- Visiting social websites without authorisation

RESPONSIBILITIES OF STAFF AND PARENTS

The expectations of students for using school Internet and IT systems are clearly outline above. To support students in this, the school also expects teachers and parents to play a role.

School Staff

- All staff (teachers, leadership and administration) are expected to support acceptable use within the school and to model good practice.
- Staff are expected to support students at all times in their use of technology and to provide guidance and direction where needed. This will be in specified classes and training sessions along with any opportunities that arise in or out of class
- Staff are required to report any unacceptable use to the school leadership and any other relevant authorities where necessary

Parents

- All parents are expected to support acceptable use within the school and to model good practice.
- Parents are expected to support their children at all times in their use of technology and to provide guidance and direction where needed and where possible. If they are not able to guide their child in any aspect of acceptable use, they must contact the school for assistance.
- Parents are required to report any unacceptable use to the school immediately so that further action can be taken

SCHOOL MONITORING

- The school is responsible for all internet data that are produced, received or transmitted on the school network. These data can be accessed for requirements such as legal or investigative matters
- All electronic items, both hardware and software, expertise and services involved in the usage of internet belong to the school and the school has the right to access and monitor all data and internet activity which takes place on its systems
- All emails sent through the school email system may be monitored for the safety of all users
- All sites and downloads are monitored and may be blocked if the school considers them unsuitable or inappropriate, or if they are thought to be damaging to the school, staff and / or students
- Unauthorised installation of software is not permitted
- Usage of storage media which is not scanned prior to usage is strictly prohibited in order to limit spread of viruses and other malicious software
- The school reserves the right to take appropriate action, including informing relevant authorities for any unacceptable use of the school's Internet or IT Systems

REPORTING

All members of the school community are required to report any Unacceptable Use of technology within the school or on the school Internet or IT Systems. Further information on how to report an incident can be found by accessing the **"Reporting Unacceptable Use and Cyber Bullying"** guidelines document.

Any student can and should report any Unacceptable Use or Cyber Bullying to another person who they feel comfortable speaking to. This may include their Class Teacher, Class Digital Leader, Head of Department, School Counsellor, Section Head, Vice Principal or Principal.

Acceptable Use Policy for Students

MONITORING REVIEW

The school will monitor the use of the Internet and IT Systems regularly. Monthly monitoring reports will be provided to the Principal and the Online Safety Leader who will review the usage with the Online Safety Group. Any concerns, problems or patterns that emerge from these reviews will be logged. Any actions required will be identified and executed and monitoring will continue to ensure no further issues arise.

SANCTIONS

Any violations of the expectations of this policy including Unacceptable Use and Cyber Bullying will be dealt with in accordance with the school's "**Behaviour Policy**", the Ministry of Education's "**Code of Behaviour Management**" and "**Student Behaviour Management Distance Learning 2020**" documents.

Sanctions may include, but are not limited to:

- Removal of Internet and IT Systems privileges for a period of time
- Temporary removal of the student from class/es
- Suspension from school after investigation process
- Referral to the relevant government authorities

REVIEW OF THIS POLICY

The school will review the effectiveness of this policy annually. The monitoring process outlined above will be reviewed, along with logs of incidents and feedback through surveys taken from various groups within the school community.

COMMUNICATION OF THIS POLICY

- Given to students in classes and included in induction materials at the beginning of the year and for new students
- Promoted and supported through the school's Online Safety Curriculum
- Promoted in all classes by all teachers
- Acceptable Use Agreement signed by students and stored in Student Files

Date of Review of this policy: **January 2022**

Date of Next Review of this policy: **January 2023**

Approved by the Management of British International School Ajman

Students Acceptable Use Agreement

(for students from Grades 5 to 12)

This agreement must be signed after the student has read and understood the Acceptable Use Policy for Students and before being granted access to the school's Internet and IT Systems.

By signing below, I acknowledge that I have read and understand the British International School Ajman's Acceptable Use Policy for Students. I also agree to the following:

- I understand that the school's IT Systems provide me with access to a range of essential learning tools including the internet. I understand that the internet can be a useful learning resource when used appropriately and agree to do so at all times
- While I have access to the school's Internet and IT Systems, I will only use them for educational purposes to support effective learning and for school purposes only
- I will not engage in or search for anything that is illegal, inappropriate, dangerous or offensive while using school systems
- I will not reveal my passwords to others, allow anyone else to use my school account
- I will not disclose personal or school information to others
- I agree to work with all teachers at all times and follow their requests regarding Acceptable Use of school systems
- I agree to report any unacceptable use I am aware of including any incidents of cyber bullying
- I understand that, should I choose to use the school's systems inappropriately, action will be taken against me which can include referral to the relevant government authorities and the application of the school's disciplinary procedures

Student's Name and Class: _____

Signature: _____

Date: _____

Principal's Signature: _____

Students Acceptable Use Agreement for Parents

(for students from Grades 1 to 4)

This agreement must be signed after the parent has read and understood the Acceptable Use Policy for Students and before their child being granted access to the school's Internet and IT Systems.

By signing below, I acknowledge that I have read and understand the British International School Ajman's Acceptable Use Policy for Students. I also agree to the following:

- I understand that the school's IT Systems provide my child with access to a range of essential learning tools including the internet. I understand that the internet can be a useful learning resource when used appropriately and agree that my child will do so at all times
- While my child has access to the school's Internet and IT Systems, they will only use them for educational purposes to support effective learning and for school purposes only
- I will ensure that my child will not engage in or search for anything that is illegal, inappropriate, dangerous or offensive while using school systems
- I will ensure that my child will not reveal my passwords to others or allow anyone else to use their school account
- I will ensure that my child will not disclose personal or school information to others
- I agree to work with all teachers at all times and follow their requests regarding Acceptable Use of school systems for my child
- I agree to report any unacceptable use I am aware of including any incidents of cyber bullying
- I understand that, should my child choose to use the school's systems inappropriately, action will be taken against them which can include referral to the relevant government authorities and the application of the school's disciplinary procedures

Students Name and Class: _____

Parent's Name: _____

Parent's Signature: _____

Date: _____

Principal's Signature: _____