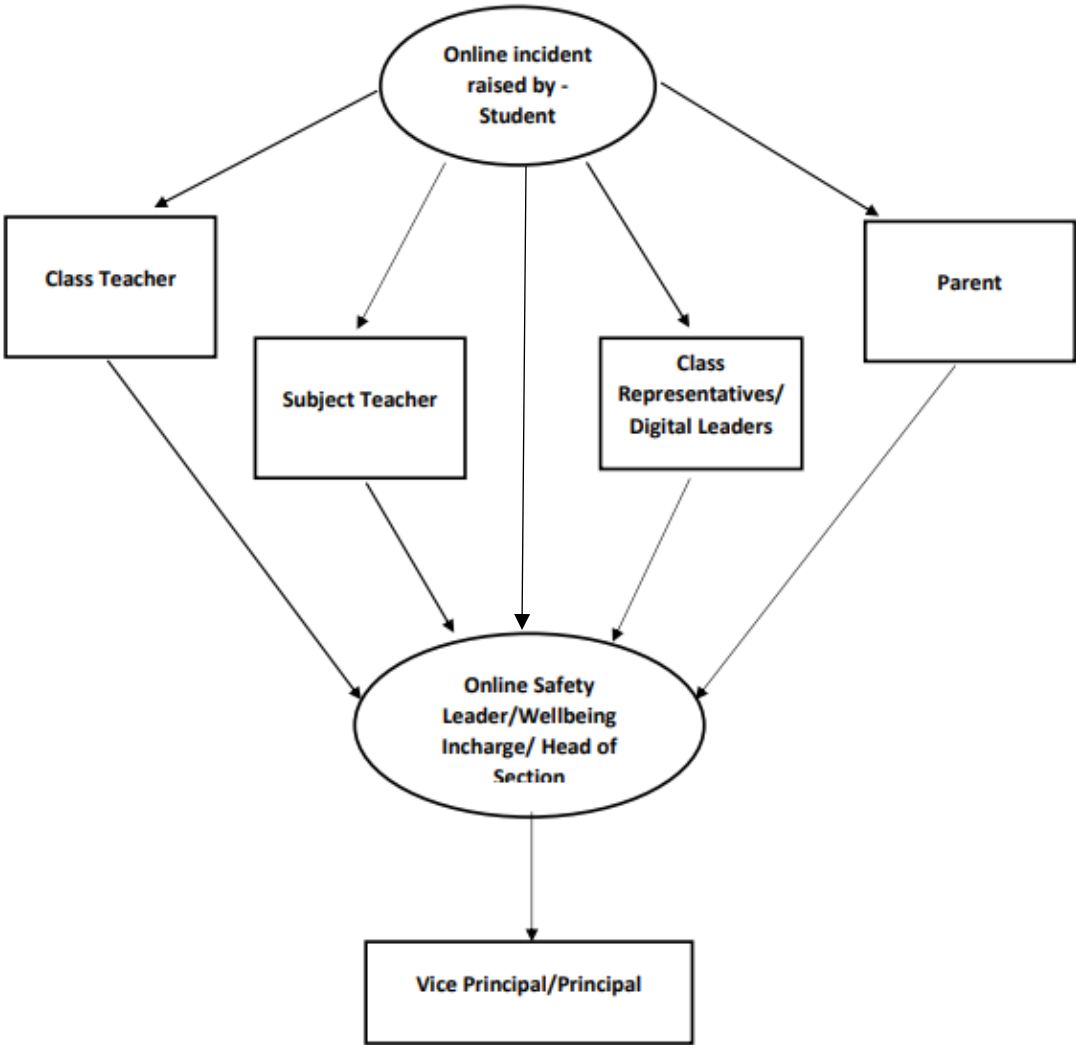


**REPORTING ONLINE SAFETY INCIDENTS**

The school has developed a comprehensive system for the reporting of online safety incidents including the strategies for managing unacceptable use as detailed below. All members of the school community can report any incident through a number of channels as outlined below:

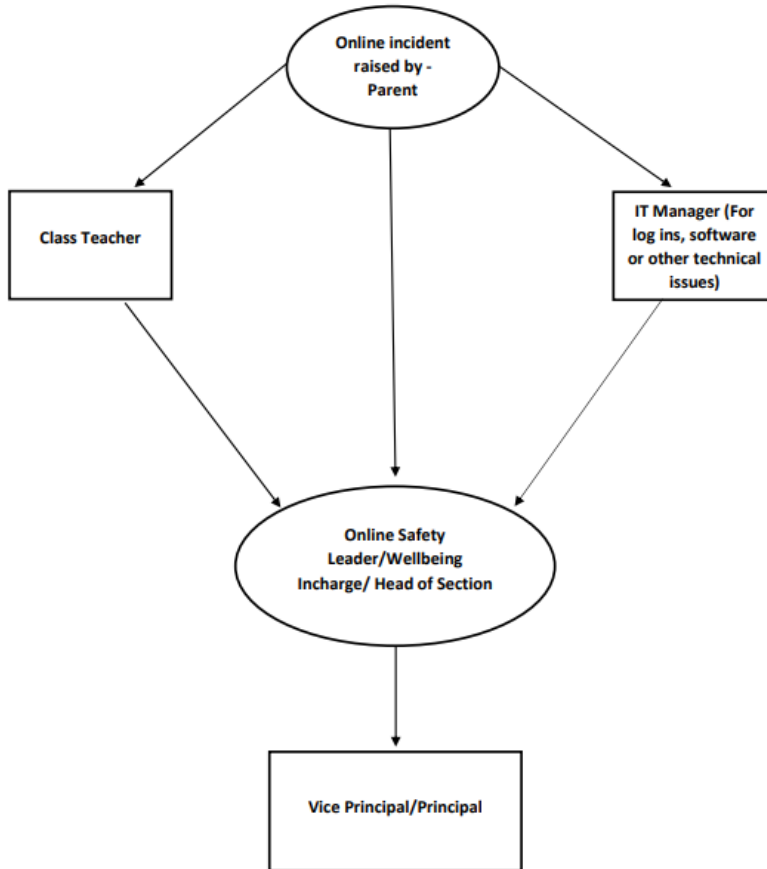
**Reporting Online Incidents Flowchart for Students**





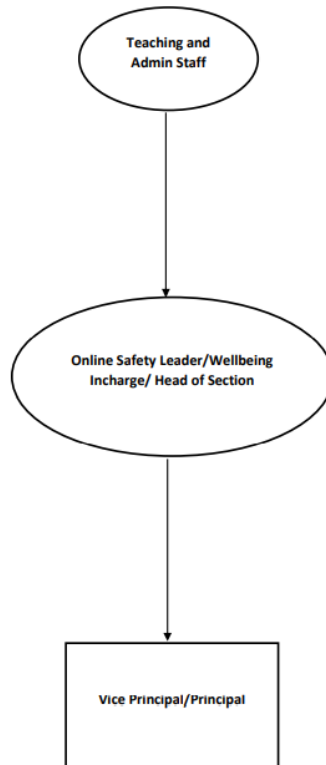
# Reporting of Unacceptable Use and Cyberbullying

**Reporting Flowchart for Parents**



**Reporting Flowchart for Staff**

## Reporting of Unacceptable Use and Cyberbullying



### Communication Channels and Methods for Reporting Online Safety Incidents

<b>Students</b> <i>-can report to:</i>	<b>Class Digital Leaders</b> <i>-can report to:</i>	<b>Parents</b> <i>-can report to:</i>	<b>Teaching and Admin Staff</b> <i>-can report to:</i>
-Class teachers -Subject teachers <ul style="list-style-type: none"> <li>• Through email, verbal complaint.</li> </ul> -Online Safety Leader <ul style="list-style-type: none"> <li>• Through online form uploaded on homeroom teams</li> </ul> -Class Digital leaders <ul style="list-style-type: none"> <li>• Through student connect council, verbally on individual basis</li> </ul> -Counsellor <ul style="list-style-type: none"> <li>• Can approach anytime through</li> </ul>	-Online Safety Leader -Wellbeing In charge -Head of Section <ul style="list-style-type: none"> <li>• Through online form uploaded on Student Council Members (separate girls and boys), Verbal complaint to Head Girl</li> </ul> -Counsellor <ul style="list-style-type: none"> <li>• Can approach anytime through email, verbal complaint.</li> </ul>	-Class teacher -Online Safety Leader <ul style="list-style-type: none"> <li>• Through email</li> <li>• Phone call to Reception</li> </ul> -Wellbeing In charge -Head of Section <ul style="list-style-type: none"> <li>• Through email/Hotline numbers</li> </ul> -Principal/Vice Principal <ul style="list-style-type: none"> <li>• Through email</li> </ul> IT/Technical/E-Safety Issues –Contact the IT manager for any issues arising with log ins,	<u>Teaching Staff</u> -Online Safety Leader -Wellbeing In charge -Head of section <ul style="list-style-type: none"> <li>• Through online form, email. <i>(Evidence should be attached)</i></li> </ul> <u>Admin Staff</u> -Online Safety leader -Wellbeing In charge -Head of section <ul style="list-style-type: none"> <li>• Through online form, email. <i>(Evidence should be attached (If any))</i></li> </ul>



## Reporting of Unacceptable Use and Cyberbullying

email, verbal complaint.		software or other technical elements during the distance learning period. If any other person will be contacted, they will also forward the concern to IT Manager.	-Counsellor <ul style="list-style-type: none"><li>• Can approach anytime through email, verbal complaint.</li></ul>
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Date of update of these Guidelines: **February 2022**

Date of next Review of these Guidelines: **February 2023**

Approved by the Management of British International School Ajman