

## BYOD – Acceptable Use Policy and Procedure

### Acceptable Use Policy

We believe that the tremendous value of technology and the information technology network as an educational resource far outweighs the potential risks. We will leverage existing and emerging technology as a means to learn and thrive in the 21st Century and prepare our students for success toward their goals in the competitive global, electronic age. We feel that access to the tools and resources of a world-wide network and understanding when and how these tools are appropriately and effectively used are imperative in each student's education. However, if parents feel they do not want their child to have Internet access, then they will be responsible for informing their child's teachers, in writing, before the end of the second week of school.

The school's information technology resources, including email and Internet access, are provided for educational purposes. If you have any doubt about whether a contemplated activity is acceptable, consult with your immediate teacher, supervisor, or director to help decide if a use is appropriate. Adherence to the following policy is necessary for continued access to the school's technological resources:

Users must respect and protect the privacy of others by:

1. Using only assigned accounts.
2. Only viewing, using, or copying passwords, data, or networks to which they are authorized.
3. Refraining from distributing private information about others or themselves.

Users must respect and protect the integrity, availability, and security of all electronic resources by:

1. Observing all school Internet filters and posted network security practices.
2. Reporting security risks or violations to a teacher or network administrator.
3. Not destroying or damaging data, networks, or other resources that do not belong to them, without clear permission of the owner.
4. Conserving, protecting, and sharing these resources with other users.
5. Notifying a staff member or administrator of computer or network malfunctions.

Users must respect and protect the intellectual property of others by:

1. Following copyright laws (not making illegal copies of music, games, or movies).
2. Citing sources when using others' work (not plagiarizing).

Users must respect and practice the principles of community by:

1. Communicating only in ways that are kind and respectful.
2. Reporting threatening or discomfoting materials to a teacher or administrator.
3. Not intentionally accessing, transmitting, copying, or creating material that violates the school's code of conduct or honor code (such as messages/content that are pornographic,

threatening, rude, discriminatory, or meant to harass).

4. Not intentionally accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works). Not using the resources to further other acts that are criminal or violate the school's code of conduct or honor code.

6. Avoiding spam, chain letters, or other mass unsolicited mailings.

7. Refraining from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.

**Users may, if in accord with the policy above:**

1. Design and post web pages and other material from school resources.

2. Communicate electronically via tools such as email, chat, text, or videoconferencing.

3. Install or download software, if also in conformity with laws and licenses.

4. Use the resources for any educational purpose during school hours.

**Consequences for Violation**

Violations of these rules may result in disciplinary action, including the loss of a user's privileges to use

the school's information technology resources. Further discipline may be imposed in accordance with

the school's code of conduct and honor code up to and including suspension or expulsion depending on the degree and severity of the violation.

**Supervision and Monitoring**

The use of school owned information technology resources is secure, but not private. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

The school reserves the right to determine which uses constitute acceptable use and to limit access to such uses. The school also reserves the right to limit the time of access and use.

## Acceptable Use Policy

1. ***I learn online*** – I use the school’s internet and devices for schoolwork, homework and other activities to learn and have fun. I only use apps, sites and games if a trusted adult says I can.
2. ***I am creative online*** – I don’t just spend time on apps, sites and games looking at things from other people; I get creative to learn and make things!
3. ***I am a friend online*** – I won’t share anything that I know another person wouldn’t want shared, or which might upset them. And if I know a friend is worried or needs help, I will remind them to talk to an adult, or even do it for them.
4. ***I am a secure online learner*** – I keep my passwords to myself and reset them if anyone finds them out.
5. ***I am careful what I click on*** – I don’t click on links I don’t expect to see and only download or install things when I know it is safe or has been agreed by trusted adults.
6. ***I ask for help if I am scared or worried*** – I will talk to a trusted adult if anything upsets me or worries me on an app, site or game – it often helps. If I get a funny feeling, I talk about it.
7. ***I know it’s not my fault if I see or someone sends me something bad*** – I don’t need to worry about getting in trouble, but I mustn’t share it. Instead, I will tell someone.
8. ***I communicate and collaborate online*** – with people I know and have met in real life or that a trusted adult knows about.
9. ***I know new friends aren’t always who they say they are*** – I am careful when someone wants to be my friend. Unless I have met them face to face, I can’t be sure who they are. If I want to meet them, I will ask a trusted adult, and never go alone or without telling an adult.
10. ***I don’t do public live streams on my own*** – and only go on a video chat if my trusted adult knows I am doing it and who with.
11. ***I tell my parents/carers what I do online*** – they might not know the app, site or game, but they can still help me when things go wrong, and they want to know what I’m doing.
12. ***I am private online*** – I only give out private information if a trusted adult says it’s okay. This might be my home address, phone number or other personal information that could be used to identify me or my family and friends.
13. ***I keep my body to myself online*** – I never change what I wear in front of a camera and remember that my body is mine and mine only, and I don’t send any photos without

checking with a trusted adult.

14. ***I say no online if I need to*** – if I get asked something that makes me worried or upset or just confused, I say no, stop chatting and tell a trusted adult.

15. ***I am a rule-follower online*** – I know that apps, sites and games have rules on how to behave, and some have age restrictions. I follow the rules, only use the ones I am allowed to use, and report bad behaviour.

16. ***I am not a bully*** – I do not post, make or share unkind, hurtful or rude messages/comments and tell my trusted adults if I see these.

17. ***I am part of a community*** – I do not make fun of anyone or exclude them because they are different to me. If I see anyone doing this, I tell a trusted adult.

18. ***I respect people's work*** – I only edit or delete my own digital work and only use words, pictures or videos from other people if I have their permission or if it is copyright free or has a Creative Commons license.

19. ***I am a researcher online*** – I use safe search tools approved by my trusted adults. I know I can't believe everything I see online, know which sites to trust, and know how to double check information I find.

**I have read and understood the acceptable use policy.**

**If I have any questions, I will speak to a trusted adult: at school that includes:**

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**Outside school, my trusted adults are:**

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**Name & Signature:** \_\_\_\_\_



## Principles of Acceptable and Safe Internet Use

- All electronic equipment's, 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 interchange
- All sites and downloads may be monitored or blocked by school if the school considers them unsuitable or they are thought to be damaging to the School, Staff and students
- Unauthorized installation of software is not permissible at all
- 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

### Acceptable uses of the School's internet systems for **students** are:

- Using the web browsers for educational purposes of research and information gathering from various websites and databases
- Using the internet for sharing documents and assignments promoting collaborative work
- Keeping the allocated personal username and password confidential, not sharing with anyone
- Not trying to access and change any other person's username, password, files or data
- Sharing emails only with people known to oneself and approved by parents or teachers
- Using internet to do online tests or tasks approved or advised by the teachers
- Studying syllabus content online and performing tasks pertaining to it with teachers' authorization
- Doing projects or presentations for the lessons
- 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 in use

### Acceptable uses of the School's internet systems for **Staff** are:

- Participating in all activities that help enhance and improve the professional aspect of any employee would be acceptable including online research and training
- Being committed to a responsible and effective use of the technology
- Using Internet only for School related purposes and not for personal matters
- Using all available online teaching resources in the teaching and learning activities involving research and collaboration with other professionals in the educational field
- Enhancing the ICT skills and competencies of students to improve their learning
- Supporting students' personal and social development through focused lessons with cross curricular links, cross country collaborative projects, e-learning and real life experience

## Prohibited Uses of the School's Internet System for **all users**

- . Using emails to threaten or harass other people
- . Damaging the hardware or software
- . Sending or posting disturbing images on the internet
- . Using internet to download/ use any kind of piracy like music, film or software
- . Violating the copyright law with respect to downloading or copying electronic files for personal usage
- . Sharing School's confidential matters or information without authorization
- . Compromising the security of the electronic system of the school by introducing malicious software
- . Using the internet to promote personal business
- . Visiting unauthorized websites
- . Distributing any information which is incorrect, offensive or slanderous
- . Using threatening and inappropriate language in communications
- . Deliberately causing harm to someone's work or program
- . Involving in cyber bullying
- . Indulging in plagiarism
- . Accessing pornographic sites or sites that promote hatred, discrimination, racism
- . Disclosing personal information about oneself without authorization
- . Visiting social websites without authorization

## Roles and responsibilities for Student Internet Safety

### 1. School Leadership Team will:

- Organize focused workshops on raising awareness of cyber bullying and appropriate responses in dealing with it
- . Ensure safety and security of students when using internet and electronic communications
- . Provide students, staff and parents with guidelines and instructions for student safety while using the Internet



### Students will:

Ensure they do not divulge any information about themselves or other persons on social media or through any other form of electronic communications over the Internet

- Not disclose their home address or telephone numbers
- Never upload any images of themselves or others without permission of parents or Staff
- Not Plan or arrange appointments with anyone they have met on the Internet
- Take proper measures if they receive any message that is inappropriate or makes them feel uncomfortable. They should immediately inform the school or to an adult they trust
- Ensure they are not exposed to information or images that might harm them or cause them discomfort
- Speak out against cyber bullying and immediately get in touch with the relevant Staff or parents
- Not damage computers, computer systems, software, or computer networks
- Respect themselves and all other users through good network etiquette
- Say no to plagiarism and give due credit to anyone whose work they are using for educational purposes
- Help in raising awareness across School of acceptable and smart use of technology

### Staff will:

Educate students about appropriate and safe internet usage, including interaction

- And communication with other people on social networking websites and in chat rooms
- Encourage awareness about cyber bullying and give clear guidelines as to the steps that are to be taken and people that can be approached
- Monitor and ensure that there is no misuse of internet
- Raise awareness about the advantages and disadvantages of using Social media like Class dojo, Facebook, Instagram and YouTube
- Improve peer collaboration and sharing of internet resources through sustained usage of online web-based interactive communication
- Empower students with 21st century learning tools to enable them to become independent learners
- Share outstanding teaching practices through electronic communication
- Incorporate ICT in all areas of the curriculum to encourage the holistic approach of the students
- Develop the presentation skills using ICT for project work and competitions

### Parents will:

- Monitor and enforce their own family values to their children making them aware of the importance of using internet safely
- Involve their children in regular discussions regarding the different challenges that are presented through the internet
- Ensure that the children are aware of the acceptable use of technology and the consequences if the rules are broken
- Maintain clarity and consistency on what is permissible and what activities are unacceptable
- Assume complete responsibility for monitoring their children's use of internet at home and outside School
- Inform and work with the School if any misuse is reported or found
- Seek help and support from the School in case of any incident that involves cyber bullying



.Be well informed about the work or projects given to the children to rule out any misuse. In case of any concerns checks with the school immediately

#### **Violations of this Policy**

- The School reserves the right to terminate any user's access to School's Internet Systems - including access to School email - at any time.
- If a student violates this policy, appropriate disciplinary action will be taken consistent with the Discipline policy of the School and UAE by law for Student Code of Conduct. The student may not be penalized academically, and the teacher will ensure that the student continues to have a meaningful opportunity to participate in the educational program.
- Staff violations of this policy will be handled by suitable disciplinary measures.
- All users must promptly disclose to their teacher, parent, or line manager about any information they receive that is improper or makes them feel uneasy.

#### **Promotion of the Policy**

***The policy will be promoted through Class Dojo, circulars, Posters, and workshops for parents and students throughout the school. The message will be reinforced periodically by all teachers.***