



AL BASMA BRITISH SCHOOL

2023-2024

Policy: Safe Internet Usage

Policy (65): Protection from Risks of Worldwide Web (Internet) Corresponding to Article (70) of the Organising Regulations

Definition(s):

In this Policy,

For the purposes of this policy **the school** refers to Al Basma British School.

Internet refers to the Worldwide Web. **Electronic Devices** refers to any computer, notebook tablet or other mobile device which is enabled to link through wifi or Ethernet cable to the internet.

Protection from risks of Worldwide Web includes the arrangements taken in schools to:

- Protect students from exposure to harmful materials, communications, and conduct on the Internet through usage of a reliable system for filtering the Worldwide Web sites, which warns the school Principal and teachers when students access or use inappropriate materials on the Internet, and prevents students from accessing immoral sites and other inappropriate sites; and
- Prevents unlicensed persons from having access to the school details

Cyber Bullying means:

- to use electronic and information systems such as emails, IM, SMS, mobile phones, social media platforms and websites for sending messages and posting photos which cause emotional harm or damage the reputation of a person or a group of persons.

Objective:

- To align with the Education Council requirements regarding protecting school students from immoral, inappropriate, and undesirable materials on the Internet and to prevent them from having access to websites which include such materials in school;
- To educate students about appropriate use of the Internet and exchange of personal information; and
- To publicise good practices in the field of safe use of new technologies and applications.

Policy:

The school shall use a system to filter the Worldwide Web for the purpose monitoring the student usage to ensure that they are protected from materials which are inappropriate morally and socially. In this respect, the Principal shall set out, apply, and regularly review a policy which protects students

from the risks of the Worldwide Web. The policy requires, the school to implement the following actions to meet the Education Council's minimum expectation as laid out in their corresponding private school policy:

The school will:

- Set up a system for filtering the Worldwide Websites and security systems to monitor the student usage of the Internet and ensure that students are protected from immoral materials which contradict the social and moral expectations of the UAE;
- Prevent students from watching or downloading any inappropriate materials (immoral notes or comments, satire, or any other comments which may abuse somebody due to physical or mental disability, age, religion, marital status, political affiliation, or race);
- Monitor usage of the Internet through the Department of Information Technology in school;
- Ensure teachers and librarians are adequately trained to effectively protect students from the risks of the Internet and shall monitor the websites which students use in school and during school trips if they use electronic devices connected to the Internet as part of the educational visit;
- Ensure teachers direct and monitor students use of the internet during activities which require the use of electronic devices to support the planned educational outcomes as per student age and maturity level;
- Ensure that use of the Internet shall be controlled to prevent unauthorised access to other computers and information or prohibited services;
- Ensure all stakeholders are informed not to open emails or attachments from unknown sources which are received on school email accounts;
- Prevent downloading or copying of copyrighted materials including software, books, articles, photos, etc. if a school doesn't have a license to use them;
- Prevent any activity which may transfer viruses or other harmful programs to a school network;
- Ensure that all personal information available in a school through the Internet are safe even with respect to the websites protected by password;
- Endeavour to communicate with the Council via the available technology (such as emails, etc.) and shall ensure that the means of communications used are safe;
- Encourage reporting of cyber bullying and develop student's awareness of what constitutes cyber bullying, how to react to such behavior and how to protect themselves from such attacks;
- Prohibit the undirected use of personal electronic devices whilst in school or travelling to or from school and therefore avoid unmonitored internet usage through mobile data; and

- Allow the use of personal electronic devices for curricular purposes where unavoidable in closely monitored circumstances.

Roles and Responsibilities:

The school shall:

- Ensure that an effective and reliable system is provided for website filtration; and
- Apply the Policy of Protection from Internet Risks which includes, but is not limited to, the requirements stipulated by the corresponding ADEK Private School Policy.

The Principal shall:

- Set out a schedule of continuous professional development to get teachers acquainted with the recent safety developments on the Internet;
- Implement a programme of Internet Safety Awareness as part of the curriculum for children from Year 1 to 13; and
- Review the school technological infrastructure periodically with employees specialised in technology and make necessary improvements

Teachers, librarians, and other employees shall at least:

- Warn students not to open emails or attachments from unknown sources;
- Verify the students’ academic purpose before allowing them to use the Internet (students shouldn’t be allowed to randomly and aimlessly use the Internet);
- Educate students about safe types of information which he can share with others via the Internet and others which can’t be shared because it is risky;
- Educate students to be able to identify different types of electronic bullying, the steps which should be taken to minimise the possibility of such conduct and what to do if he/she faces such conduct; and
- Educate students about the school internet safe usage policy and E-safe practices outside of school.

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