Aims of the Cyber Safety Policy:

- Protecting and educating students and staff in their use of technology.
- Informing teachers and parents/guardians about their role in safeguarding and protecting Future International School students at school and at home.
- Putting policies and procedures in place to help prevent incidents of cyber-bullying within the school community.
- Having effective and clear measures to deal with and monitor cases of cyberbullying.

Future International School ensures that:

- Students will be made aware of acceptable and unacceptable Internet use.
- Students will be taught, where appropriate, to be critically aware of the materials/content they access online and be guided to validate the accuracy of information.
- Students will be educated about the effective use of the Internet.
- Students will be taught how to evaluate Internet content by ICT teachers.
- Students will be taught how to report unpleasant Internet content to their class teacher, supervisor.
- The school Internet access is designed expressly for student use and includes filtering appropriate to the needs of our students.
- Where students are allowed to freely search the internet, staff should be vigilant in monitoring the content of the websites they visit.
- The use of Internet-derived materials by students and staff complies with copyright law.
- All students and staff understand the importance of password security and the need to log out of accounts.

+971 3 7666 494
+971 3 7666 771

info@fischools.ae
IT SUPPORT) it@fischools.ae

Al Salam Street, Al Neyadat,
Al Ain, UAE P.O.Box: 90167

http://www.fischools.ae/

Social networking and personal publishing:

- The school has a duty of care to provide a safe learning environment for all its students and staff and will ensure the following:
- Blocking student access to social media sites within school boundaries
- Educating students about why they must not reveal their personal details or those of others, or arrange to meet anyone from an online site
- Educating both students and staff as to why they should not engage in online discussion revealing personal matters relating to any members of the school community
- Educating both students and staff about ensuring all technological equipment is always password/PIN protected
- Informing staff not to accept invitations from students or parents/guardians on social media
- Informing staff about regularly checking their security settings on personal social media profiles to minimize risk of access of personal information

Parents role at home:

- Keep the computer in a central place, where everyone can see what's on the screen.
- Stay involved (without stepping on their toes constantly) on what they are doing online – especially if it's got to do with searching and looking for new information etc.
- Teach them about "stranger danger". Tell them the "No-Can-Go" sites and "No-Can-Play" games rules ahead of time. Check out which sites they want to access, or which games they want to play and tell them if they are acceptable or no-go zones, until they reach a certain specified age.
- Set time limits. Giving kids unlimited access to online causes unlimited problems for parents. Tell them how many hours they have a week.

+971 3 7666 494
+971 3 7666 771

info@fischools.ae
IT SUPPORT) it@fischools.ae

Al Salam Street, Al Neyadat,
Al Ain, UAE P.O.Box: 90167

http://www.fischools.ae/

- Explain online habits. Explain sensibly, in an age-appropriate manner if deemed beneficial, how strangers can play pretend games and they are not really who they claim to be.

- Switch Safe Search on as a setting. It's great that most inappropriate content does get filtered by Etisalat or du here in Dubai, but there are many slip ups and search results may often have content that's not age appropriate.

- Remind them that they should not engage in any form of cyberbullying – even in jest. They should not do anything online that they would be ashamed of doing in real life.

- Beyond online, watch what content you have on your computer. Often we receive email that is not age appropriate for our children, but we leave that in our mailboxes or desktops. Set the example, clean up.

- If your children have started to do their homework online, or are gathering information, researching facts etc., explain to them clearly how they should not "copy and paste" (plagiarize) content for their homework, unless they mention sources etc. Their teachers should help them understand this, but you should make it clear that this is not on.

- Be involved. Be courteous. Be alert. Show ongoing interest in what they are playing, reading, doing online. And always remind them that there is life (and a wonderful one) outside that screen.

+971 3 7666 494
+971 3 7666 771

info@fischools.ae
IT SUPPORT) it@fischools.ae

Al Salam Street, Al Neyadat,
Al Ain, UAE P.O.Box: 90167

http://www.fischools.ae/

Acceptable Use of iPad POLICY

Policy Statement:

Future International School will provide technology access for all students to the internet and school network. Internet access and the use of school managed technological devices is a privilege. Students who fail to conduct themselves in an appropriate responsible manner will lose access to school's technologies. The school retains the right to place reasonable restrictions on material that is accessed, posted or saved on any of our school's technologies, which include, but are not limited to, computers, laptops, tablets, internet, networks and servers. We require that students, with their parents/guardians, read and abide by the rules for acceptable use of technology as listed below. In order to enable internet access and the use of school's technologies, students and parents/guardians are required to sign a copy of the acceptable use of iPad agreement.
Additionally students are required to bring an iPad meeting the following specifications: iPad 7 or above model with a minimum of 64GB internal storage and with WIFI feature (sim models are not allowed). Moreover, it is essential to ensure that the Apple ID is signed out from the device and is unenrolled from other MDM solutions before accessing to school's technologies.

Procedures:

- At the teacher's discretion, students in grades KG-1/2 will be given school iPad's and other digital technologies to use while in school under close supervision by their classroom teachers.

- All students from grade KG-12 iPad is enrolled with School MDM for use in their daily studies.

- Students in grades from KG -12 will use personal iPad that they are expected to use according to this *Acceptable Use Policy*, and the *Acceptable User Agreement*.

+971 3 7666 494
+971 3 7666 771

info@fischools.ae
IT SUPPORT) it@fischools.ae

Al Salam Street, Al Neyadat,
Al Ain, UAE P.O.Box: 90167

http://www.fischools.ae/

- Each student will be required to review with his/her parent the Acceptable Use of Technology Policy and the Acceptable Use Agreement and return these to the school signed.

- To enhance learning, students are expected to bring their iPads to school each day fully charged and in good working order. These books are to be used in accordance with the directions and under the supervision of classroom teachers.

- Students are forbidden to transmit test, quiz, or other information in a manner constituting fraud, theft, cheating or academic dishonesty or to access and/or share inappropriate online material.

- Email accounts will be provided to all students for the use of transmitting electronic documents between students and teachers for educational purposes. Email access will be restricted or revoked if students misuse their school email accounts.

- Wireless Internet access will be provided for each student to use for educational purposes. Failure to utilize the wireless network for any education use or any of the following unacceptable behaviors will result in termination of wireless internet access. Access to the internet is filtered through our school network in accordance with the Children's Internet Protection Act (CIPA).

- Desktop computers, iPads are available throughout the school and in the ICT lab for student access.

- Students may check out devices to take home or to work throughout the school. The use of these technologies for purposes other than educational may result in the restriction on use or in an indefinite ban on access.

+971 3 7666 494
+971 3 7666 771

info@fischools.ae
IT SUPPORT) it@fischools.ae

Al Salam Street, Al Neyadat, Al Ain, UAE P.O.Box: 90167

http://www.fischools.ae/

- Students who through neglect or abuse damage any school owned technological devices would be responsible to pay for the replacement of the device.

- The following are considered to be unacceptable use of technology and will result in consequences ranging from removal of privileges to referral for other forms of discipline as per the school's discipline policy:

    a. Posting information that, if acted upon, could cause damage or danger to students and/or the faculty.
    b. Engaging in personal attacks, threats to any person, harassment, and cyber-bullying.
    c. Attempting to hack any of the school's networks, or databases to which the student has not been granted permission.
    d. Making attempts to disrupt any of the school's technology.
    e. Using the school network to acquire, save, install, download, illegally acquired or inappropriate files, including games, music, photos, and video game files.

Violations of our Acceptable Use of Technology Policy may result in a loss of access as well as other disciplinary or legal actions depending upon the severity of the transgression.

Legal References:

ADEK Private Schools Policy and Guidance Manual *Policy 65: Protection from Dangers of the Global Information Network (the Internet)* Corresponding to Article (70) of the Organizing Regulations.

+971 3 7666 494
+971 3 7666 771

info@fischools.ae
IT SUPPORT) it@fischools.ae

Al Salam Street, Al Neyadat,
Al Ain, UAE P.O.Box: 90167

http://www.fischools.ae/

Mobile Phones

Mobile phones are strictly prohibited on school property during school time.
Any student found in possession of a mobile phone whilst on school property during school hours will be in breach of school discipline (classified as a Level 2 violation)
As a result, the following actions will be taken:

1. The mobile phone will be confiscated, recorded, and only returned to the student at the end of the day - verbal corrective action; student - school agreement.

2. The mobile phone will be confiscated, recorded, and only returned to the parent - verbal corrective action; student - parent - school agreement.

3. The mobile phone will be confiscated, recorded, and only returned to the parent - written corrective action; student - parent - school agreement.

4. Repeat violations will be escalated to a Level 3 violation and ultimately may result in a child being suspended or excluded from school.

In the case of an emergency, students will be able to use school telephone facilities to contact home. Where parents need to contact their child, they should follow standard procedures and contact the School Reception.

Serious Breaches of School Discipline

Serious breaches of school discipline will not be tolerated and serious incidents will be dealt with by the Senior Leadership Team in accordance with Future International School discipline procedures. Examples of serious breaches of school discipline could include:

- Fighting/assault
- Serious and persistent cases of bullying
- Serious and persistent disruption to learning
- Deliberately setting off the fire alarm causing mass evacuation of the building, disruption to teaching and learning and potential harm to students with physical disabilities.

+971 3 7666 494
+971 3 7666 771

info@fischools.ae
IT SUPPORT) it@fischools.ae

Al Salam Street, Al Neyadat,
Al Ain, UAE P.O.Box: 90167

http://www.fischools.ae/

- Any incidents in line with Level 3 violations as per the ADEK Private Schools Policy Guidelines, 2014
- Incidents of repeated Level 2 violations within an academic year
- Any incidents deemed to be serious by the Principal via the School Disciplinary Committee

In such cases, the student may be suspended from lessons and placed in isolation for reflection time or to work under staff supervision.

Online Learning Roles and Responsibilities

Students: What are the responsibilities and expectations for students?

1. Access the learning platform (Class Dojo/Schoology) on a daily basis.
2. Communicate regularly with teachers (email, stream, live classes)
3. Read and review the recommended daily routine.
4. Attend scheduled live classes (on time, in uniform, with camera on)
5. Finish assigned tasks on a daily basis.
6. Complete the task posted by the teacher (turn it in).
7. Ask for support by emailing the teacher or asking directly on Schoology / Class Dojo.
8. Take brain breaks and move regularly as they engage in the activities and study.
9. Complete silent reading on a daily basis (complete reading journals as required).
10. Comply with official times and dates in accordance with the Online Learning.
11. Adhere to all rules. Any violations will result in procedures ranging from withdrawing the user's right to log-in or monitor the use of the service, or terminating his/her use of the service, or both, with retroactive effect.

+971 3 7666 494
+971 3 7666 771

info@fischools.ae
IT SUPPORT) it@fischools.ae

Al Salam Street, Al Neyadat, Al Ain, UAE P.O.Box: 90167

http://www.fischools.ae/

Parents: What are the responsibilities and expectations for Parents/ Guardians?

1. Ensure that your child has access to the learning platform (Schoology /Class Dojo).
2. Establish routines and expectations to maintain a familiar rhythm of the day.
3. Balance screen time and non-screen time tasks.
4. Discuss what your child is learning and ask questions.
5. Monitor and support your child's wellbeing--and seek support as necessary.
6. Establish times for quiet work and reflection.
7. Communicate with teachers (and school) when regularly.
8. Adhere to online privacy protocols (Refraining from filming or disclosing the live broadcast)
9. Being present for guidance during the broadcasting period when necessary
10. Ensure the student's overall good appearance during lessons
11. Comply with the school's decision regarding any offences committed by their child.
12. In the event that the parent/guardian refuses to comply with the school's decisions or take responsibility for their child's offence, the matter will be taken seriously by the school management.

Teachers : What are the responsibilities and expectations for teachers?

1. Ensure communication is established with students and parents via the platforms.
2. Design meaningful teaching and learning activities for the students.
3. Be available to ensure the success of the distance learning journey.
4. Guide students with clear instructions for each task.
5. Provide necessary resources (instructional material, video tutorial and online resources).
6. Check student assignments/homework/attendance.
7. Provide regular and meaningful feedback.
8. Follow up/communicate/update student learning platforms daily.

+971 3 7666 494
+971 3 7666 771

info@fischools.ae
IT SUPPORT) it@fischools.ae

Al Salam Street, Al Neyadat,
Al Ain, UAE P.O.Box: 90167

http://www.fischools.ae/

9. Communicate with parents on a regular basis.
10. Provide support and guidance in relation to student well-being.
11. Follow up with Pastoral Team with regards to any attendance, behavior, communication or student well-being concerns
12. Adhere to the rules of proper discipline and conduct in electronic communication and maintain students' personal information confidential.

Online Learning Safeguarding Guidelines

Overview:

The updated Safeguarding Guidelines have been developed to further ensure and promote online safety for the FIS learning community.

Key Points:

- Staysafe@fischools.ae is the designated email address to be used by parents and students to report any safeguarding or well-being concern.
- The previously developed Online Learning Roles & Responsibilities and Online Learning Student Behavior policies serve as additional components of Online Learning safeguarding efforts.
- Learning community - especially in light of the rapidly changing Online Learning landscape.

Communication:

- Students are encouraged to report any safeguarding or wellbeing concerns directly to their parents or teacher.
- Parents and guarding are encouraged to report any safeguarding concerns directly to their child's teacher.
- Teachers are encouraged to report any safeguarding concerns directly to their line manager.
- The FIS learning community can also report any safeguarding concern directly to the following email: it@fischools.ae

+971 3 7666 494
+971 3 7666 771

info@fischools.ae
IT SUPPORT) it@fischools.ae

Al Salam Street, Al Neyadat,
Al Ain, UAE P.O.Box: 90167

http://www.fischools.ae/