



مدرسة المستقبل الدولية  
*Future International School*



2023 - 2024



مدرسة المستقبل الدولية  
*Future International School*

## CODE OF STUDENT CONDUCT and DISCIPLINE 2023-2024

\*Revised October 11, 2023



+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/>

## ***Section I: Disruption and Interference with School***

### **1. Policy**

Any student at **Future International Private School** shall not:

- a. occupy or attempt to occupy any area of the school building before school, during breaks, and after school.
- b. block or attempt to block the entrance or exit of any school building or property or corridor or room thereof to deprive others access thereto.
- c. set fire or attempt to set fire to or otherwise damage any school building or property.
- d. prevent or attempt to prevent the convening or continued functioning of any school, class, activity, or lawful meeting or assembly on the school campus.
- e. prevent students from attending a class or school activity.
- f. block or attempt to block normal pedestrian or vehicular traffic on a school campus or adjacent grounds except under the direct instruction of the principal.
- g. continuously make noise or act in any other manner to interfere seriously with the teacher's ability to conduct the class.
- h. cause or attempt to cause the disruption of any lawful mission, process, or function of the school in any manner, using violence, intimidation, force, noise, coercion, threat, harassment, fear, passive resistance, technology, internet, or any other conduct, or engage in any such conduct causing the disruption or obstruction of any such lawful mission, process, or function or obstruct or hinder any school employee from performing his or her assigned duty.
- i. refuse to identify self or provide false identity upon request of any teacher, principal, director, school bus driver, or other authorized school personnel.
- j. verbally assault or verbally abuse or use vulgar or profane or threaten language or gestures or exhibit disrespectful conduct toward any other student, teacher, principal, vice principal, administrator, school bus driver, any other school personnel, or other persons attending school related functions.
- k. possess vulgar or obscene materials, magazines, books, pictures, or any other vulgar or obscene materials that are disruptive to the education process.



+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/>



- l.** forge the signature of parents, guardians, teachers, school officials, or any other person and/or alter any official document.
- m.** incite, advise, urge, encourage, or counsel other students or persons to violate any of the preceding paragraphs of this rule or any other rule of this Code of Conduct.
- n.** cheat, alter records, plagiarize, falsify, receive unauthorized assistance, or assist another in any type of academic dishonesty.

## 2. Disciplinary Procedures:

**1<sup>st</sup> offense:** The first offense will require a written warning. If the act is severe enough, in the judgment of the appropriate school official, more severe discipline may be given on the first offense.

**2<sup>nd</sup> offense:** The second offense will result in a parent conference.

**3<sup>rd</sup> offense:** The third offense will result in student suspension (number of days will be determined by the administration) and the student shall be required to have a parent or guardian come with the student to school for a conference with the principal.

**4<sup>th</sup> offense:** Referral to Discipline Committee

This policy, except as noted above, is in effect while students are:

- a.** on the school grounds at any time.
- b.** enroute to and from school, including, but not limited to, the school bus and parking area.



## Section II: Unauthorized Use of Electronic Devices

### 1. Policy

By way of specification and not limitation, student shall refrain from any inappropriate use of FIS Internet and Cyberbullying Policy:

- a. electronically capturing or sharing any image of other persons without the express permission of the person.
- b. posting, publishing, sending, or creating materials or communications that are defamatory, abusive, threatening, offensive, or illegal, or engage in any other type of behavior which constitutes bullying or harassment of any kind, or is in violation of the ethics for educators, the Code of Student Conduct and Discipline, UAE law.
- c. accessing, sending, creating, or posting materials or communications that could be inconsistent with the school's educational needs and goals.
- d. transmitting any material in violation of UAE law or regulation.
- e. posting anonymously or forging electronic email messages or altering, deleting, or copying another user's email.
- f. using the school's computer hardware or network for any illegal activity, which includes but is not limited to, copying, or downloading copyrighted software, music or images, or violation of copyright laws.
- g. downloading, installing, or playing any unauthorized program or content on any school's computer or network.
- h. purposely bringing any hardware on the premises or loading any software that is designed to damage, alter, destroy or provide access to unauthorized data.
- i. attempting to vandalize or disassemble any network or computer component, including but not limited to, any attempt to alter network or computer configuration.
- j. gaining access or attempting to access unauthorized or restricted network resources or the data and documents of another person.
- k. sending spam through email.

**NOTE:** This list is not exhaustive.



+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/>



مدرسة المستقبل الدولية  
Future International School



2023 - 2024

***The principal or the principal's designee has the authority to revoke a student's electronic device and/ or privileges when any of the above has not been followed.***

### **1. Disciplinary Procedures:**

Violations of this rule will result in the electronic devices being held in the office until the end of the school day, at which time, a parent or guardian will be allowed to receive the electronic device. At the principal's discretion, a student found to be in violation of this rule may receive disciplinary action as warranted upon the circumstances, which may include, but is not limited to, the revocation of the student's privilege to have electronic devices at school.

**Additionally, where there is reasonable suspicion that a phone or any other electronic device has been used in the violation of school rules or regulations, the school official can review the content of the phone or device to the extent necessary to demonstrate evidence of a violation.**

This policy, except as noted above, is in effect while students are:

- a. on the school grounds at any time.
- b. enroute to and from school, including, but not limited to, the school bus and parking area.



+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/>

### ***Section III: Attendance and Absenteeism***

#### **1. Policy**

For the purpose of this policy, **attendance** refers to the total number of school days attended by the student during the school year based on the school calendar. **Absenteeism** refers to the school days when students do not attend school. An absence is either excused or unexcused.

Absenteeism with a rate of 10% is a grave concern. **Students who are absent from school are required to bring a written excuse and/or medical certificate for the absence on their first day back at school in order to receive make-up work.** Only **3** written parent excuses are **allowed per term.**

The school will notify parents/guardians immediately of incidents of truancy and shall hold meetings with them and with the students to discuss the issue and monitor the student's attendance closely thereafter.

If an absence is **excused/authorized**, the student has the right to make up the work and tests that were missed. If the absence is **unexcused/unauthorized**, the school along with the parents, will decide on the appropriate course of action pending completion of the investigation into the circumstances surrounding the absence.

Parents whose students will need to be absent for extenuating circumstances must inform the school 10 days prior to the expected absence to allow teachers the opportunity to prepare assignments for the student during their absence. The student is responsible for completing all assignments. The parents shall contact the Head of School to arrange submission of student work immediately after the student's return to school.

#### **1. Consequences of Absence**

The school can suspend a student in case there are **ten (10) consecutive unexcused absences** or **fifteen (15) or more non-consecutive days** during the academic school year. The suspension order must be issued by the **School Principal or designee** and approved by ADEK, and the parent/guardian must be informed. The parent will receive a copy of the suspension order.

**1st Absence-** Verbal and written warning **#1** to the student by the appropriate school official and documented in the school record.

**2nd Absence:** Verbal and written warning **#2** to the student by the appropriate school official and documented in the school record.



+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/>

**3rd Absence:** Verbal and written warning #3 to the student by the appropriate school official and documented in the school record.

**4th Absence:** Parent conference with the principal.

**5th Absence:** Verbal and written warning #4 to the student by the appropriate school official and documented in the school record.

**6th Absence:** The supervisor will contact the parent by phone and document it in the school record.

**7th Absence:** Supervisor document in the school record.

**8th Absence:** Refer the student to the Discipline Committee, and document the meeting in both, supervisor and student's files.

**9th Absence:** Verbal and written warning #5 to the student by the appropriate school official and documented in the school.

**10th Absence:** Student suspension (number of days will be determined by the administration) and a required parent conference upon return with the school principal.

## Make-Up Work

Upon returning to school following an absence, it is the student's responsibility to contact the teacher(s) to request makeup work. **The teacher shall promptly and courteously allow students the opportunity to make up missed assignments and tests.** The contact should be made on the day the student returns to school unless the teacher allows a longer time. Makeup work must be completed by the student within the time specified by the teacher. In the event of an extended absence, student work may be requested by calling the school. All subjects 'material is available in the school Educational Platform" Schoology".

## Tardiness (Grades 5 – 12)

### 1. Policy

A student is tardy/late for school when he or she enters the school after the bell rings. All students must report to school by **7:30 Monday through Friday**. The gates will close promptly at **7:45**. **As a part of the UAE education requirements, students are required to be present in school for the Koran and National Anthem. Students will not be allowed in school after 8:00 AM.** If the child has an appointment in the morning, please bring a doctor's excuse to enter the school. You are encouraged to schedule all appointments after school if possible. Parents **should not** pick their students up before the end of the school day except where there is a legitimate emergency.



+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/>



مدرسة المستقبل الدولية  
Future International School



2023 - 2024

## 2. Consequences for Tardy Policy Violation

**1st Tardy-** Verbal and written warning #1 to student by the appropriate school official and documented in the school record.

**2nd Tardy:** Verbal and written warning #2 to student by the appropriate school official and documented in the school record.

**3rd Tardy:** Verbal and written warning #3 to student by the appropriate school official and documented in the school record.

**4<sup>th</sup> Tardy:** Parent conference with the principal.

**5th Tardy:** Verbal and written warning #4 to student by the appropriate school official and documented in the school record.

**6th Tardy:** Supervisor contact the parent by phone and document in the school record.

**7th Tardy:** Supervisor document in school record.

**8<sup>th</sup> Tardy:** Refer student to the Discipline Committee.

**9th Tardy:** Verbal and written warning #5 to student by the appropriate school official and documented in the school record.

**10th Tardy:** Student suspension (number of days will be determined by the administration) and a required parentconference upon return with the school principal.

## *Unexcused/Cutting Absence from Class*

### 1. Policy

Students are expected to report to class on time and attend all classes unless excused or instructedotherwise. Unexcused absence from classes or detention classes will warrant disciplinary action.

### 2. Consequences for unexcused/cutting absence from class

The following disciplinary procedures will be administered each school year to those students cutting orabsent without authority from detention class.

**1<sup>st</sup> offense:** The first offense will result in verbal and written warning.

**2<sup>nd</sup> offense:** The second offense will result in written notification and parent contact.

**3<sup>rd</sup> offense:** The third offense will result in suspension (number of days will be determined by theadministration).



+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/>





مدرسة المستقبل الدولية  
Future International School



2023 - 2024

## Section IX: Mobile Phones

We are very much aware that mobile phones are a significant part of students' lives and the advances in technology make it far more than just a phone. The school understands that this technology is part of our world and that parents often support their children having mobile phones for safety reasons.

The administration has taken the decision to not allow mobile/cell phones at Future International Private School. All students must use an IPAD or another approved tablet for instruction, not mobile phones. This mobile phone policy has been developed to ensure that all students can safely focus on their learning in every class. **What Students Need to Know and Do:**

1. Mobile phones are not allowed at Future International Private School.
2. Students are not to access social networking sites at school as per the ICT Acceptable Use and Cyber Safety Agreement.
3. Students who choose to bring mobile phones to school will not take any responsibility for phones that are lost, damaged, or stolen.

### What the Classroom Teacher Needs to Know and Do:

1. Mobile/cell phones are not allowed at Future International Private School.
2. If the student brings the device to school, the teacher/supervisor has the right to confiscate the device, for breach of the mobile phone policy.
3. The teacher will give the mobile device to the supervisor and the parent must collect the device from the grade level supervisor at the end of the day. **Under NO circumstances will the device be given to the student.**

### What Parents/Caregivers Need to Know and Do:

1. Please do not allow your child to bring their mobile phone to school. If there is an emergency, please contact the school receptionist.
2. If your child is unwell, the child will be allowed to use the school phone to contact their parent or guardian. The school has the responsibility to always account for all students.
4. The school will not invest time to investigate any theft of any mobile phone or music device that has been brought to the school.
5. We will not allow individual students to be exempt from the mobile phone policy.



+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/>



مدرسة المستقبل الدولية  
Future International School



2023 - 2024

### Consequences for violation of the Mobile Policy

**1st offense-**The phone will remain in the supervisor's office until the end of the day. The student will be issued a written warning. The parent must retrieve the device from the supervisor.

**2nd offense-**The phone will remain in the supervisor's office until the end of the day. The student must sign a behavior contract that outlines the mobile policy. The parent must retrieve the device from the supervisor.

**3rd offense-** A parent conference will be held with the social worker in the social worker's office. A formal consent will be signed by the parents and the student, and a copy will be shared with the grade level supervisor.

**4th offense-** A parent conference will be held with the principal and supervisor; the device will be held in the principal's office. The student will be given a formal disciplinary letter which will be placed in the student's permanent record.

**5th offense-** The principal will retain the mobile phone for five working days.

***It should be noted that refusal to surrender a mobile phone or another electronic device when directed by a school staff member, teacher, or administrator will warrant additional disciplinary measures up to and including suspension.***

***\*The phones will only be returned to the parent.\****



+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/>

## Section V: Physical Assault, Violence, Reporting False Information & Bullying

### 1. Policy

#### A. Physical Assault on an Employee of the School; Verbal Assault and Disruptive Conduct

A student shall not cause, threaten, or attempt to cause physical injury or behave in such way as could reasonably cause physical injury to a school employee; nor shall a student verbally or in writing assault or verbally or in writing threaten violence toward a school employee; nor shall a student exhibit rude, boorish or disrespectful conduct to a school employee:

- on the school grounds at any time,
- enroute to and from school, including, but not limited to, the school bus and parking area.

#### B. Physical Violence Against Teachers, School Bus Driver, or Other School Officials or Employee

A student shall not commit acts of physical violence against a teacher, school bus driver, or other school official or employee:

- on the school grounds at any time.
- off the school grounds at a school activity, function, or event.
- enroute to and from school. Including, but not limited to, the school bus and parking area.

#### C. Physical Assault and/or Fighting with a Person Not Employed by the School

A student shall not enter a fight or intentionally touch or strike another person with the intent to cause bodily harm. A fight is defined as “mutual participation involving physical violence with intent to harm where there is no one main offender.”

- on the school grounds at any time.
- off the school grounds at a school activity, function or event.
- en route to and from school. Including, but not limited to, the school bus and parking area.

#### D. Reporting False Information of Alleged Inappropriate Behavior

A student shall not falsify, misrepresent, omit or erroneously report information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student:

- on the school grounds before, during or after school.
- on the school grounds or any other time when the school is being used by a school group.



+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/>



c. enroute to and from school, including, but not limited to, the school bus and parking area.

#### E. Bullying

A student shall not bully, attempt to bully or threaten to bully any person, including students and employees. Bullying is defined as follows: An act that is:

Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or any intentional written, **verbal, or physical act that a reasonable person would perceive as being intended to threaten, harass, or intimidate, that: causes another person substantial physical harm within the meaning or visible bodily.**

**1<sup>st</sup> Offense** – 4-day suspension

**2<sup>nd</sup> Offense** – 7-day suspension.

**3<sup>rd</sup> Offense** – 10-day suspension

**4<sup>TH</sup> Offense** – Refer to Discipline Committee (Possible expulsion from school)

### 3. Consequences of Physical Assault and Violence

As used in this Code of Student Conduct, the term “physical violence” refers to intentionally making physical contact of an insulting and provoking nature with the person of another; or, intentionally making physical contact which causes physical harm to another. **Hence**, any student alleged to have committed an act of physical violence shall be suspended pending a disciplinary hearing by the Discipline Committee. The Discipline Committee will make a recommendation for suitable punishment for the alleged behavior.



+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/>

## Section VI: Sexual Assault/Harassment

### 1. Policy

#### Sexual Harassment -- By Students

Sexual harassment shall include, but not be limited to, unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of the individual's academic status, success, or progress.
- (2) Submission to or rejection of such conduct by an individual is used as the basis for academic, benefits and services, honors, programs, or activities available at or through the school, decisions affecting such individual's education; or
- (3) Such conduct has the purpose or effect of unreasonably interfering with the individual's learning atmosphere, educational performance or creating an intimidating, hostile or offensive learning environment.

#### **Examples of prohibited sexual harassment may include, but are not limited to:**

- a. Unwelcome leering, staring, sexual flirtations or propositions.
- b. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
- c. Unwelcome graphic verbal comments about an individual's body, or overly personal conversation.
- d. Unwelcome sexual jokes, stories, drawings, pictures, gestures, or the display of sexually suggestive objects.
- e. Unwelcome spreading of sexual rumors.
- f. Unwelcome teasing or sexual remarks about student enrolled in a predominantly single-sex class.
- g. Unwelcome touching of an individual's body or clothes in a sexual way.
- h. Physical assault or battery of other students.

Any teacher, employee, or administrator who has received a report, verbally or in writing, from any student regarding sexual harassment of that student or any other student by a student in the school must submit a report to the principal/director or designee. All complaints of sexual harassment will be investigated and promptly resolved.



+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/>

## 2. Consequences of Sexual Assault/Harassment

- 1<sup>st</sup> Offense** – Refer to the social worker for counseling and 1 - 2-day suspension  
**2<sup>nd</sup> Offense** – 3 – 5-day suspension  
**3<sup>rd</sup> Offense** – Refer to Discipline Committee (Possible expulsion from school)

## Section XII: Damage, Destruction or Theft of School Property

### 1. Policy

A student shall not cause or attempt to cause willful or malicious damage to real or personal property of the school, steal or attempt to steal school property, or use any school property without authorization. In addition, a student shall not mark, deface or destroy school property.

### 2. Disciplinary Procedures

- 1<sup>st</sup> offense:** Warning letter and payment  
**2<sup>nd</sup> offense:** Parent conference  
**3<sup>rd</sup> offense:** The third offense will result in student suspension (number of days will be determined by the administration) and the student shall be required to have a parent or guardian come with the student to school for a conference with the principal.  
**Fourth Offense:** Referral to Discipline committee for hearing.

***A student must make restitution for damages to property before the end of the school year. Extreme cases will be referred to proper authorities.***

## Section XIII: Damage, Destruction or Theft of Private Property

### 1. Policy

A student shall not cause or attempt to cause damage to private personal property or steal or attempt to steal personal property of persons either:

- on the school grounds before, during or after school.
- on the school grounds or any other time when the school is being used by a school group.
- enroute to and from school, including, but not limited to, the school bus and parking area.



+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/>

## 2. Disciplinary Procedures

The following disciplinary procedures will be followed for damaging or stealing private property:

**1<sup>st</sup> offense:** The first offense will require a written warning. If the act is severe enough, in the judgment of the appropriate school official, more severe discipline may be given on the first offense.

**2<sup>nd</sup> offense:** The second offense will result in a parent conference.

**3<sup>rd</sup> offense:** The third offense will result in student suspension (number of days will be determined by the administration) and the student shall be required to have a parent or guardian come with the student to school for a conference with the principal.

**4<sup>th</sup> offense:** Referral to Discipline Committee to take appropriate disciplinary measures.

***A student, to the extent allowed by law, must make restitution for damages to property before the end of the school year. Extreme cases will be referred to the proper authorities.***

## Section IX: Dress code

### 1. Policy

All students are required to wear the school uniform. A student shall not dress, groom, wear or use emblems, insignias, badges, or other symbols where the effect thereof is to distract unreasonably the attention of other students or otherwise to cause disruption or interference with the operation of the school. The principal or other duly authorized school official shall determine whether any particular mode of dress, apparel, grooming, or use of emblems, insignias, badges, or other symbols results in such interference or disruption, as to violate this rule and shall give notice of such interference or disruption, and its cause, to all students by announcement or posting at the school.

### 2. Disciplinary Procedures

The following disciplinary procedures will be followed for failure to adhere to the DressCode.

**1<sup>st</sup> Offense:** Verbal and written notification reminder and completion of the incident report.

**2<sup>nd</sup> Offense:** Written warning -1

**3<sup>rd</sup> Offense:** Written warning -2

**4<sup>th</sup> Offense:** Parent Conference



+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/>

**5<sup>th</sup> Offense:** The fifth offense will result in student suspension (number of days will be determined by the administration) and the student shall be required to have a parent or guardian come with the student to school for a conference with the principal.

### **Uniform Attire:**

**Kindergarten-Future International dress for girls**

**Future International shirt and blue or navy pants for boys Blue or Black shoesGirls**

**grades 1-12 – Future International top and skirt or dress**

**Boys grades 1-12 – Future International shirt Navy/ Blue pants**

## ***Section X: Internet Acceptable Use***

### **1. Policy**

It is the policy of Future International Private School that employees and students should be furnished educational opportunities and resources to have access to Internet-based instructional programs and administrative services. The primary purpose and mission of the FIS is to educate students to become lifelong learners and productive citizens in the 21st Century. Technology plays a role in this mission by providing quality programs, information and learning activities along with support and services to improve student learning and enhance instructional and administrative effectiveness. The instructional use of interactive computer and web-based technology will prepare students for the future.

Technology includes computer hardware, software, local and wide area networks, and access to the Internet. Due to the complex nature of these systems and the magnitude of information available via the Internet, FIS has adopted procedures regarding acceptable use to ensure that the technology users share in the technology resources in an effective, efficient, ethical, and lawful manner. Particular attention should be given to ensuring that students are not granted access to anything other than educational and instructional materials and resources.

Future International School is committed to:

- a.** preventing user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications.
- b.** preventing unauthorized access and other unlawful online activity.
- c.** preventing unauthorized online disclosure, use, or dissemination of personal identification information of minors.
- d.** complying with the Child Protection Policy.



+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 user must follow the Future International School System Internet Acceptable Use Policy

Procedures have been adopted to address Internet safety and include:

- a. access by minors to inappropriate matters on the Internet and World Wide Web.
- b. safety and security of minors when using electronic mail, instant messaging, chat rooms and other forms of direct electronic communications.
- c. unauthorized access, including so-called “hacking,” and other unlawful activities by minors online.
- d. Unauthorized disclosure, use, and dissemination of personal information of minors, and restricting minors’ access to materials harmful to them.

The principal is authorized to designate certain persons in the school to disable the blocking or filtering measures placed on the computer system during the use by an adult to enable access for bona fide research or other lawful purposes.

## 2. Procedures

The Internet Acceptable Use Procedures apply to all students, faculty, staff, employees, and visitors (both adults and minors) of Future International School. All users of FIS wide area network and/or other electronic informational services must maintain strict compliance with all applicable ethical and legal rules and regulations regarding access. The school reserves the right to monitor, access, and disclose the contents of any user’s files, activities, or communications.

Availability of Access:

The Internet will be available to users for **instructional and administrative** purposes. The electronic information available to users does not imply endorsement by Future International School. The use of the network is a privilege, not a right, and misuse will result in **disciplinary actions**, including cancellation of those privileges.

Security:

Users must maintain appropriate passwords to obtain access to the network. Login information, usernames, and passwords are confidential, and it is the responsibility of the user to safeguard that information. No user should login with another user’s information.



+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/>



مدرسة المستقبل الدولية  
Future International School



2023 - 2024

While the Internet is an extremely valuable tool for educational research, information is accessible that may not be appropriate according to community, school, or family standards. Future International School provides an Internet filtering system which blocks access to a large percentage of inappropriate sites. Specifically, as required by the Child Protection Policy, visual depictions of material deemed obscene or child pornography, or any material deemed to be harmful to minors will be blocked by the web filtering system. Even though most objectionable sites are blocked, various entities create new inappropriate sites daily. If a questionable site or information is encountered, the same should be reported to administration or staff. The technology department will make every effort to block the site as quickly as possible.

#### Internet Safety:

Internet safety is a great concern of the FIS. It shall be the responsibility of all employees, including administrators, supervisors, principals, teachers, librarian, social worker, teacher assistants and any other personnel having access to the online computer network for instructional purposes, to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Child Protection Policy (CPP), as much as is practical.

A series of age-appropriate Internet Safety courses will be taught to all students to provide education on appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, safety and privacy, as well as cyberbullying awareness and response. School personnel have the discretion to provide such other training or to implement such other curricula, provided that such training or curricula meet the requirements of CPP, as may be amended from time to time. Any suggested topics or proposed curricula are intended as a guideline and in no way replace or diminish the professional judgment and discretion of the administrators or school personnel implementing this policy.

The following will be considered inappropriate uses of the Future International Private School System Technology Network, which list is not exhaustive and includes but is not limited to:

- a. Posting, publishing, sending, or creating materials or communications that are defamatory, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, or illegal, or engage in any other type of behavior which constitutes bullying or harassment of any kind, or is in violation of the Code of Ethics for Educators, the Code of Student Conduct and Discipline, UAE law NOTE: Students who engage in such activity off campus and create a material disruption of school operations shall be subject to penalties for bullying and harassment contained in the Code of Student Conduct and Discipline as well as criminal charges, if applicable.



+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/>



مدرسة المستقبل الدولية  
Future International School



2023 - 2024

- b.** Accessing, sending, creating, or posting materials or communications that could be inconsistent with the district's educational needs and goals
- c.** Using the network for financial gain, advertising or commercial activity
- d.** Transmitting any material is a violation of the United Arab Emirates
- e.** Posting anonymously or forging electronic mail messages or altering, deleting or copying another user's email
- f.** Using the school's computer hardware or network for any illegal activity such as copying or downloading copyrighted software, music or images, or violation of copyright laws
- g.** Downloading, installing, or playing any unauthorized program or content (even that created at home) on any school's computer or network
- h.** Purposely bringing any hardware on the premises or loading any software that is designed to damage, alter, destroy or provide access to unauthorized data
- i.** Attempting to vandalize or disassemble any network or computer component including the attempt to alter network or computer configuration
- j.** Gaining access or attempting to access unauthorized or restricted network resources or the data and documents of another person
- k.** Sending spam through email
- l.** Using the network while access privileges have been suspended
- m.** Bypassing or attempting to circumvent network security, virus protection, network filtering, or policies



+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/>



مدرسة المستقبل الدولية  
Future International School



2023 - 2024

**Future International Private School  
PHOTO AND VIDEO RELEASE FORM FOR INTERNAL USE ONLY**

From time to time the Future International Private School uses and/or produces photographs, videos, movies, recordings, likenesses, and/or the voices of students for the internal informational activities of the FIS. Further, student work and/or photographs are published on the Future International School website or Facebook page.

**Please indicate your choice below by placing an (X) next to your selection.**

\_\_\_\_\_ I do not permit the Future International Private School to publish photographs, videos, movies, recordings, likenesses, and/or the voice of his/her child.

\_\_\_\_\_ I permit Future International Private School permission to make and share photographs and recordings of my child as contained herein and you understand that you have waived any and all present or future compensation rights for the use of the above stated materials.

**Please sign this form below and return it to the school supervisor.**

Student's Name:

Parent/Guardian

Signature: Date:

Parent/Guardian Name (Please Print)

Parent/Guardian Address:

---

---

---



+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/>



مدرسة المستقبل الدولية  
Future International School



2023 - 2024

## Future International Private School

### Acknowledgment of Receipt

#### Code of Student Conduct Discipline 2023– 2024

The undersigned parent or guardian and student acknowledges receipt of a copy of the **Code of Student Conduct and Discipline** of Future International Private School for the 2023-2024 school year on the date set forth below. The parent agrees to review the Code with the student to ensure the student is knowledgeable of the conduct expected and the range of consequences for rule violations, including, but not limited to bullying as well as, the attendance and tardy protocol. Please review the provisions governing technology.

Additionally, the undersigned parent or guardian acknowledges receipt of the Code of Student Conduct

We, the undersigned, understand a copy of this receipt and acknowledgement is to be returned to the school after we have signed below.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Student Name

Student Signature

Signature of Parent or Guardian



+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/>