



## MODERN INDIAN SCHOOL, DIBBA, AL FUJAIRAH

### Student Acceptable Use Policy

#### *Students with age 6 to 10 years*

I understand that the MIS Acceptable Use Policy will help keep me safe and happy online.

- I use internet only in the presence of an elderly person.
- I click on links and buttons online only when I know what they do.
- I keep my personal information and passwords safe.
- I only send messages online, which are polite and friendly.
- I know the school can see what I am doing online when I use school computers and tablets and name of any specific school systems learners are expected to use, including when I am at home.
- I am aware that it is not permissible to take pictures or record classes of teachers. I will be penalised if found indulging in such activities.
- I will tell my parents right away, if I come across something that makes me feel uncomfortable.
- I will be a good online citizen and not do anything that hurts other people or is against the law.

I know that if I do not follow the rules:

- I may not be permitted to use school devices
- For the first offence I will lose behaviour points
- For the second offence my parents will be informed and I will lose behaviour points
- For the third offence I may be suspended from the school

I have read and talked about these rules with my parents/carers.

**I have read, understood and agreed to comply with Modern Indian School Acceptable Use of Policy when using the internet and other associated technologies, both on and off site.**

**Name of the student:** \_\_\_\_\_

**Signature** \_\_\_\_\_



## **MODERN INDIAN SCHOOL, DIBBA, AL FUJAIRAH**

### **Student Acceptable Use Policy**

#### ***Students with age 13 years and above***

I understand that the school Acceptable Use Policy will help keep me safe and happy online at home and at school

- I will behave online the same way as I behave in the classroom.
- I send messages which are polite and friendly.
- I will only post pictures or videos on the internet if they are safe and appropriate, and if I have permission.
- I only talk with and open messages from people I know.
- I will only click on links if I know they are safe.
- I know I must not use my personal device at school
- I always ask permission from an adult before using the internet.
- I only use websites and search engines that my teacher or teaching assistant has chosen.
- I use school devices for school work unless I have permission otherwise.
- If I need to learn online at home, I will follow the school rules for acceptable use and follow the behaviour policy.
- I know that not everything or everyone online is honest or truthful.
- I keep my personal information safe and private online.
- I will keep my passwords safe and will not share them.
- I will not access or change other people's files or information.
- I will only change the settings on a device if a member of staff has allowed me to.

- I understand that the school internet filter is there to protect me, and I will not try to bypass it.

I know that if I do not follow the school rules then:

- I may not be permitted to use school devices
- For the first offence I will lose behaviour points
- For the second offence my parents will be informed and I will lose behaviour points
- For the third offence I may be suspended from the school

I have read and talked about these rules with my parents/carers.

**I have read, understood and agreed to comply with Modern Indian School Acceptable Use of Policy when using the internet and other associated technologies, both on and off site.**

**Name of the student:** \_\_\_\_\_

**Signature:** \_\_\_\_\_





## MODERN INDIAN SCHOOL, DIBBA, AL FUJAIRAH

### Student Acceptable Use Policy

#### *Learners with Special Educational Needs and Disabilities (SEND)*

- I ask a grown up if I want to use the computer
- I make good choices on the computer
- I use kind words on the internet
- If I see anything that I do not like online, I tell a grown up

I know that if I do not follow the school rules then:

- My parents will be informed
- I may lose behaviour points

I have read and talked about these rules with my parents/carers.

**I have read, understood and agreed to comply with Modern Indian School Acceptable Use of Policy when using the internet and other associated technologies, both on and off site.**

**Name of the student:** \_\_\_\_\_

**Signature** : \_\_\_\_\_



## MODERN INDIAN SCHOOL, DIBBA, AL FUJAIRAH

### PARENT ACCEPTABLE USE POLICY

- I spend time online together to teach my kids appropriate online behavior.
- The computer is placed in a common area where I can watch and monitor its use, not in individual bedrooms.
- I monitor my ward's time spent on smartphones or tablets. I put a time limit to the number of hours that my child can spend online
- I teach my kids never to share personal information such as address, phone numbers, and personal email address without my permission.
- I ensure to limit my child's interactions with others on social media and keep a close eye on the photos and videos that my child shares through his/her social media accounts.
- I take my child seriously if he or she reports an uncomfortable online exchange.

**I have read, understood and agreed to comply with Modern Indian School Acceptable Use of Policy when using the internet and other associated technologies, both on and off site.**

**Name of the parent:** \_\_\_\_\_

**Signature** : \_\_\_\_\_



## **MODERN INDIAN SCHOOL, DIBBA, AL FUJAIRAH**

### **STAFF ACCEPTABLE USE POLICY**

As a professional organisation with responsibility for children's safeguarding it is important that all staff take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft. All members of staff have a responsibility to use the school's computer system in a professional, lawful, and ethical manner.

To ensure that members of staff are fully aware of their professional responsibilities when using Information Communication Technology and the school systems, they are asked to read and sign this Acceptable Use Policy.

- I understand that Information Systems and ICT include networks, data and data storage, online, offline communication technologies, and access devices. Examples include mobile phones, PDAs, digital cameras, email and social media sites.
- School owned information systems must be used appropriately.
- I understand that any hardware and software provided by my workplace for staff use can only be used by members of staff and only for educational use.
- To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or locking my login as appropriate.
- I will respect system security and I will not disclose any password or security information. I will use a 'strong' password.
- I will not attempt to install any purchased or downloaded software, including browser toolbars, or hardware without permission from the authority.
- I will ensure that any personal data of students, staff or parents is kept in accordance with the Data Protection Act 1988. This means that all personal data will be obtained and processed fairly and lawfully, only kept for specific purposes, held no longer than necessary and will be kept private and secure with appropriate security measures in place.



- Any data, which is being removed from the school site (such as via email or on memory sticks or CDs), will be encrypted by a method approved by the school.
- Any images or videos of pupils will only be used as stated in the school image use policy and will always take into account parental consent.
- I will not keep professional documents which contain school-related sensitive or personal information (including images, files, videos etc.) on any personal devices (such as laptops, digital cameras, mobile phones), unless they are secured and encrypted. Where possible I will use the School Learning Platform to upload any work documents and files in a password protected environment (if appropriate).
- I will not store any personal information on the school computer system that is unrelated to school activities, such as personal photographs, files or financial information.
- I will respect copyright and intellectual property rights.
- I have read and understood the school e-Safety policy which covers the requirements for safe ICT use, including using appropriate devices, safe use of social media websites and the supervision of pupils within the classroom and other working spaces.
- I will report all incidents of concern regarding children's online safety to the online safety group.
- If I suspect a computer or system has been damaged or affected by a virus or other malware or if I have lost any school related documents or files, then I will report this to the IT coordinator/Team via as soon as possible.
- My electronic communications with students, parents and other professionals will only take place via work approved communication channels e.g. via a school provided email address or telephone number.
- My use of ICT and information systems will always be compatible with my professional role, whether using school or personal systems. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites.
- My use of ICT will not interfere with my work duties and will be in accordance with the school AUP and the Law.
- I will not create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring my professional role, the school, or the City Council, into disrepute.

- I will promote e-Safety with the pupils in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create.
- I ensure that the digital content of school is protected.
- If I have any queries or questions regarding safe and professional practise online either in school or off site, then I will raise them with the Online Safety Coordinator or the Head Teacher.

The School may exercise its right to monitor the use of information systems, including Internet access and the interception of e-mails in order to monitor compliance with this Acceptable Use Policy and the School's Data Security Policy. Where it believes unauthorised and/or inappropriate use of the service's information system or unacceptable or inappropriate behaviour may be taking place, the School will invoke its disciplinary procedure.

If the School suspects that the system may be being used for criminal purposes or for storing unlawful text, imagery or sound, the matter will be brought to the attention of the relevant law enforcement organisation.

I have read and understood and agree to comply with the Staff Acceptable Use Policy.

Name of the staff: \_\_\_\_\_

Signature : \_\_\_\_\_