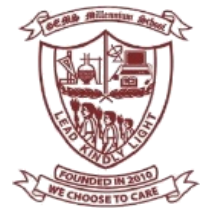


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REVIEWED IN: MARCH 2019, MARCH 2021, MARCH 2022, MARCH 2023

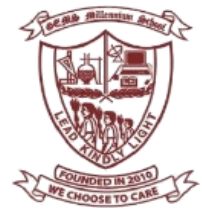
POLICY ON STUDENT INTERNET USAGE AND SAFETY

In GEMS Millennium School, the purpose of Internet use is to raise educational standards and to promote student achievement. Internet access is an entitlement for students who show a responsible and mature approach to its use. All GEMS schools identify an e-Safety Coordinator. GMS provides students with safe and secure Internet access as part of their learning experience. The school's Internet access is designed exclusively for student use and includes filtering age appropriate material for the student. Students are taught what is acceptable as per the rules and are given clear objectives for Internet use. They are given clear guidance on how to deal with inappropriate internet content and are educated on the responsible and safe use of the Internet and other technologies through a range of strategies.

- We ensure that the use of Internet derived materials by staff and by students complies with copyright law, students are made aware of plagiarism and issues relating to work research being undertaken for coursework.
- e-Safety rules are shared with students and students are informed that the network and Internet use is monitored by firewall.

RESPONSIBILITIES:

- *The Management* is responsible for ensuring that there is a clear Student Internet Safety policy in GEMS Millennium School.
- *The Principal* is responsible for ensuring that the policy is implemented and is reviewed regularly.
- *All Staff are* responsible for ensuring that students are aware of the Student Internet Safety policy and that they adhere to it. Where the policy is contravened they are responsible for taking appropriate action. All staff have a particular responsibility to supervise the use and access of internet. All class/group communications and sharing of study materials must necessarily be via My Learning.
- *Pupils* are expected to use computers and/or devices on the campus for academic work only. Students are responsible for the usage and communications over any kind of forums, blogs, social media, emails, commercial, profit-making purposes or advertising. Misuse by students will result in the suspension of user privileges. Pupils



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at all grade levels using any social media forum must at all times demonstrate restraint and respect for the members of the school community, including all students and personnel.

- *Pupils should not tamper with the setup of the computer system or network or cause disruption to the school's network or resources.*
- *Parents are expected to ensure that their ward(s) do not carry devices or electronic goods of any form without a written approval of the Supervisor concerned. They must at all times demonstrate restraint and respect for the members of the school community, including all students and personnel while using social media or accessing distance learning. Parents must not breach confidentiality, defame or make threats to any person in the school community. Instances of proven and intentional breach of the above will result in the matter being referred to the Ministry of Education.*

POLICY ON E - SAFETY

In GEMS Millennium School, the purpose of Internet use is to raise educational standards and to promote student achievement. Internet access is an entitlement for students who show a responsible and mature approach to its use. All GEMS schools identify an e-Safety Coordinator. GMS provides students with safe and secure Internet access as part of their learning experience. The school's Internet access is designed exclusively for student use and includes filtering age appropriate material for the student. Students are taught what is acceptable as per the rules and are given clear objectives for Internet use. They are given clear guidance on how to deal with inappropriate internet content and are educated on the responsible and safe use of the Internet and other technologies through a range of strategies. This policy applies to all members of the school (including staff, students, volunteers, parents /carers) who have access to and are users of school ICT systems.

- We ensure that the use of Internet derived materials by staff and by students complies with copyright law, students are made aware of plagiarism and issues relating to work research being undertaken for coursework.
- E-Safety rules are posted in rooms with Internet access and students are informed that the network and Internet use is monitored by firewall.
- We recognize that the online world provides everyone with many opportunities; however it can also present risks and challenges.
- We have a duty to ensure that all children, young people and adults involved in our organization are protected from potential from potential harm.



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- We have a responsibility to help keep children and young people safe online.
- All children regardless of age, disability, gender reassignment, race, religion and gender, have the right to equal protection from all types of harm or abuse.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety.

CORE TEAM

Principal and Senior Leaders

Technical team – e-Safety Officer, e- Safety Technical Officer, e- Safety Digital Team

Child Safety and Well-being Team – The Designated Safeguarding Lead, The Deputy Designated Safeguarding Lead, Child Protection Officers

Parent Forum– select Parent Forum members

School Council Team – President Student council - Girls and Boys

ROLES AND RESPONSIBILITIES:

*The **Management*** is responsible for ensuring that there is a clear Student Internet Safety policy in GEMS Millennium School.

PRINCIPAL AND SENIOR LEADERS:

- The Principal has a duty of care for ensuring the safety (including e-safety) of members of the school community
- The Principal and another member of the Senior Leadership Team should be aware of the procedures to be followed in the event of a serious e-safety allegation being made against a member of staff

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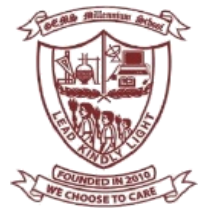
- The Principal and Senior Leaders are responsible for ensuring that the E-Safety Coordinator and other relevant staff receive suitable training to enable them to carry out their e-safety roles and to train other colleagues, as relevant
- The Principal will ensure that there is a system in place to allow for monitoring and support of those in school who carry out the internal e-safety monitoring role. This is to provide a safety net and also support to those colleagues who take on important monitoring roles

E-SAFETY OFFICER:

- Leads the e-safety committee to review the practices and guidelines on a monthly basis.
- Day to day responsibility for resolving any e-safety issues and is involved in establishing and reviewing the school e-safety policies / documents
- Ensures that all staff are aware of the procedures that need to be followed in the event of an e-safety incident in school.
- Provides and plans for training and populating guidelines to new staff members
- Reports concerns relevant to of e-safety to the Head of School and creates a log of incidents to inform future e-safety guidelines.
- Regularly collaborates with E-Safety Management team, Principal and Senior Leadership team to discuss current issues, review incident logs and filtering / change control logs.

TECHNICAL TEAM:

- Ensures that the school's technical infrastructure is secure and is not open to misuse or malicious attack.
- Ensures that the school meets required e-safety technical requirements set by GEMS and SPEA authorities.



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- Ensures that users may only access the networks and devices through a properly enforced password protection policy, in which passwords are regularly changed
- Ensures that the filtering policy, is applied and updated on a regular basis and that its implementation is not the sole responsibility of any single person

TEACHING AND SUPPORT STAFF:

- To be aware of e-safety matters and of the current school / e-safety policy and practices
- To ensure that they have read, understood and signed the Staff Acceptable Use Policy (AUP)
- To ensure all digital communications with students / parents / carers should be on a professional level and only carried out using official school systems
- To ensure that the E-safety issues are embedded in all aspects of the curriculum and other activities.
- To monitor the use of digital technologies, mobile devices, cameras etc. in lessons and other school activities (where allowed) and implement current policies with regard to these devices
- To guide students to the sites that have been checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.

CHILD PROTECTION / DESIGNATED SAFEGUARDING LEAD

Is trained in e-safety issues and be aware of the potential for serious child protection / safeguarding issues to arise from:

- Sharing of personal data
- Access to illegal / inappropriate materials
- Inappropriate on-line contact with adults / strangers
- Potential or actual incidents of grooming
- Cyber-bullying



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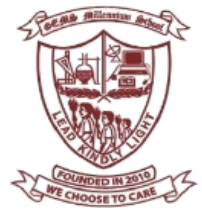
STUDENTS:

- Are responsible for using the school digital technology systems in accordance with the Student Acceptable Use Policy.
- Have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations.
- Are aware of the importance of reporting abuse, misuse or access to inappropriate materials and know the reporting channel.
- They should be aware of policies on the taking / use of images and on cyber-bullying.
- Should understand the importance of adopting good e-safety practice when using digital technologies out of school and realize that the school's E-Safety Policy covers their actions out of school, if related to their membership of the school.

PARENTS / CAREGIVERS:

- Parents / Caregivers play a crucial role in ensuring that their children understand the need to use the internet / mobile devices in an appropriate way.
- The school will take every opportunity to help parents understand these issues through parents' evenings, newsletters, letters, website and information about national / local e-safety campaigns / literature.
- Parents and caregivers will be encouraged to support the school in promoting good e safety practice and to follow guidelines on the appropriate use of:
 - a) Digital and video images taken at school events
 - b) Access to parents' sections of the website / blog
 - c) Their children's personal devices in the school (where this is allowed)

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It is mandatory for students and parents to sign the Digital Device Acceptable Use Agreement Policy and Home- School Agreement given in the School Diary. In case of Distance Learning, the Remote Learning Agreements must be signed by all students and their parent/guardian. In addition, the MoE Discipline Policy must be read and followed. This policy will form the basis of disciplinary action if and when necessary.