

SCHOOL E-SAFETY POLICY

Written by:	E-Safety Coordinator/Online Safety Officer	Reviewed:	November, 2021
Approved by:	Principal, EAS	Next Review:	November, 2022

Scope of School E-Safety Policy:

1. Through the school E-Safety policy, school administration aims to meet the obligations to ensure that all stakeholders and visitors are protected from potential harm that may occur through internet and electronic media.
2. This policy is the result of a review of several existing policies and is to be considered in conjunction with the following policies:
 - a. School Wellbeing Policy
 - b. School Safeguarding Policy
 - c. School Child Protection Policy
 - d. School Anti – Bullying Policy
 - e. Acceptable ICT Use Policy
 - f. Health and Safety Policy
3. This policy will apply to all members of the school community who have access to the school technology, school data, network and devices.

Aim of School E-Safety Policy:

1. To protect the school community from illegal, inappropriate and harmful content or contact via internet;
2. To educate the school community about the access and use of technology;
3. To establish strategies to identify, intervene and escalate incidents as and when reported;

Roles and Responsibilities:

1. Principal and Senior Leadership Team

- Principal has assigned E-Safety coordinator/online safety officer from the Senior Leadership Team who is trained and aware of the relevant school policies and procedures to be followed and who will train other staff members to build effective e-safety network within school.
- Principal along with senior leadership team ensures that there is a system in place to monitor and support those who are given responsibilities at different school levels to monitor E-Safety.
- Principal and SLT attend and also ensure the attendance of required staff members in e-safety

workshops and sessions conducted by local authorities.

- Principal along with SLT will ensure whether the school e-safety policy is aligned with e-safety evaluation framework
- Principal along with SLT will ensures compliance with school policies, which have direct influence on E-safety procedures viz. Child Protection, Safeguarding, Anti-Bullying and Health and Safety policies.
- Principal and SLT ensure the availability and accountability of respective-staff members to-provide support, encouragement, and guidance to parents, students and school community, when needed.
- Principal and SLT evaluate the impact of relevant e-safety procedures and practices through periodic surveys for all and ensure the amendments of appropriate initiatives for the improvement.

2. E-Safety Coordinator/Online Safety Officer

- Assistant Principal manages the role of school e-safety coordinator/online safety officer.
- E-Safety coordinator forms an e-safety Team which will comprise of staff and student council members at different levels.
- E-Safety coordinator creates an e-safety policy with clear aim and objectives and ensure the e-safety policy has links with Child Protection, Safeguarding, Anti-Bullying and Health and Safety policies.
- E-Safety coordinator ensures that the School e-safety policy is aligned with e-safety evaluation framework
- E-Safety coordinator communicate the aim and objectives of the e-safety to team and assign specific roles and responsibilities in respective areas.
- E- Safety coordinator sets effective e-safety procedures in discussion with the e-safety team.
- E- Safety coordinator ensures the accountability of the respective E-safety team members
- E- Safety coordinator set effective monitoring and reporting systems to get best impact of the e-safety procedures.
- E- Safety coordinator evaluates the requirements of physical e-safety infrastructure as per the e-safety evaluation standards and provide feedback and suggestions to the Principal
- Takes day to day responsibility of e-safety issues in school and provide guidance to respective E-safety team members to resolve the same.
- Liaises with SPEA/relevant local authorities.
- Receives reports of e-safety incidents and maintains a log which will be used during policy review meetings.
- Ensures e-safety awareness among school community through workshops, circulars etc.
- Attends and also ensures the attendance of required staff members in trainings/workshops related to e-safety and technology to remain updated.
- Takes a lead in all e-safety internal and external inspections by conducting informative sessions for staff, planning, assigning roles and responsibilities to middle managers and documenting required reports and evidences
- Prepares a realistic e-safety self- evaluation in discussion with E-safety team and SLT

3. E-Safety Team

- E-Safety team supports in implementing all e-safety plans in school.
- E-Safety team members are accountable for the responsibilities assigned through the effective implement the e-safety procedures and monitoring.
- E-safety team prepare the observation schedule for allotted grades/sections to observe the online communication of students and staff on the school online education platform/s
- E-Safety team maintain the record of incidents and support provided in respective assigned areas
- E-Safety team reports to E-Safety coordinator/online safety officer about matters related to e-safety in case of emergency.
- E-Safety team participates in weekly meetings lead by the E-Safety Coordinator to discuss the weekly outcomes/concerns received form all stakeholders
- E-Safety team provides suggestions to E-Safety Coordinator based on the feedback received from stakeholders.

4. IT Department

- Ensures that the physical infrastructure e- safety requirements are aligned with e-safety evaluation standards pertaining to 'Infrastructure'.
- Provides awareness sessions to staff about the various e-security systems installed to get e-secure in infrastructure.
- Ensures that the school network is secure and not open for public to access.
- Ensures that log-in credentials of students, staff and parents are communicated by maintaining confidentiality.
- Ensures the regular checking of School Social media posts.
- Ensures all software and systems are upgraded on timely basis.
- Monitor's use of internet and emails over school's network.
- Updates the privacy setting of the school server.
- Keeps a close check on member access like staff email, parent portal, and school system software.
- Ensures appropriate security measures are in place to protect the servers, firewalls, routers, wireless systems, work stations, mobile devices etc. from accidental or malicious attempts which might threaten the security of the school systems and data. These are tested regularly. The school infrastructure and individual workstations are protected by up-to-date virus software.

5. Students

- Read, understand and abide by the e-safety policy and procedures
- E-safety Prefects in Student Council help in reporting the incident of respective grades
- Student awareness on bullying, safeguarding, cyber safety etc. is an ongoing process in school through presentations, workshops, videos etc.

- Students have the provision to report any form of safety concern via the safeguarding form. Section Supervisors conduct online student meetings where important school policies of well-being and safeguarding are discussed.
- E-Safety is merged as a part of curriculum and daily activities to make students aware and alert while learning.
- Student council and grade council meetings are held where students can raise and reach out their concerns if any.
- Surveys conducted further help to understand the feedback and understanding of students on important areas of safety.
- To act responsibly and with integrity on the school's Online Learning platforms (including no editing or inappropriate sharing of any material)
- Report any misuse of Online Learning platforms by any member of the school to the Supervisor, Assistant Principal or any of the e-safety team members.

6. Parents

- Attend trainings/workshops/orientations related to e-safety and technology provided by school or otherwise to remain updated.
- Read, understand and abide by the e-safety policy and the policies which are linked with the e-safety policy viz. the school child protection, anti-bullying and safeguarding policy.
- Provide secure devices/system for learners in homes (or anywhere else) in terms of antivirus, up to date device settings, filtering websites and parental control settings.
- Provide general atmosphere, where the parent can monitor the activities of the child specially while using a webcam
- Support the school to implement this policy.
- Promote responsible behavior in their children
- Talk to their children and always remind them to report if they are being bullied, troubled or feeling unsafe.
- Parents should provide feedback on any e-safety concerns/suggestions through surveys conducted by the school.
- Parents can approach the school e-safety Coordinator/online safety officer through email (childwelfare@easuae.com)
- Phone call or personal appointment with e-safety Coordinator (06 5092727)

7. School Staff

- All school staff are obliged to be thorough with e-safety policy and the policies which are linked with the e-safety policy viz. the school child protection, anti-bullying and safeguarding policy.
- Teachers must provide time to time information to students regarding the reporting line in case of any incident related to e-safety

- Any staff who notices any concern about student's welfare or safety in accordance to this policy has a responsibility to report to respective e-safety team members, which further reports it to the E-Safety Coordinator immediately.
- Staff will not share any passwords or details related to school network or devices with anyone who is not associated with school.
- Staff participate in all awareness sessions related to safeguarding and e-safety conducted by SLT and local authorities.
- Academic staff will update students at regular intervals on e-safety measures, how to report incidents etc.
- Section Supervisors along with Social Worker will conduct workshops, events etc. to reach out to students for e-safety.
- Staff surveys help to get an exact idea about where further improvement is required.
- Attend trainings/workshops related to e-safety and technology to remain updated.
- Inclusion of e-safety in curriculum: All teachers and academic staff members ensure that the e-safety awareness programs and activities are conducted successfully on below mentioned platforms:

1. E-safety theme based Positive Education activities
2. E-Safety awareness talk in daily lesson plans
3. Morning assembly survey for students
4. Life skill lessons
5. E-safety based theme of the Art lessons (Twice a week)
6. Inclusion of E-safety lesson in ICT Curriculum
7. E-safety based skill assessments in relevant lessons
8. E-safety theme based subject week activities
9. E-safety theme-based homework
10. E-safety theme based monthly competition in Positive Education

8. Use of school website and portal and user code of conduct

School website and portal is for school purpose and non – commercial use only. It should be used in a manner that does not damage the website and portal or infringe the intellectual property or other rights of any person, firm or company.

Any individual who uses the school website agrees:

- Not post any content which maybe be offensive, illegal, threatening, n breach or violation of the law or the privacy, confidentiality or other third-party rights; or is otherwise unacceptable;
- Not to register or fill any information as or on behalf of anyone else, impersonate anyone else or mispresent your identity or your age;
- Not to collect user's information without our permission;
- to respect information, you obtain from our website and use it only in accordance with the User Code of Conduct;
- Not to place or transmit false or misleading information on or through the website;
- to use appropriate language and words;

- Not to save or copy any content (photos, videos, information, forms, data etc.) from our website;
- User content is not verified by us and any views expressed
- that we will not be liable to you for any loss caused by termination or suspension of your access to the website;

Users are encouraged to notify the school, of any user misbehaviour or User Content that violates the code of conduct, including but not limited to the User Code of Conduct. We may investigate any reported breach of the user code of conduct or complaints and take any action that we deem appropriate.

9. Password and Confidentiality

- If you are provided with a password or any other piece of information as part of our security procedures, you are responsible for maintaining the confidentiality of your password and user name for the official email and school portal.
- You are responsible for all activities that are carried out under your school email/personal email.
- We will not be liable where your password or user name is used by someone else.
- You agree to inform us of any unauthorized use of your password or user name of which you become aware. We have the right to disable any user account or password, whether chosen by you or allocated by us, at any time if we confirm any breach of code of conduct.

10. Intellectual Property

- Emirates American School is the owner of all intellectual property rights on our website and all materials published on it.
- By using the website, all users agree that the content available is for non-commercial use only and you will not copy, duplicate or publish any content that belongs to Emirates American School.

11. Contact Us

- If you have any queries or comments regarding the website, the you may contact us on it@easuae.com or call on **0565488686**.

Refer to: E-Safety procedures document for:

APPENDIX A for EAS E-Safety Team

APPENDIX B.1: Student Reporting Line

APPENDIX B.2: Parent Reporting Line



APPENDIX B.3: Staff Reporting Line

APPENDIX C.1: process of e-safety incidents (inappropriate activity)

APPENDIX C.2: process of e-safety incidents (illegal activity)

APPENDIX D: Safeguarding forms

APPENDIX E: APPENDIX E: Cyber Safety and Digital Security - The official portal of the UAE Government

The E-Safety Policy may be updated from time to time as per the requirement of school. The updated and reviewed version will always be available on our website and school portal. Please ensure that you check regularly to view any changes which may have been made. By continuing to use the website and school portal after the E- Safety Policy and Acceptable ICT Use Policy have changed, you will be confirming that you have read and understood, and agreed to be bound by, any revised policy.

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