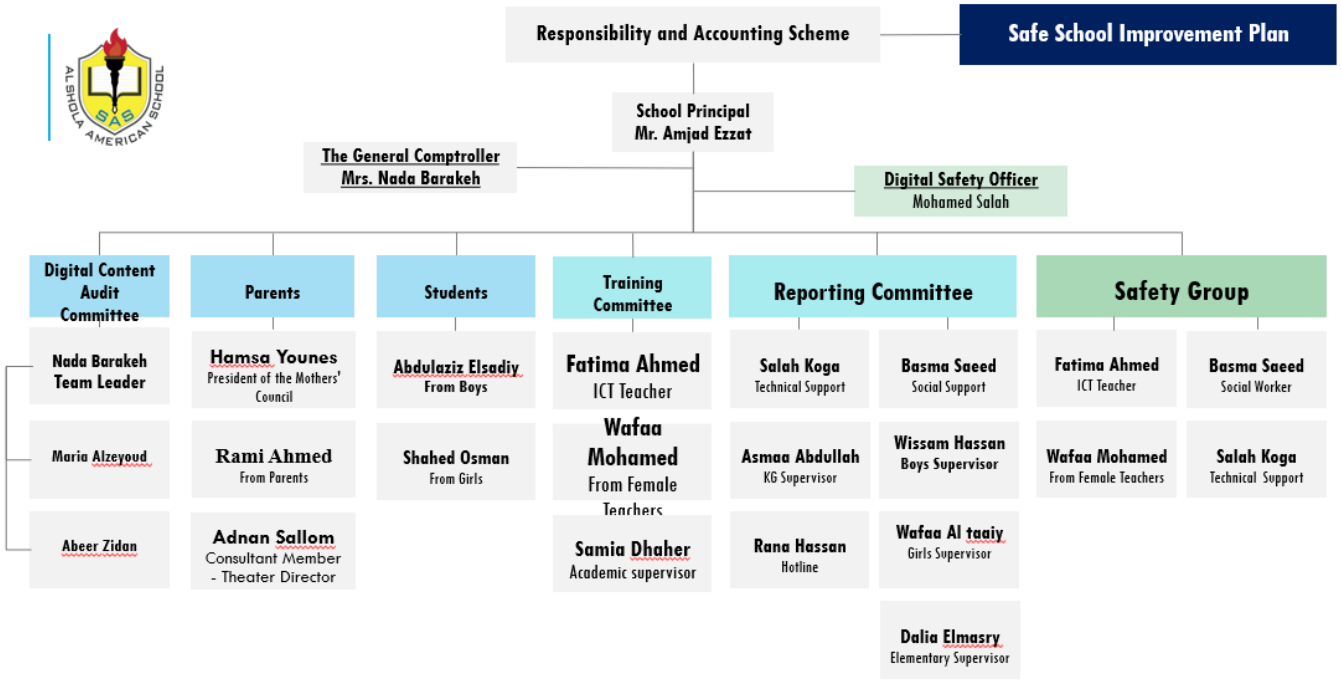
Internet Safety Policy

❖ First: Accountability and accountability within the digital safety team:

1- **Based on the following scheme, accountability and accountability will be according to the functional tasks mentioned previously in Administrative Circular No. 166 and the decision to add members Regarding the formation of the Digital Safety Committee and the manual of tasks and responsibilities**



2- **All mechanisms for measuring the impact of policies and practices and safety incidents on the Internet must be done through or in partnership with the account of the Digital Safety Officer (M.salah@sholaamericanschool.com) for him to be able to see the results first-hand and only take his approval first on the content.**

3- **Every individual shall be held accountable for any failure or delay in completing the tasks assigned to him based on the school's general policy and labor law.**

4- **Any clarification or warning is signed by the digital safety official directly and transferred to the administration.**

5- **The Digital Safety Officer has the right to replace any member of the team in case of default in the tasks assigned to him.**

6- **All data and information circulated regarding students, parents and employees are subject to complete discretion and may not be traded, sold or traded with any third party except within the limits of the stated policies (school general policy - Internet safety policy - acceptable and unacceptable use - reporting policy - protection policy Child - data protection - protection of privacy - protection of intellectual property) and is only done by the digital safety officer.**

❖ Second: Employees inside the school: - (List of digital employee violations)

1- **First verbal warning (for anyone who unintentionally violates the Internet safety policy or related policies**

and without causing any harm to any part of the school community).

2- **A written alert (for anyone who violates the Internet safety policies or related policies and has caused harm to any member of the school community or exposed digital safety to any danger such as hacking or used any method of communication without the approval of the school after verification and proof of the incident).**
3- **A warning (for anyone who deliberately violates Internet safety policies and related policies after verification and proof of the incident).**
4- **Any of the following violations, after verification and confirmation of the incident, is an explicit violation and must be transferred to the administration to take the necessary action that may reach the level of escalation to the cybercrime police according to the law- :**
   - **Disseminate the data of students and parents of the school or circulate it with any individual or external parties.**
   - **Publishing the school's staff data or circulating it with any individual or external party.**
   - **Filming is not allowed for any individual within the school community except after obtaining his consent and with the knowledge of the Digital Safety Officer.**
   - **Students are not photographed unless after reviewing the Student Affairs database regarding the permission to photograph.**
   - **Posting pictures of students, parents, or workers on private social media accounts.**
   - **Publishing or sharing passwords for school, student, or network accounts to any individual or entity that would jeopardize the school's database and digital infrastructure.**
5- **The mechanism of violations in this part is as follows:**
   - **First time - documented verbal warning + with a private awareness session with the awareness team.**
   - **First iteration - written alert + awareness session with the leader of the digital safety team.**
   - **Second repetition - Final warning.**
   - **Third repetition - referring the matter to the administration for final dismissal.**
6- **Any violation subject to the Cybercrime Law of Law No. 34 of 2021 shall be referred to the Cybercrime Police.**

   (Please note that any information about the school or its networks, in case of need, can only be accessed from its official source inside the school Volunteer to disclose any information that may put the school community at risk and may end up with legal accountability)

❖ Third: The mechanism of assuming responsibility and accountability within the reporting team- :

1- **The Leader of the Electronic and Online Safety Group is responsible for holding any member of the school community to account who does not report to the person concerned according to the composition of the group members.**
2- **If it is proven that any member of the school community knows that there are cases of electronic abuse and that it has been covered up or not reported.**
3- **يتعرض لأقصى درجات المحاسبة.**
4- **The three members of the communication and support team are considered the main responsible before the school principal in all cases of breach of electronic safety that they receive.**
5- **The mechanism of violations in this part is as follows:**
   - **The first time - a documented verbal warning + with a special awareness session with the awareness team.**
   - **The first iteration - a written warning + an awareness session with the leader of the digital safety team.**
   - **Second repetition - final warning.**
   - **The third repetition - referring the matter to the administration for final dismissal.**

❖ Fourth: Reporting Team :-

Reporting Channels

How can a parent or student report be bullying in all its forms, abuse, or breaches of digital integrity?

The school provides the identification of relevant persons to receive reports and action:

Official who received the report	Name	Phone number	Email/ Account on Thames
Hotline	Ms. Rana Hassan	0509708205	Reception@sholaamericanschool.com
Online safety officer	Mr. Mohamed Salah	0547041499	M.salah@sholaamericanschool.com
Technical support officer	Mr. Salah Khoga	067451110-543	Salah.khoga@sholaamericanschool.com
Social worker (school child protection officer)	Ms. Basma Said	0503677974	Basma@sholaamericanschool.com
Supervisor of the boys' department (5 to 12)	Mr. Wissam Nasir	0547041685	Wisam@sholaamericanschool.com
Supervisor of the girls' section (5 to 12)	Ms. Wafa Al-Taie	0547041684	Wafa@sholaamericanschool.com
Supervisor of the Department of the first stage (1 to 4)	Ms. Dalia Al-Masri	0545304451	Dalia.almasri@sholaamericanschool.com
Supervisor of the kindergarten department	Ms. Asma Saleh	0508513455	Asmaa.kg@sholaamericanschool.com

Reporting procedures outside the scope of educational institutions: -
All Emirates call 116111 Child Protection Center – Ministry of Interior
Emirate of Sharjah Call 800700 Child Protection Center – Social Services in Sharjah

❖ Fifth: The school's official and approved communication channels:-

Please note that the approved channels for communication within parents have been limited.

1- **The main (WhatsApp) groups approved by the school administration, and no individual has the right to create any group in the name of the school without the knowledge of the administration.**
2- **(Microsoft Teams) is the main and only platform for learning and dealing with students, and no teacher has the right to change or replace it with another in any way.**
3- **(MSCHOOL)، which is the platform for parents.**
4- **The school's official e-mail, which is distributed to all students and school staff.**
5- **5- Tests and questionnaires are conducted through the Microsoft Forms program in the Office 365 account.**
6- **6- The school's official website (www.alsholaamericanschool.com).**
7- **Do not use any external educational resources other than those circulated by the administration, such as (Mac Grow Hill-Savage) or the electronic library, and the school will provide you with the approved accounts for these resources when available.**
8- **The pages of social networking sites, which are as follows:**
   - **https://www.linkedin.com/company/alshola-american-school/**
   - **https://www.instagram.com/alsholaamerican/**
   - **https://www.facebook.com/AlShola-American-School-172499850143085/**
   - **https://www.youtube.com/channel/UC7YSZzWrizfHdJklQlmrQTQ**

(Please note that all official communication channels of the school are subject to monitoring and in the event of abuse, the person being used is held accountable within the framework of the digital safety policy and related policies such as child protection, privacy protection, etc.)

❖ Sixth: Uses of technologies, websites and networks allowed in the school:-

1- **Virtual learning of all kinds, synchronous and asynchronous.**
2- **Live broadcast classes in distance learning modes.**
3- **Internal and external electronic tests.**
4- **Assigning students to research enrichment for curricula, assignments, and self-learning tasks.**

5- **Using electronic devices and e-mail to communicate between: (school staff, students and teachers, the school, and the community).**
6- **Using the Internet for the purposes of university counseling, such as taking exams that determine professional tendencies and attending virtual academic advising lectures for higher education institutions for secondary school students.**
7- **Using the Internet for the purposes of searching for university opportunities and specializations offered by different universities to middle and high school students.**
8- **Develop students' technical skills and abilities for scientific research.**

❖ Seventh: Technologies and networks available in the school:-

1- **Computer laboratories.**
2- **Administration network.**
3- **Staff network for teachers.**
4- **Students network.**
5- **The guest network.**
6- **Laptops for teachers.**
7- **Students' tablets or laptops.**
8- **Visitor devices.**

❖ Eighth: The technology and network team in the school: -

1- **Technical Support Officer: Salah Al-Kuja.**
2- **Smart Learning and E-Safety Programs Officer: Mohamed Salah.**
3- **Technical support team: all computer teachers.**

❖ Ninth: Electronic Safety Instructions- :

All electronic safety guidelines and instructions are detailed in the school's electronic safety manual.

❖ Tenth: General laws regarding the use of technologies, devices and networks within the school: -

1- **It is forbidden to use mobile phones by students.**
2- **The school applies a system of blocking websites that are not suitable for the objectives of the educational process.**
3- **All Internet users in the school (from the school staff) carefully read the terms of safe use of the Internet and how to protect against the dangers of the Internet and sign a written policy on this.**
4- **The laws of safe use of computers are established in all computer rooms and electronic libraries in the school, after the students are made aware of them by the computer teacher.**
5- **All social networking sites are blocked on the student network.**

❖ Eleventh: Student Laws on the Use of Technologies in School-:

1- **Avoid talking to strangers online about family, private photos, or giving them any important personal information about the family.**
2- **If any person in the school is subjected to any abuse through the use of the Internet, he informs the student care team or the administrative supervisor to take the necessary measures.**
3- **Organize the time of your use of the Internet wisely and systematically and not to waste.**
4- **Do not tamper with the electrical connections of the electronic library devices.**
5- **It is prohibited to use the devices for purposes other than scientific research, educational purposes and academic advising.**
6- **Use the library equipment individually and not collectively**

7- **Avoid placing flash drives in school devices**
8- **Sitting in the correct position to rest the back**
9- **Not to eat and maintain food and drinks near appliances.**
10- **Always turn off appliances in the correct manner.**

AL SHOLA AMERICAN SCHOOL
U.S.A COMMON CORE CURRICULUM

مدرسة الشعلة الأمريكية
المناهج وفق المعايير الأمريكية المعتمدة

Visitors Wifi

Please note that the visitor network is subject to the school's online safety policy.

Please see the Acceptable and Unacceptable Use Policy.

Protecting your device is your own responsibility.

The visitor bears any consequences resulting from unacceptable use within the school.

Protecting students and all members of the school community is a shared responsibility of all, including you.

All policies are available to everyone on the school's official website.

www.alsholaamericanschool.com

Digital Safety Committee

Policies complementing the digital safety policy

1- **Technology Acceptable Use Policy.**
2- **Policy of Unacceptable Use of Technology.**
3- **Child rights protection policy.**
4- **Privacy Policy.**
5- **A list of digital safety violations.**
6- **A list of distance learning violations.**
7- **Password protection policy.**
8- **Visitor Policy (Guests).**

All the above, including the digital safety policy, are an essential part of the public policy of the American Torch School.

Kindly accept respect and appreciation,

Digital safety officer

Mohamed Salah