

SHARJAH AMERICAN INTERNATIONAL SCHOOL



Sharjah American
International School

E-SAFETY POLICY

This policy is reviewed annually to ensure compliance with statutory regulations

<i>Policy is reviewed by</i> Child Protection Team	
<i>Policy Review Date</i> 2/3/2023	
<i>Policy Next Review Date</i>	1/8/2023

KEY CONTACTS WITHIN THE SCHOOL

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Introduction

SAIS adheres with local and international laws and international standards such as:

- The federal law No 3 of 2016, formerly named Wadeema Law.
- Federal Decree Law No. 34 of 2021 on Combatting Rumours and Cybercrimes that took place on 2 January 2022. It repeals Federal Law 5 of 2012 on Combatting Cybercrimes
- NEASC set of comprehensive child protection standards
- United Nations Convention on the Rights of the Child Article 19 and 23

Scope

SAIS adheres to all safety measures, child protection, and safeguarding procedures. The policy is applied to all school communities, such as teachers, students, parents, stakeholders and staff.

Definition

E-safety is **the safe and responsible use of technology.**

Purpose

- Teach students to be safe using the internet regarding content, contact, conduct and commerce.
- Encourage students to report the harm of any incidents.
- Operate quality control and physical safety measures.
- Train staff on electronic safety.
- Evaluate the school safety measures to improve practices.

Procedures

- Train students on how to use the internet safely through HALP time, moral education, and cyberbullying bullying week.
- Create a nonjudgmental and confidential environment that will encourage students to report incidents and seek help from school supervisors.
- Run content filtering to prevent the exposure of pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalization and extremism.
- Monitor and take action to stop peer-to-peer pressure, commercial advertising and adults posing as children or young adults to groom or exploit them for sexual, criminal, financial or other business purposes.
- Control unnecessary applications and personal online behavior that will increase the likelihood of sending and receiving explicit images, insulting chats and dating.
- Train teachers on the internet and how to create a safe environment and use safety measures to handle incidents.
- Get the permission and consent of parents and students before publishing students' photos, work samples, and publications and after explaining the purpose of such publications in Arabic.
- School community signs user's agreement
- Students adheres to e-policy while by Bringing own devices

Roles and Responsibilities

Principal

- The Principal will ensure that the policy and practices are embedded and monitored.

Child Protection Officer

- Receive and evaluate all school incidents
- Be involved in actions taken with the Principal and human resources
- Systematically communicate violation themes to staff and parents through Daily Bulletin and School newsletter and emails.

E-Safe/ IT Coordinator

- Takes the responsibility of day for day technical problems and incidents, content filtering, changing passwords frequently, monitoring applications use, educating and informing about new threats to online safety, local regulations and incidents that might occur, and closing unused accounts.

Teaching and Support Staff

Educate students on the following:

- Protect Personal Information with Strong Passwords
- Keep Personal Information Private
- Pay Attention to Anti |Virus Software Updates
- Block fake websites and scam emails
- Avoid public Wi-Fi if unnecessary
- Set Up Two-Factor Authentication
- Back Up Personal Data Regularly
- Check for URLs that start with 'HTTPS' rather than 'HTTP' (the 's' stands for 'secure.')
- Review and set privacy settings and understand privacy policies
- Avoid plagiarism and uphold copyrights regulations
- Understand how to report incidents and go over our incident reports by completing a sample

Community Users

Read and understand the school e-safety policy before being provided with temporary access.