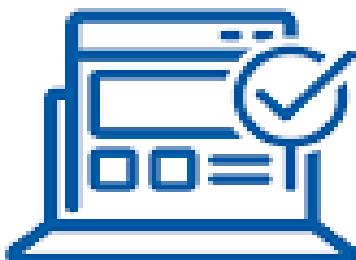School of Knowledge
St. Mary's Group of Schools
Tel. No. 06-5249797
website – www.soksharjah.com

ACCEPTABLE USE POLICY

It's all about safety!

1. INTRODUCTION:

This policy has been designed to ensure safe and responsible use of digital devices, computer networks including internet, and other online resources by all stakeholder of school community. We envision a learning environment where technology is a part of us, not apart from us. The school is committed to promote and safeguard the welfare of all students and implement ongoing digital safety awareness programs to reinforce responsible usage and protection of personal data.

2. PURPOSE:

- To encourage safe and responsible use of digital devices, computer networks including internet, and other online resources by both students and staff working within our school.
- To encourage the development of skills to access, analyze and evaluate resources from the internet.
- To use these resources to support teaching and learning across the

curriculum. This policy will be communicated to students/staff/parents in the following ways:

- Policy to be posted on the school website/ staffroom.
- Policy to be part of school induction pack for new staff.
- Acceptable use agreements to be discussed with pupils at the start of each year.
- Acceptable use agreements to be issued to whole school community, usually on entry to the school.

Clear and consistent communication will also be shared on updates related to evolving cybersecurity threats and mitigation strategies.

3. GUIDELINES:

The school's information technology resources, including email and Internet access, are provided for educational purposes. If you have any doubt about whether a contemplated activity is acceptable, consult with your immediate teacher, section coordinator, or E-Safety team to help decide if a use is appropriate. Adherence to the following policy is necessary for continued access to the school's technological resources:

Users must respect and protect the privacy of others by:

- Using only assigned accounts.

- Only viewing, using, or copying passwords, data, or networks to which they are authorized.

- Refraining from distributing private information about others or themselves.

Personal data storage and transmission must comply with UAE data protection regulations. No sensitive information should be uploaded to third-party cloud services without authorization.

Users must respect and protect the integrity, availability, and security of all electronic resources by:

- Observing all school Internet filters and technical security practices.

- Reporting security risks or violations to a teacher or administrator.

- Not destroying or damaging data, networks, or other resources that do not belong to them, without clear permission of the owner.

- Conserving, protecting, and sharing these resources with other users.

- Notifying a staff member or administrator of computer or network malfunctions.

- By passing content filters using VPNs, proxies, or personal hotspots is strictly prohibited.

Users must respect and protect the intellectual property of others by:

- Following copyright laws.

- Citing sources when using others' work (not plagiarizing).

Users must respect and practice the principles of community by:

- Communicating only in ways that are kind and respectful.

- Reporting threatening or discomforting materials to a teacher or administrator.

- Not intentionally accessing, transmitting, copying, or creating material that violates the school's code of conduct.

- Not intentionally accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).

- Not using the resources to further other acts that are criminal or violate the school's code of conduct.

- Avoiding spam, chain letters, or other mass unsolicited mailings.

- Students should observe screen-time limits to ensure digital well-being, taking regular breaks as advised by teachers.

- Respectful behavior must extend to video conferencing platforms, with appropriate dress code and virtual backgrounds during remote learning.

Consequences for Violation

Violations of these rules may result in disciplinary action, including the loss of a user's privileges to use the school's information technology resources. Further discipline may be imposed in accordance with the school's code of conduct up to and including suspension or expulsion depending on the degree and severity of the violation.

Repeated offenses or severe breaches such as cyberbullying or data theft may be reported to legal authorities in accordance with UAE cybercrime law.

Supervision and Monitoring

The use of school owned information technology resources is secure, but not private. School and IT

administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions.

The school reserves the right to determine which uses constitute acceptable use and to limit access to such uses. The school also reserves the right to limit the time of access and use

AGREEMENTS:

<u>ACCEPTABLE USE POLICY AGREEMENT FOR PARENTS</u>

School of Knowledge, Sharjah recognizes the value of digital devices such as computers, laptops, tablets and mobile phones to improve students learning, enhance teaching, and raise the bar of administration and operations of the school. We encourage the educational and office use of these digital devices, computer networks including internet, and other online resources. To ensure a responsible use of these resources, all users must abide by the policy of the school.

A media consent form :

"I authorize/do not authorize the school to use my/my child's photographs or videos for educational or promotional use, with the understanding that the school will handle all data in compliance with privacy regulations."

As parents, I/We, (print your names) Mr._____and Mrs._____
promise to supervise our child/children whose names are listed below in the proper use of the digital devices to ensure that they access the internet for educational purposes.

Name:_____   Class/Section: _____

Class/Section: _____

Class/Section: _____

Class/Section: _____

We promise to abide by the following guidelines:

1. The use of the digital device for educational purposes is given priority.

2. Websites/apps/videos appropriate for the children's age level are carefully chosen for them.

3. We make our child/children understand how to use the technology safely and what is responsible online behavior.

4. We will monitor our child's/children's apps and browsing history.

5. In case of cyberbullying, we demonstrate to our child that we are the safest persons to talk with and that we can be trusted with any information.

6. We will ensure that our children do not disturb online sessions, behave inappropriately or posting

inflammatory messages.

7. We will ensure that our child/children do not use abusive, racial, religious remarks that are defamatory, or insulting to the UAE tradition and culture.

8. Recording, distributing, republishing or image capturing of live teaching sessions or any uploaded content by School of Knowledge with the intent to misuse or mock is unacceptable.

Name of the Father:_____Name of the Mother: _____

Signature:_____   Signature: _____

Date:_____   Date: _____

ACCEPTABLE USE POLICY AGREEMENT FOR STAFF

School of Knowledge, Sharjah recognizes the value of digital devices such as computers, laptops, tablets and mobile phones to improve students learning, enhance teaching, and raise the bar of administration and operations of the school. We encourage the educational and office use of these digital devices, the internet and other online resources .To ensure a responsible use of these resources, all users must abide by the policy of the school.

As a staff of School of Knowledge, I, (print your name)_____promise to use my digital devices and access the internet for educational purposes only.

I promise to abide by the following guidelines:

1. The use of the school's internet systems is limited to activities that support education, enrichment, and career development only.
2. I prepare lesson plans carefully and choose secure websites and apps and age appropriate videos.
3. I acknowledge the resources I use for reference.
4. I pre-view the educational materials I use.
5. To prevent cyberbullying, I supervise my students closely when using the internet, observe and monitor their online behavior. I constantly remind them of the Internet Etiquette/Netiquette.
6. In case of cyberbullying, I will remain calm, intervene, and report when necessary. Should a student directly report cyberbullying to me, I assure that the information will be kept confidential and I will refer to E-Safety Team.
7. I will not take photographs/videos of students or staff on my personal devices. I understand that possessing photographs of students on my device and/or posting them on social media is a serious offence.

Name of the Staff:_____ Designation: _____

Signature: _____

Date: _____

ACCEPTABLE USE POLICY AGREEMENT FOR STUDENT

School of Knowledge, Sharjah recognizes the value of digital devices such as computers, laptops, tablets and mobile phones to improve students learning, enhance teaching, and raise the bar of administration and operations of the school. We encourage the educational and office use of these digital devices, the internet and other online resources .To ensure a responsible use of these resources, all users must abide by the policy of the school.

As a student of School of Knowledge, I, (print your name)＿＿＿＿＿＿＿＿＿＿＿＿＿＿promise to use my digital devices and access the internet for educational purposes only.

I promise to abide by the following:

1. Use my device only when the teacher allows me to do so.

2. Open appropriate websites/apps/videos that are related to the lesson and approved by the teacher.

3. Avoid and never forward or share inappropriate materials that are harmful to others' feelings or dignity.

4. Seek help and report to a teacher or a trusted adult if any incident of bullying online. I pledge to not bully online and help stop cyberbullying.

5. Cite resources properly by acknowledging the author of any idea that belongs to others.

6. I will act safely, responsibly and respectfully online.

Name of the Student:＿＿＿＿＿＿＿＿＿＿＿＿＿＿   Class/Section: ＿＿＿＿＿

Signature:＿＿＿＿＿＿＿＿＿＿   Date: ＿＿＿＿＿

POLICY REVIEW LOG:

Policy Details	Acceptable Use Policy
Reviewed/ Approved By & Date	E-safety Team and SLT / June 2025
Next Revision Date	June 2026