GFM Acceptable Use Policy (AUP)

Policy Updated By	Latest Publish Date	Monitoring Cycle
Saba Adnan Jeremy Hallum Akram Tarik	September 2021	Annually

Schedule for Development / Monitoring / Review

This policy was approved by the Governing Body on:	**September 2021**
The implementation of this policy will be monitored by the:	**Principal and Senior Leadership Team**
The Policy will be reviewed annually, or more regularly in the light of any significant new developments. The next anticipated review date will be:	**September 2022**
Should serious incidents take place, the following external persons/agencies should be informed:	**Akram Tarik (Principal) and in his absence Jeremy Hallum (Vice Principal)**

This policy is applied at GFM alongside our school's vision, mission and values. Interwoven with the principles of High Performance Learning; values, attitudes, attributes and A.C.P. Characteristics.

1. Introduction

GEMS Founders School Al Mizhar (GFM) is committed to creating a 21st century learning environment to provide equitable access to technology that will aid our students in becoming self-directed learners, collaborative team players, and information producers as well as information consumers. The application of digital technologies to teaching and learning at GFM is designed to enrich student learning through internally housed resources and the effective utilisation of wider online resources.

2. Purpose of policy

The purpose of the GFM Acceptable Use Policy is to ensure all students use technology in GFM effectively, safely, legally and responsibly, to facilitate learning and to help ensure that they develop the attributes of competent digital citizens. The AUP provides guidelines for using digital hardware and software on individual computers/devices, on local area networks, wide area networks, wireless

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networks, the Internet and companion technological equipment (e.g. printers, servers, whiteboards, projectors, etc.) when students are at GFM.

The Agreement also establishes rights and responsibilities for all users. All users of the GFM network and technological devices anytime, anywhere, are expected to follow the guidelines or risk loss of digital privileges.

In cases of serious breaches, further action may be taken, in line with the GFM standard disciplinary procedures.

The signatures on the AUP summary are binding and indicate that the parties who signed have read the terms and conditions and understand their meaning.

Users who knowingly access prohibited information or who disregard guidelines will be subject to disciplinary action.

3.   Aims and objectives

In order for students to use the GFM technology resources, they must follow the guidelines set forth in this AUP. The rules written in this agreement are not all inclusive. GFM reserves the right to change this agreement as and when it deems it necessary to do so. It is a general agreement that all facilities (hardware, software, Internet, etc.) are to be used in a responsible, ethical and legal manner. By using any digital resources, whether owned personally or by GFM, users acknowledge their understanding of the AUP as a condition of using such devices and the Internet.

At GFM we will:

- Provide a systematically filtered service for students
- Provide supervision and direction in Internet activities
- Have an Information Literacy program focused on effective use of internet sources/sites
- Adopt programs that promote safe and ethical behaviours about digital rights and privacy information
- Set tasks that require students to problem solve through challenging and open questions requiring more than copied and pasted responses from the Internet
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- Reinforce the importance of safe, disciplined, ethical, responsible and respectful use of the Internet in all curriculum areas
- Provide support to parents to understand this agreement (e.g. language support)
- May allow student access to social networking sites for educational purposes — this will be under teacher direction with clear protocols established

The guidelines provided in this AUP are intended to help users understand appropriate use. GFM may restrict, suspend, or terminate any user's access to GFM's computer systems upon violation of the AUP. This policy applies to all digital resources; not only the computers, devices and equipment provided in the GFM's hardware provision, but also the personal devices students bring to GFM in accordance with GFM's bring your own device (BYOD) initiative.

4. Responsibilities

User:

- Show respect and courtesy for other users in GFM's community, which includes the strict prohibition of cyber bullying and harassment;
- Recognize and respect the property of others;
- Comply with legal restrictions regarding the use of social media in the UAE. See the TRA guidelines UAE Digital Content Laws. Comply with legal restrictions regarding plagiarism, intellectual property and the use and citation of information resources and copyright law;
- Use non-curriculum relevant materials only outside of GFM and without detriment to their studies - GFM recognizes the benefits of students being permitted to personalize the content on their own devices, however, this is subject to a strict adherence to the expectation that the primary purpose of such devices is to facilitate learning;
- Help maintain the integrity of the GFM network and equipment;
- Avoid tampering or experimenting with the GFM network or equipment, including efforts to bypass GFM's Internet filters or proxies;
- Make personal devices available for inspection by an administrator or other staff member upon request;
- Use appropriate language in all communications;
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- Never use or attempt to use another student's assigned hardware, subscriptions, logins, files, or personal information;
- Never give out personal information, such as name, address, photo, or other identifying information online, including username and password;
- Never use their personal devices or equipment to record (audio/visual) others without their permission;
- Non-adherence to the provisions of this AUP will result in disciplinary action in accordance with

GFM's standard procedures.

Accounts:

Users are expected to comply with the following rules regarding their GFM network accounts.

- School related files are the only files to be saved in a student's personal folder;
- Users should not store commercial software, music, and/or games or hidden files to their folders;
- Accessing and playing commercial/online games is not permitted.

Respect for Others:

Users should respect the rights of others using the technology resources.

- Always log off your workstation;
- Never deliberately attempt to disrupt network performance or interfere with the work of another user.

Respect for Property:

Students are responsible for their own devices whilst in school. This includes:

- Devices are transported throughout GFM safely. A student is to be accountable for any damage that occurs to their device while in GFM. It is the responsibility of all users to safeguard their personal and GFM owned equipment from loss, theft or damage;
- Accessing or using other students' devices is strictly prohibited;
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- Ensuring their device has sufficient charge for use in lessons and is only used in supervised lessons.

Software Installation:

Software may only be installed on the school information systems (including all individual workstations) with prior approval from the IT Department.

Software Copyright:

- The only software, other than students' projects, to be used on the school computers are those for which the school owns a valid license or has approved from an open-source solution.
- Licensed/copyrighted software is not available for borrowing and may only be used at other sites with approval of the IT Technician.
- Copyrighted software shall not be downloaded from the Internet or further transmitted in any form without compliance with all terms of a pre-authorised licensing agreement. Infringement or violation of UAE or international copyright laws or restrictions will not be tolerated.
- Any attempts to circumvent the licensing control or the copying of software from the network without the IT Department's permission is prohibited.
- Installation of software and applications on students' own devices is permitted insofar as it does not conflict with the security requirements outlined above or the primary purpose of such devices as learning tools.

Hardware:

- Report equipment problems immediately to a teacher or the Computing Department;
- Leave workstations and peripherals in their designated places;
- Keep work areas neat and clean and free from food and drink;
- Any attempts to move, repair, reconfigure, modify or attach external devices to existing information and network systems without the Network administration and/or Computing Department's permission is prohibited.
- Borrowing of school hardware is not permitted unless authorization has been given from the IT department.

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5. Mobile phones

GFM acknowledges that the use of mobile devices has and will continue to change. The use of mobile devices is therefore allowed; students may have mobile phones in school solely for emergency purposes. Phones must be turned off and kept in the students bags at all times. Students who have a genuine need to contact their parents whilst they are on school premises must receive permission from a member of staff.

In allowing students to bring mobile phones to school, GFM emphasizes that it accepts no responsibility for any loss or damage to phones whilst they are on school premises. During lessons mobile phones must be switched off to prevent them from becoming a distraction. Parents and other contacts must not attempt to contact students via their personal mobile unless in absolute emergencies. Parents needing to pass on an urgent message during school hours should contact GFM reception.

6. Internet/World Wide Web usage

The Internet is a global network of digital devices linking users to schools, businesses, universities and other sites. GFM recognizes many sites have educational uses, while others do not. GFM wishes to respond to this by encouraging use of sites for educational reasons only. Required standards of conduct include:

a. The acknowledgement that access to the Internet is a privilege and not a right;
b. Use of devices is strictly limited to lesson time. Devices are not to be used in corridors, common areas, on busses or whenever a member of staff has not directly instructed the use;
c. Respect the use of copyrighted materials;
d. Respect the rights and privacy of others;
e. E-mail and social networking is allowed during GFM hours only in connection with a classroom assignment;
f. Downloading of unauthorized programs, software or digital content is not allowed to be held on devices registered for use in GFM;
g. Compromising the security of GFM in any manner is unacceptable;
h. Respect the values and ethics of the local culture.

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A violation of the above standards and any others included in the AUP will result in a denial of access and possible further disciplinary action.

7. Personal equipment

All users must follow all policies even while using their own personal equipment.

- Watching DVDs, Movies, TV Shows, playing online games etc. while at GFM is prohibited unless directed by GFM staff
- Private networks are prohibited within the school network unless users get permission from the IT department

8. Use of BYOD

Students from Years FS to 13 can take advantage of GFM's bring your own device (BYOD) initiative.

All students and parents will be required to sign the GFM Digital Devices Responsible Uses Agreement Summary prior to activation of the students' access privilege.

- BYOD at GFM is currently limited strictly to one device per student
- Students should bring in their device with either Android, Windows or iOS operating systems.
- We would advise that students in KS3-5 to register a laptop due to its increased functionality for creation.
- Parental guidance and recommendations regarding the suitability of devices can be provided on request from the ICT and Computing Department.

At GFM we require all children to have their own device to access their learning at home and in school. The school endeavors to support students, where possible.

9. Charging devices

Students should come to GFM with their devices fully charged to minimize time lost due to devices needing to be recharged. However, in the event of a students' device running out of charge, students can bring in their own power banks. GFM accepts no responsibility for the loss of power banks or devices that are left unattended when charging.

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10. Cyber-bullying

This involves the use of information and communication technologies to support deliberate, repeated, and hostile behaviour by an individual or group that is intended to harm others. Students will be held accountable for cyber bullying at GFM and any such interactivity that may impact negatively on the learning environment. Students are taught about E-safety and Cyberbullying at GFM as part of the Computing curriculum.

By cyber-bullying, we mean bullying by electronic media:

- Bullying by texts messages or calls on mobile phones;
- The use of mobile phone cameras to cause distress, fear or humiliation;
- Posting threatening, abusive, defamatory or humiliating material on websites, to include blogs, personal websites, social networking sites;
- Using e-mail to message others;
- Hijacking/cloning e-mail and other social media accounts;
- Making threatening, abusive, defamatory or humiliating remarks in chat rooms, to include Facebook, SnapChat, Twitter, Instagram, YouTube, Ratemyteacher, etc

Guidance for Staff

If you suspect or are told about a cyber-bullying incident, follow the protocol outlined below:

Mobile Phones

- Ask the pupil to show you the mobile phone;
- Note clearly everything on the screen relating to an inappropriate text message or image, to include the date, time and names;
- Make a transcript of a spoken message, again record date, times and names;
- Tell the pupil to save the message/image;
- Go with the pupil and see a member of the Senior Leadership Team (SLT).

Computers

- Ask the pupil to bring on-screen the material in question;
- Ask the pupil to save the material;
- Print off the offending material straight away;

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- Make sure you arrange all pages in the correct order and that there are no omissions;
- Accompany the pupil, taking the offending material, to see a member of the SLT;
- Normal procedures to interview pupils and to take statements will then be followed particularly if a child protection issue is presented.

Guidance for students

If you believe you or someone else is the victim of cyber-bullying, you must speak to an adult as soon as possible. This person could be a parent/guardian, your tutor, your Head of Year, your Class Teacher or a member of the SLT.

- Do not answer abusive messages but log and report them;
- Do not delete anything until it has been shown to your Form/Class Teacher, Parents/guardian or the Head of Year (even if it is upsetting, the material is important evidence which may need to be used later as proof of cyber-bullying);
- Do not give out personal IT details;
- Never reply to abusive e-mails;
- Never reply to someone you do not know.

Guidance for parents

It is vital that parents and GFM work together to ensure that all pupils are aware of the serious consequences of getting involved in anything that might be seen to be cyber-bullying.

- Parents can help by making sure their child understands the school's policy and above all, how seriously GFM takes incidents of cyber-bullying;
- Parents should also explain to their child/children, the legal issues relating to cyberbullying;
- If parents believe their child is the victim of cyber-bullying, they should save the offending material (if needs be by saving an offensive text on their or their child's mobile phone) and make sure they have all relevant information before deleting anything;
- Parents should contact a member of the SLT as soon as possible. A meeting can then be arranged with relevant members of staff.

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11. E-safety at Home

Advice on the safe use of technologies for teenagers can be found at the following websites:

http://www.whoishostinpthis.com/resources/e-safetv/

http://www.saferinternet.org.uk/advice-and-resources/parents-and-carers

https://www.thinkuknow.co.uk/parents/

12. Monitoring and review

The Principal and Head of Innovation and E-Learning will be responsible for monitoring and reviewing this policy every year. This will be done in line with GEMS policies.

Signed…………………………………….   Date………………………………

Head of Innovation

Signed……………………………………   Date… 10/9/21

Vice Principal

Signed……………………………………   Date… January 22 .

Principal/CEO

Policy review date: September 2022

Please read this policy alongside:

Anti-Bullying Policy

Safeguarding Policy
Zero Tolerance Policy

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Safeguarding Policy
Zero Tolerance Policy
E-Safety Policy
Parent & Student Cybersecurity Guide
Filtering Policy
Acceptable Use Policy,
Bring Your Own Device Policy
Data Protection Guidance,
Audio Video Conferencing Security Guide for Teachers
Remote Learning & Safeguarding Policy
IT Online Security Guidance for Parents
Safeguarding and Inclusion Guidance during Remote Learning
Mobile Phone Policy
Social Media Policy

Appendix 1 - Consequences for Violating the Rules:

Non-adherence to the provisions of this AUP will result in disciplinary action in accordance with GFM's standard procedures.

- I acknowledge that I am responsible for my actions on my device, in GFM, at home and elsewhere, and for following the specific rules established for the use of the hardware, software, labs and networks throughout GFM and beyond. I understand that failure to do so could result in a loss of technological privileges.
- I agree I should not share my passwords or account details with anyone and will have full responsibility for the use of my account. I will protect the privacy of others by never posting or forwarding their personal details or images without their consent and never logging in as or impersonating others.
- I agree I will not engage in illegal activities on the GFM network or any other digital environment (e.g. plagiarism, bullying, and harassment, tampering with hardware, software or documents, vandalism, unauthorized entry destruction of files or deliberate introduction of computer viruses).
- I agree I will obey procedural safeguards to maintain the performance of GFM's network and digital devices.

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- I agree I will respect the rights of others, use appropriate language and avoid offensive or inflammatory material. I will bring incidents of offensive or inflammatory material directed to myself or others to the attention of a GFM staff member.
- I agree I will not share, make, or post online personally identifying information about any members of the GFM community without permission (addresses, phone numbers, email addresses, photos, videos, etc.).
- I agree I will access only those resources that are appropriate for GFM and those resources for which I have specific authorization.
- I agree I will obey copyright laws and license agreements. Text material, music, software and other media that are protected by law.
- I agree I will not install software on GFM's network without permission of the system administrators.
- I agree I understand that system administrators and teachers may access my files during system maintenance or as a directed action.
- I agree that I will use GFM equipment responsibly and with care. Charges related to repair and replacement caused by abuse, misuse, negligence or loss as determined by GFM administration will be the responsibility of the student and his or her parents.
- I agree I accept full responsibility for supervision when my child is using any digital device, whether provided by GFM or by the parents at home or in other non-GFM settings. I understand that there may be fees or costs incurred which are not covered by the warranty due to abuse, negligence, loss or multiple incidences of misuse of the device by my child. In the case of a personal device purchased under a Bring Your Own Device initiative, I understand that I, as the parent, am responsible for insuring the device and for its maintenance and security settings. I can expect GFM to provide appropriate guidance and support in this area.
  1. I agree violation of this Acceptable Use Policy may result in:
  2. Loss of GFM provided technology and network privileges
  3. Sanctions

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4. Monetary

reimbursement to GFM or other appropriate sources

By both parents and students signing the AUP summary, held on record by my son/daughter*s form tutor, I acknowledge that I have thoroughly read and agree to the GEMS Founders School Al Mizhar AUP. I will instruct my son/daughter regarding the importance of following all the guidelines included in the agreement.

Parent/Guardian	Student
Name:	Name:...
Signed:	Signed:..
Relationship to child:	Form class: ....
Date:...	Date: ....

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