Mission Statement:
Creating tomorrow's successful and caring citizens today.

GFM IT Online Security Guidance for Parents Policy

Policy Updated By	Latest Publish Date	Monitoring Cycle
Akram Tarik	January 2023	Annually

Schedule for Development / Monitoring / Review

This policy was approved by the Governing Body on:	January 2023
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:	**January 2024**
Should serious incidents take place, the following external persons/agencies should be informed:	**Akram Tarik (Principal) and in his absence (Vice Principal)**

Parents & Students CYBERSECURITY Guide

Vision
'At GFM we empower students to have the heart to celebrate uniqueness and the mind to be innovative, creative problem solvers, bringing a positive change to the world in which we live.'

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Vision

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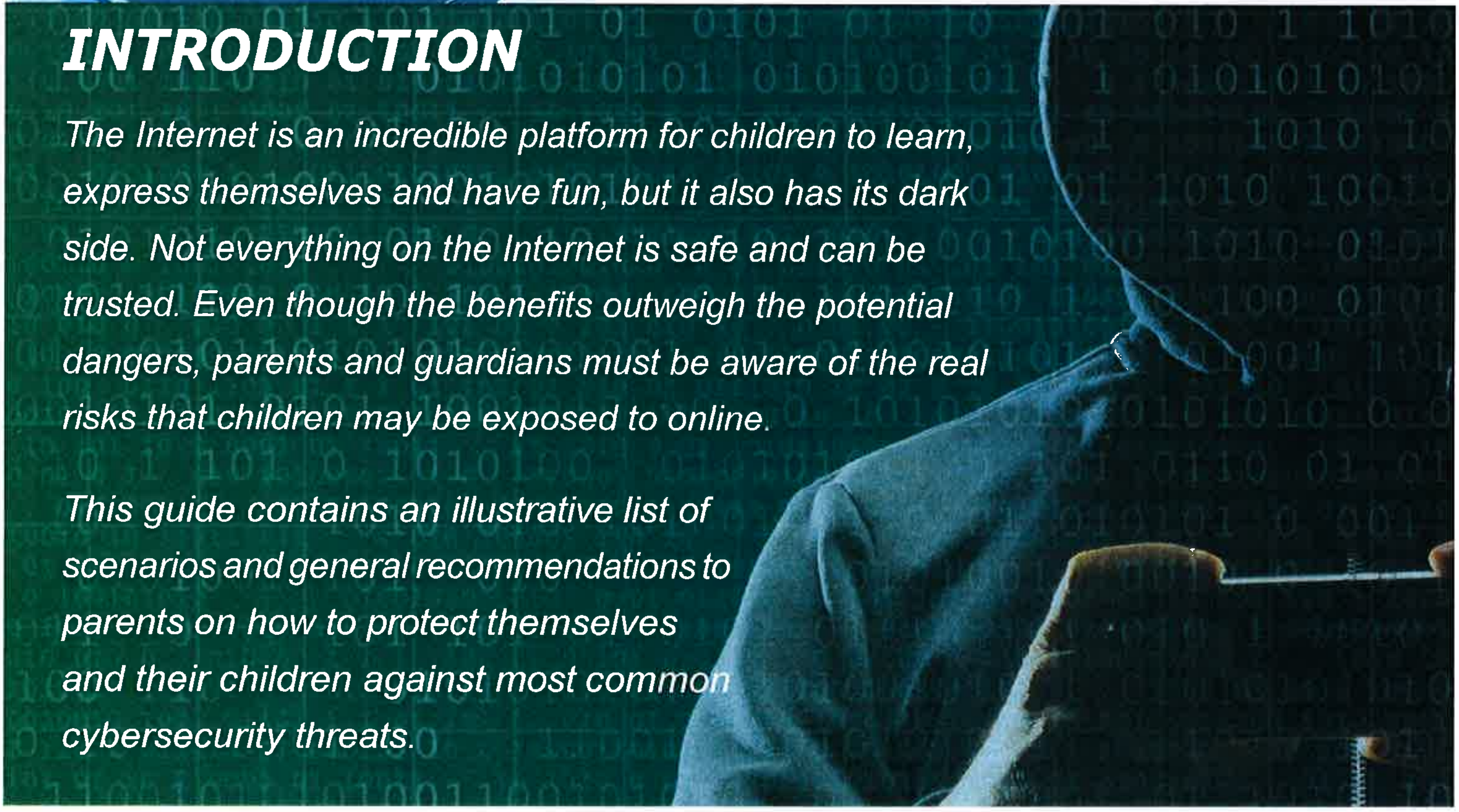

INTRODUCTION

The Internet is an incredible platform for children to learn, express themselves and have fun, but it also has its dark side. Not everything on the Internet is safe and can be trusted. Even though the benefits outweigh the potential dangers, parents and guardians must be aware of the real risks that children may be exposed to online.

This guide contains an illustrative list of scenarios and general recommendations to parents on how to protect themselves and their children against most common cybersecurity threats.

Top tips for Parents to keep children safe online

Educate

It is important that you are aware of your child's Internet activities including the social media channels they utilise, games or other online activities they are involved in. Being aware of your child's online activities will help you identify possible threats to educate and advise your child accordingly. It is important that children understandtheimpactthattheironlineactivitiescan haveonthemselvesandothers,todayandinthefuture.

Protect

There are parental control tools available to help protect your children from harmful and inappropriate online content. Phones, tablets, game consoles and other devices that connect to the Internet have parental control settings. Technology can be effective,butnosystemis100%foolproof,soeducationremainskey.

Monitor

Keep an open dialogue with your children about their use of Internet. Younger children should only use the Internet when they are in a family area so you can monitor what they are doing and how they are using it. As theygrowuptheywilldemandmore privacy,butit'simportanttostayinterestedandengaged.

Support

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Make sure your children know they can talk to you if something goes wrong online. You also need to know how to respond to these situations. Most websites now have "report abuse" buttons where you can report inappropriate behaviour. For any GEMS Education related concerns, you are always welcome to contact your school directly.

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MAJOR CYBERSECURITY GUIDELINES

1. User Accounts & Passwords

DOS ✓

Select a strong password

Your password should include a combination of upper case, lower case, number and special characters.

Change your password regularly
Update your password from time to time, especially if you suspect that the password may have become known to someone.

Always logout
When you are finished with your activity don't forget to press "Logout". Especially while using public Wi-Fi networks. Remember, someone can misuse your account and send messages on your behalf.

⚠ *All activities performed using your account are attributed to you, including all activities performed by a cyber-criminal with access to your account.*

DON'TS ☒

Reuse password

Always create a new unique password for every account you create online.

Share your username/password
Don't tell your password to anyone including your family members, friends and peers.

Write down your password
They can be easily spotted and used by other people.

Use your personal data in a password
Never include your name, birth date, spouse name, pet name etc. as a part of your password

Use other user's credentials to log in Just like you would not want anyone to use your credentials to send messages on your behalf, don't log in under someone else's account, even if you know the password.

Parent Note

Make sure you have your child's passwords for email, messengers and social networking sites. It's a good idea for you to review who is communicating with your child and in the event of trouble, you'll have important access.

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2. Email & Phishing

Nowadays, cyber-criminals may try to trick you into revealing your personal information and passwords by means of email, messengers, SMS or voice calls. This is called phishing. You may receive phishing messages that will request you to perform an action or share some valuable data about yourself (that you would not do in normal circumstances).

DOS

Verify the sender

- Always verify the sender and the organisation (the part after "@" sign) you have received the message from. If you receive an email from GEMS Education, consider verifying its authenticity from the school directly.

Verify the links

- Always verify the link before clicking it. You can understand the real link destination by hovering your mouse cursor over it.

Mark suspicious emails as Spam

- This will protect you from similar messages in the future.

DON'TS

Open attachments

- Do not open attachments in emails you were not expecting to receive.

Click the links

- If a message seems suspicious, do not click the links embedded in it.

Reveal your personal information

- Do not respond to messages that request your usernames/password or personal information about yourself, your friends and family.

You should be suspicious of any messages that try to scare you into opening an attachment or logging into the website to verify your account or reset your account or request personal details etc. You should never respond to such messages or act on their instructions.

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Virus Found

Your Mac Computer has (13) infections!

1-844-858-0916

Please call Tech Support as soon as possible.

Safari has found (13) viruses that pose a serious threat
Browser Hijacker.Spy / Trojan.BankPass-Download

Your computer is at a very high risk.
Your financial and personal information is NOT secure.
Please call 1-844-858-0916 NOW for emergency support.

3. *Internet Browsing*

DOS ✓

○ **Beware of pop-up scams**

Most pop-up advertisement campaigns that appear when you browse are scams. Some may also trick you into installing malware (damaging software) on your computers.

○ **Be careful of sharing your details**

Some online services may collect and sell your personal information (including credit card details) to third parties. Refrain from sharing your personal details unless you are confident of the web platform being used.

☒ DON'TS

○ **Access illegal sites**

Accessing such sites or using file-sharing programs that offer free downloads of movies, music or software can expose your system to malware, violent or inappropriate images. You could also be breaking the law or committing copyright violations.

○ **Save your passwords in the browser**

Doing this could leave you more vulnerable to being hacked.

○ **Use Virtual Private Networks (VPN)**

Especially while accessing official GEMS Education resources such as Online Learning platform or videoconferencing tools.

Parent Note

Make sure your child consults with you before
signing up to a new online forum, social media platform or any other service over the Internet.

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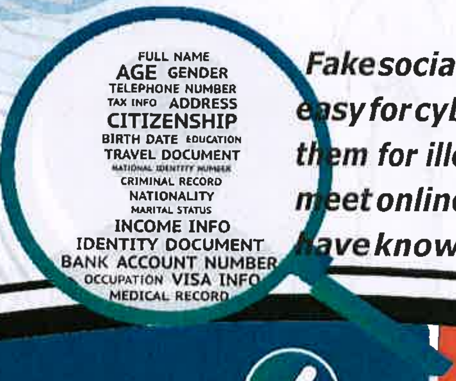
Policy

Social Media & Online Communication



Fake social media profiles are increasingly prevalent. It is easy for cyber-criminals to create fake accounts and use them for illegal purposes. Remember, all people that you meet online are strangers, no matter how long you may have known them or how friendly they appear to be.

DOS

1 **Review your privacy settings**
Ensure your social media accounts privacy settings are configured to be restrictive, so that your posts and your personal details are only revealed to your friends and not strangers. Review your privacy settings periodically.

2 **Think before you post**
Whether on social media website, mobile apps or any other online platforms. Always take a minute to think before hitting the "Send" button.

3 **Try to utilise pseudonymized names**
Including screen name / nick name and details on social media and other online platforms. Avoid sharing authentic personal details.

4 **Report immediately**
If someone is making you or your child feel uncomfortable by being abusive or inappropriate, or pressurizing you or them to do uncomfortable things, block and report the user on the platform. Social networking sites provide a reporting option which you should familiarize yourself with. Make sure you share any worries or incidents with your school so they can provide support for the student.

5 **Share your concerns with the school**
If you have any GEMS Education related concerns or queries, reach out to your school directly.

In social media networks, your online privacy can be affected by others and the privacy of others also depends on you

DON'TS

1 **Share your personal information**
This includes your home address, phone numbers, bank details or anything that should be known only to you or your family members.

2 **Accept friend requests from strangers**
Many requests are made from fake accounts and may be from people who have constructed fake personal profiles that do not reflect the reality.

3 **Meet someone you have come to know online**
The person may not be who they claim to be and meeting them offline can pose risks.

4 **Share your school information online**
The school has dedicated people who are authorised to share any school related information online.

5 **Post, share, trade your pictures/videos**
This especially applies on embarrassing content or content you would not want others to see. Once you have shared the content on Social Media, online forums, website or anyone over the Internet it cannot be undone.

6 **Tag or post pictures of others without consent**
This includes your friends, just as you would not want someone posting or circulating pictures of you without your permission.

7 **Posting offensive content**
Some topics such as someone's religion, race, organization or a community could upset people and may also be against the law or in breach of the social media platforms' usage terms – avoid posting such sensitive content.
"In a world where you can be anything... be kind."

Parent Note

Make sure your child is aware of all the recommendations listed above and follows them while browsing the web.

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4. Audio/Video Conferencing

DOS ✓

- **Safeguard your personal information**
  Your surroundings *(items in the background which are in focus within the screen)* could reveal a lot about you. e.g. school uniform, identity cards, neighbourhood that you are in etc.

- **Adjust security settings**
  Review the security settings of the tool you are using and disable features that may be harmful or are not in use.

- **Keep your password in secret**
  Avoid sharing your passwords with other people as they can use them to act on your behalf.

☒ DON'TS

- **Record/livestream people without their consent**
  This action is considered illegal law in some countries.

- **Share inappropriate content or use inappropriate language**
  Some of your messages could be offensive for other people in the conference. Think twice before you send anything to group or personal chat.

- **Invite external participants**
  If you are having an online session with teachers/students/parents from your school do not invite students and parents from other schools.

Parent Note

Make sure your child consults with you before joining a new group within existing or new video conferencing applications.

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5. *Device & Online Services Security*

DOS ✓

○ **Secure your wireless network**
Reset the router password so it follows good password rules and isn't easy to guess and enable wireless encryption to prevent a stranger from spotting your network from the Internet.

Ensure you install a trusted Anti-Malware
This software will protect your system from majority of common computer threats. Don't forget to keep it up-to-date with product updates.

○ **Make use of parental controls**
Parental control settings are available in most of the modern smartphones and tablets. Additionally, many parental control tools can be found online.

☒ DON'TS

○ **Turn off security software**
Software such as anti-virus scanner or firewall should never be turned off.

Install pirated or illegal software
Pirated software may come cheap but you will have a hidden cost on your privacy and computer security. Always use genuine software.

○ **Use unknown Wi-Fi networks**
Data exchange between your computer and Internet can be intercepted and monitored by a cyber-criminal. Never use public Wi-Fi to access your financial data.

Misuse GEMS provided devices/services
Devices/services are provided for educational purposes only. Do not use these devices for any malicious/illegal/hacking activities and do not share them with other students or parents.

Parent Note

Tell your children not to turn off the virus scanner or firewall, even if they think it might speed up a game. It's just not safe to take this risk.

6. Cyberbullying

Misuse of digital communication / technology to harass, humiliate, threaten or stalk an individual is termed as cyberbullying. Cyberbullying could happen over any digital channel such as text messages, email, social media, gaming or similar online forums.

Look out for the following sample scenarios where someone has been:

- ***Sending, sharing or posting nasty, hurtful or abusive messages***
- ***Humiliating someone by posting/sharing embarrassing videos or images***
- ***Tagging someone inappropriately in an image***
- ***Spreading rumours or lies about someone online***
- ***Trolling - saying mean things to stir people up against someone***
- ***Imitating someone online***
- ***Making threats towards someone online***
- ***Sending repeated harassment and threatening messages (cyberstalking)***
- ***Deliberately excluding someone from a group/conversation***

DOS ✓

○ Report incidents

If you find yourself aware of any similar situations where someone is being subject to cyberbullying, you should report such incidents to your school immediately.
Although you can report to anyone in school, make sure you know how to contact the school

☒ DON'TS

○ Become involved in bullying

Designated Safeguarding Lead who can provide specific help and support.activities
Bullying, including cyberbullying, is considered a criminal offense in many countries and can inflict lasting damage to the person(s) who is being bullied.

Parent Note

- Please teach your children the safeguards for the above scenarios and ensure they follow the below guidelines in cases where bullying might be happening:
- Notify a parent or guardian (someone whom you trust) about the incident immediately
- Don't respond, forward or delete any of the offensive messages
- Obtain screenshots and gather as many details as possible about the profile that has been sending offensive messages
- Tell your teacher / school Safeguarding Lead or other trusted adult as soon as possible.

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Signed... Date....................................

Vice Principal

Signed... Date....March 2023..........................

Principal/CEO

Policy review date: January 2024