



المدرسة الإنجليزية الخاصة
THE ENGLISH PRIVATE SCHOOL

Umm Al Quwain

Tel : +971-7649799, Fax : +971-7649899

Website : www.teuag.com email : teschool@emirates.net.ae

STAFF ACCEPTABLE USE POLICY AGREEMENT
{To be Signed & Returned by Employees}

SCHOOL POLICY

New technologies have become integral to the lives of children and young people in today's society, both within schools / academies and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe access to the internet and digital technologies at all times.

This Acceptable Use Policy is intended to ensure:

- that staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that staff are protected from potential risk in their use of technology in their everyday work.

ACCEPTABLE USE POLICY AGREEMENT

I understand that I must use **The English Private School** systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users. I recognise the value of the use of digital technology for enhancing learning and will ensure that students / pupils receive opportunities to gain from the use of digital technology.

I will, where possible, educate the young people in my care in the safe use of digital technology and embed online safety in my work with young people.

- ❖ I understand that **The English Private School** will monitor my use of the school digital technology and communications systems.
- ❖ I understand that the rules set out in this agreement also apply to use of these technologies (e.g. Laptops, Email, Social Network etc.) out of school, and to the transfer of personal data (digital or paper based) out of school.
- ❖ I understand that the **The English Private School** digital technology systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school.)



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- ❖ I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- ❖ I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person; following school procedure.
- ❖ I will be professional in my communications and actions when using **The English Private School** ICT systems.
- ❖ I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- ❖ I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- ❖ **I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital / video images. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (eg on the School website / Social Networks) it will not be possible to identify by name, or other personal information, those who are featured.**
- ❖ **I will only use social networking sites in school in accordance with the school's policies.**
- ❖ I will establish communication channels with students and parents only after getting the consent from the school and any such communication will be professional in tone and manner.
- ❖ **When I use my devices (laptops / tablets / mobile phones / USB devices etc) in school, I will follow the rules set out in this agreement, in the same way as if I was using the School equipment. I will also follow any additional rules set by the The English Private School about such use.**
- ❖ I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes).
- ❖ I will ensure that my data is regularly backed up, in accordance with relevant school / academy policies.
- ❖ I will not try to upload, download or access any materials which are illegal (child abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- ❖ **I will not try (unless I have permission) to make large downloads or uploads that**



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might take up internet capacity and prevent other users from being able to carry out their work.

- ❖ I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless this is allowed in the **The English Private School** policies or discussed with the computing coordinator.
- ❖ I will not disable or cause any damage to school / academy equipment, or the equipment belonging to others.
- ❖ I will only transport, hold, disclose or share personal information about myself or others, as outlined in the **The English Private School Data Policy** (or other relevant policy). Paper based Protected and Restricted data must be held in safe custody.
- ❖ I understand that data protection policy requires that any staff or student / pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school / academy policy to disclose such information to an appropriate authority.
- ❖ **I will securely keep all Student-Parent Information in my Personal Laptop / Google Drive/Microsoft One Drive.**
- ❖ **I will limit the use of USB Pen drives and if necessary, will use it properly & securely.**
- ❖ Where work is protected by copyright, I will not download or distribute copies (including music and videos).
- ❖ I understand that I am responsible for my actions in and out of the **The English Private School**.
- ❖ I understand that this Acceptable Use Policy applies not only to my work and use of school / academy digital technology equipment in school, but also applies to my use of school / academy systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the school / academy
- ❖ **I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include severe disciplinary proceedings like a warning memo, a suspension, termination or reporting to Local Authority / Police in the event of illegal activities. (Refer Employees Professional Code of Conduct)**



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EXAMPLES OF UNACCEPTABLE USE

I WILL NOT:

- ❖ Use school technologies in a way that could be personally or physically harmful.
- ❖ Attempt to find inappropriate images or content; intent to seek inappropriate images or content is a violation of this Acceptable Use Policy.
- ❖ Create a personal mobile “hot-spot” or utilize a “proxy site” for the purpose of circumventing network safety measures and filtering tools.
- ❖ Create, distribute or deploy multi-user servers or gaming software on or within the school network.
- ❖ Engage in cyber bullying, harassment, or disrespectful conduct toward others.
- ❖ Try to find ways to circumvent the school’s safety measures and filtering tools; intent to circumvent safety measures and filtering tools is a violation of this Acceptable Use Policy.
- ❖ Use school technologies to send spam or chain mail.
- ❖ Post or otherwise disclose personally-identifying information, about myself or others.
- ❖ Use language online that would be unacceptable in the classroom.
- ❖ Use school technologies for illegal activities or to pursue information on such activities.
- ❖ Attempt to hack or access sites, servers, or content that isn’t intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

DISCIPLINARY PROCEDURES

1. The Management may suspend employee in the following cases:

- ❖ Any serious misconduct committed by an employee
- ❖ Any criminal case against an employee which under investigation or under trial
- ❖ An employee who has been detained in custody by competent authority and custody in more than 48 hours
- ❖ Any employee who is absent more than 30 days continuously without prior sanction of leave
- ❖ Suspended Employee will not be eligible for any wages during the period of Suspension

PROCEDURE FOR PENALTY

CLASSIFICATION OF PENALTIES



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The School Management may place an employee under disciplinary action for good and sufficient reason including the breach of one or more of the provisions of the Code of Conduct. The following penalties may be imposed upon the employee:

A. Minor Penalties:

1. Warning Memo
2. Temporary Suspension from Service
3. Reduction or Demotion in Lower Salary Grade

B. Major Penalty:

1. Reduction in Salary Grade.
2. Removal from Service.

PROCEDURE FOR IMPOSING PENALTY

If any employee commits misconduct or violates the code of conduct, the concerned employees shall be issued show cause notice which will give details of misconduct and concerned employees shall be given seven days time from the date of receipt of Show Cause Notice to submit the explanation.

In case the explanation is not found to be satisfactory and depending on the seriousness of misconduct, Minor or Major Penalty as mentioned in the above may be imposed by issuing the order in writing.

AMENDMENTS

The School may amend, modify, delete or add to these Rules, from time to time and all such amendments, modifications or additions shall take effect from the date as stated therein and shall be binding on all employees.

Related Documents to read

1. *Child Safety & Protection Policy – Whole School*
2. *Online Safety Policy – Whole School*
3. *Acceptable Usage Policy – Student & Staff*
4. *Mobile Phone Usage Policy - Parent, Student & Staff*
5. *Social Media Usage Policy – Parent, Student & Staff*
6. *Cyber Bullying / Anti Bullying Policy*
7. *Data Protection & Privacy Policy*
8. *Employees Professional Code of Conduct*

I have read and understand the above and agree to use the school digital technology systems (both in and out of school) and my own devices (in school and



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when carrying out communications related to the school) within these guidelines.

Staff Name :

Department :

(Date & Sign)

(School Seal)