



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

ONLINE SAFETY POLICY DOCUMENT

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1. *Child Safety & Protection Policy – Whole School*
2. *Acceptable Usage Policy – Student/Parent , Staff , Guest/Visitors*
3. *Mobile Phone Usage Policy – Parent, Student & Staff*
4. *Social Media Usage Policy -- Parent, Student & Staff*
5. *Cyber Bullying / Anti Bullying Policy*
6. *Data Protection & Privacy Policy*

Drafted by	Mr. VINOD.S.PILLAI (School Coordinator)
Reviewed by	Online Safety Group
Date	March 2021
Approved by	School Top Level Management
Next Review	March 2022

Reviewed & Updated : March 2021



ONLINE SAFETY POLICY

1. SCOPE

The English Private School is committed to promoting and safeguarding the welfare of all students and an effective online safety strategy is paramount to this. This is particularly important with regard to the Prevent strategy, as a large portion of cases of radicalisation happen through the online medium.

The aims of the School's online safety strategy are threefold:

- ❖ **To protect the whole School Community from illegal, inappropriate and harmful content or contact;**
- ❖ **To educate the whole School Community about their access to and use of technology; and**
- ❖ **To establish effective mechanisms to identify, intervene and control illegal & inappropriate incidents**

This policy applies to all members of the School community, including Staff, Students, Parents and Visitors, who have access to the School's Technology whether on or off School premises, or otherwise use Technology in a way which affects the welfare of other students or any member of the School community or where the culture or reputation of the School is put at risk.

The following policies, procedures and resource materials are also relevant to the School's Online Safety practices:

- **Acceptable Use Policy for Students**
- **Acceptable Use Policy for Staff**
- **Acceptable Use Policy for Guest/Visitors etc**
- **Online Safety Procedure Flowchart**
- **Mobile Phone Usage Policy**
- **Data Protection Policy**
- **Social Media Usage Policy**
- **Child Protection Policy**
- **Anti-Bullying Policy**
- **Staff Code of Conduct**
- **Privacy Notice**

These policies procedures and resource materials are available to all on School Website (www.teuag.com) and hard copies are available on request.

This is a whole School policy and applies to all sections of the School.



2. ROLES & RESPONSIBILITIES

TOP LEVEL MANAGEMENT TEAM	
NAME	DESIGNATION
Mr. JAFFER ABDULLA HUSAIN AL MULLA	CHAIRMAN
Mr. M.K CHERIAN	MANAGING DIRECTOR
Mrs. ELIZABETH CHERIAN	PRINCIPAL
Mr. YOUSEF EL FARMAWI	GENERAL MANAGER
Mr. M.K THOMAS	MANAGER
Mr. VINOD. S. PILLAI	SCHOOL COORDINATOR

- ❖ The Top-Level Management as proprietor has overall responsibility for safeguarding arrangements within the School, including the School's approach to online safety and the use of technology within the School.
- ❖ The Top-Level Management is required to ensure that all those with leadership and management responsibilities at the School actively promote the well-being of students.
- ❖ The Top-Level Management will undertake an **annual review of the School's Safeguarding Procedures** and their implementation, which will include consideration of the effectiveness of this policy and related policies in meeting the aims of Policies.



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ONLINE SAFETY GROUP

NAME	DESIGNATION
Mrs. ELIZABETH CHERIAN	PRINCIPAL - TEAM LEADER
Mr. YOUSEF EL FARMAWI	GENERAL MANAGER
Mr. M.K THOMAS	MANAGER
Mr. VINOD. S. PILLAI	SCHOOL COORDINATOR (E-SAFETY COORDINATOR)
Mrs. BINDU THOMAS (Grd 9 -12) Mr. P.J VARGHESE (Grd 5 - 8) Mrs. SILVEY VARGHESE (Grd 3 - 4) Mrs. PREETHI K.V (Grd 1 - 2) Mrs. JEAN D'COUTA (KG) Mrs. RISWANA KHAN (KG)	SUPERVISORS (KG , CYCLE 1, 2 & 3)
Mrs. YOUSRA JAFFER (ARABIC) Mrs. KAWTHER HAMDA (Sp. ARABIC)	SUPERVISORS (ARABIC & SPECIAL ARABIC)
Mrs. SREELEKSHMI (IT DEPARTMENT) Mrs. HOWAIDA AMIN	TEACHER REPRESENTATIVES
Mr. MAHMOUD IBRAHIM	SAFETY OFFICER
Mr. IBRAHIM ELSBAEI (for BOYS) Mrs. SAWSAN EL SAYED (for GIRLS)	SOCIAL WORKERS
Mrs. SHIN AIPPUNNI	SCHOOL CLINIC NURSE
PARENT REPRESENTATIVES	
STUDENT REPRESENTATIVES	



- ❖ The Principal has overall executive responsibility for the safety and welfare of members of the School community.
- ❖ The Designated **ONLINE SAFETY GROUP** constitute senior members of staff from the Senior Leadership and School Management Team with lead responsibility for safeguarding and child protection. The responsibility of the **ONLINE SAFETY GROUP** includes managing safeguarding incidents involving the use of Technology in the same way as other safeguarding matters, in accordance with the School's Safeguarding & Child Protection Policy.
- ❖ The **ONLINE SAFETY GROUP** will work with the IT Department in monitoring Technology uses and practices across the School and assessing whether any improvements can be made to ensure the online safety and well-being of students.
- ❖ The **ONLINE SAFETY GROUP** will regularly monitor the Technology Incident Log maintained by the IT Manager.
- ❖ The **ONLINE SAFETY GROUP** will regularly update on the operation of the School's safeguarding arrangements, including online safety practices.

Online safety groups can support many of the associated tasks:

- ❖ Producing and reviewing policies
- ❖ Mapping, planning and reviewing the online safety curriculum
- ❖ Producing, reviewing and monitoring the school filtering policy
- ❖ Consulting with stakeholders
- ❖ Raising awareness throughout the community
- ❖ Auditing online safety practice and policy compliance
- ❖ Creating and implementing an online safety action plan
- ❖ Reporting regularly to the School Management to help inform them of existing practice and concerns



ONLINE SAFETY LEADER

POLICIES AND PROCEDURES

- ❖ Act as a named point of contact on Online Safety issues and liaise with other members of staff as appropriate.
- ❖ Ensure policies and procedures that incorporate Online Safety concerns are in place.
- ❖ Verify Online safety incidents and actions taken, in accordance with the school's normal child protection mechanisms.
- ❖ Ensure the whole school community is aware of what is safe and appropriate online behaviour and understand the sanctions for misuse.

INFRASTRUCTURE

- ❖ Work with the Senior Leadership Team and IT Department, to ensure that appropriate filtering and monitoring is in place.
- ❖ Take appropriate action in line with child protection policies and procedures, if the filtering system and monitoring approaches identify any causes for concern.
- ❖ Ensure Data Protection Policy is in place.

EDUCATION

- ❖ Implement regular Online safety training for all members of staff.
- ❖ Work with staff to ensure that appropriate online safety education is embedded throughout the curriculum;
- ❖ Promoting the responsible use of technology and empowering children to keep themselves and others safe online.
- ❖ Actively engage with School Events to promote positive online behaviour, e.g. Safer Internet Day and Anti-Bullying Week etc.
- ❖ Ensure that online safety is promoted to Parents.
- ❖ Own knowledge and skill are refreshed at regular intervals to to keep up-to-date with current trends & issues

STANDARDS & MONITORING

- ❖ Evaluate the delivery and impact of the settings online safety policy and practice
- ❖ Review the reported online safety incidents and improve future areas of teaching, training and policy development
- ❖ Feedback online safety issues to the management/leadership team and other agencies, where appropriate.



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E-SAFETY COORDINATOR

- ❖ Review of Online Safety policies and documents
- ❖ Coordinate and monitor a progressive online safety curriculum for students
- ❖ Lead the Online Safety Group Meetings to discuss incidents and developments
- ❖ Ensure all staff are aware of the procedures outlined in policies relating to online safety
- ❖ Ensure that there is appropriate and up-to-date Anti-virus Software and Anti-spyware on the School Network, Office Computers & Laptops and that this is reviewed and updated on a regular basis.
- ❖ Work alongside with the IT related Third Parties to implement/manage IT Infra Structure & other related activities

ACADEMIC SUPERVISORS

(incl. TEACHERS)

- ❖ Promote the importance of e-safety within school as part of its duty of care to ensure the safety of their Students and Staffs.
- ❖ Establish and maintain a safe ICT learning environment within the school.
- ❖ Check the filtering levels are appropriate for their students and staffs and are set at the correct level.
- ❖ Ensure that children are safe from terrorist and extremist material when accessing the internet in school
- ❖ Report to the Online Safety Leaders (Principal/E-Safety Coordinator) of any new or arising issues and risks that may need to be included within policies and procedures.
- ❖ Report accidental access to inappropriate materials to the Online Safety Leaders (Principal/E-Safety Coordinator) in order that inappropriate sites are added to the restricted list.
- ❖ Ensure that all personal storage devices (i.e. memory sticks) used by staff members to hold sensitive information are secured and protected
- ❖ Use anti-virus software and check for viruses on their work laptop, memory stick or a CD ROM when transferring information
- ❖ Be up-to-date with E-Safety knowledge that is appropriate for the age group and reinforce through the E-Safety Curriculum.
- ❖ Develop proper communication links with the Parents & the wider community and



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ensure that this E-safety Awareness, different policies and procedures, the benefits and the potential issues related to technologies have reached to them effectively.

DEPARTMENT OF ICT

- ❖ Maintain the Technology Incident Log and bringing any matters of safeguarding concern to the attention of the ONLINE SAFETY GROUP in accordance with the School Policies and Procedures.
- ❖ Maintain Logs of all Reported Incidents
- ❖ Coordinate & monitor the progressive online safety curriculum for students
- ❖ Conduct a Security Check and monitoring of the ICT systems on a monthly basis
- ❖ Support and advise on the implementation of 'appropriate filtering and monitoring'
- ❖ Monitoring of the School internet access where necessary, and regular reviews

SUPPORTING STAFFS

- ❖ The School staff have a responsibility to act as a good role model in their use of Technology and to share their knowledge of the School's policies and of safe practice with the students.
- ❖ Staff are expected to adhere, so far as applicable, to each of the policies
- ❖ Staff have a responsibility to report any concerns about a student's welfare and safety in accordance with all the School policies

STUDENTS

They Are responsible for using the school ICT systems in accordance with the **Student Acceptable Usage Policy**, which they will be expected to sign

- ❖ Need to have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- ❖ Need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
- ❖ Will be expected to know and understand school policies on the use of mobile phones, digital cameras and hand held devices.
- ❖ They should also know and understand school policies on the taking / use of images, use of social networking sites and on cyber-bullying
- ❖ Should understand the importance of adopting good E-Safety practice when



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using digital technologies out of school and realise that the school's E-Safety policy covers their actions out of school, if related to the use of an externally available web based system, provided by the school

PARENTS

The role of parents in ensuring that students understand how to stay safe when using Technology is crucial. The School expects parents to promote safe practice when using Technology and to:

- ❖ Support the School in the implementation of this policy and report any concerns in line with the School's policies and procedures;
- ❖ Talk to their child to understand the ways in which they are using the internet, social media and their mobile devices and promote responsible behaviour; and
- ❖ Encourage their child to speak to someone if they are being bullied or otherwise are concerned about their own safety or that of another pupil or need support.
- ❖ **If parents have any concerns or require any information about online safety, they should inform :**
 1. **The Principal (E-Safety Leader)**
 2. **Supervisors**
 3. **Social Workers**
 4. **Download "Online Safety Incident Report Form" from School Website (www.teuag.com) , fill up the details and send to (Confidential E-Mail)**

: tesreportingparents@gmail.com



3. EDUCATION & TRAINING PROGRAMS

EDUCATION : STUDENTS (PROGRESSIVE E-SAFETY CURRICULUM)

There is a planned and progressive E-Safety awareness delivered throughout the school. Learning opportunities are embedded into the curriculum and shared through assemblies throughout the school and are taught in all year groups.

E-Safety education is provided in the following ways :

- ❖ **The safe use of Technology is integral to the School's Curriculum.** Students are educated in an age appropriate manner about the importance of safe and responsible use of Technology, **including the Internet, Social Media and Mobile Electronic Devices** (see **PROGRESSIVE E-SAFETY CURRICULUM**).
- ❖ The safe use of Technology is a focus in all areas of the curriculum and **key safety messages are reinforced as part of Assemblies, Seminars , Presentations & Activities** to provide awareness :-
 - ✓ **about the risks associated with using the Technology** and how to protect themselves and their peers from potential risks;
 - ✓ to be **critically aware of content they access online** and guided to validate accuracy of information;
 - ✓ how to **recognise suspicious, bullying, radicalisation and extremist behaviour**;
 - ✓ the **definition of cyberbullying, its effects on the victim and how to treat each other's online identities with respect**;
 - ✓ how to report cyberbullying and/or incidents that make students feel uncomfortable or under threat and how the School will **deal with those who behave badly**.
- ❖ Students are aware of the **Student Acceptable Usage Policy** and are encouraged to adopt safe and responsible use of ICT, the internet and mobile devices both within and outside school
- ❖ Students are taught to acknowledge the source of information used and to **respect copyright** when using material accessed on the internet
- ❖ Students are taught the importance of **information security and the need to keep**



information such as their password safe and secure

EDUCATION : STAFF

All staff receive E-Safety training and understand their responsibilities, as outlined in this policy.

Training is offered as follows :

- ❖ The School provides formal training on the safe use of Technology to staff so that they are aware of how to protect students and themselves from the risks of using Technology and to deal appropriately with incidents involving the use of Technology when they occur.
- ❖ Training for new staff includes guidance on this policy as well as the **Staff Code of Conduct, Email & Internet Policy and Professional Use of Social Media Guidelines Policy**.
- ❖ Staff also receive **Data Protection Guidelines** and at regular intervals afterwards.
- ❖ The frequency, level and focus of all such training will depend on individual roles and requirements and will be provided as part of the School's overarching approach to safeguarding.
- ❖ School E-Safety policy and its updates are presented to and discussed by staff

EDUCATION : PARENTS

- ❖ The school provides information and awareness to parents through E-Safety Awareness Sessions
- ❖ Updates through Circulars, Social Media Messages etc
- ❖ Information is available to parents via the **School Website (www.teuag.com)**.
- ❖ Parents are encouraged to read the Acceptable Use Policy for Students with their son/daughter to ensure that it is fully understood.

4. DIGITAL CITIZENSHIP - STUDENTS

Digital citizenship refers to the **responsible use of technology** by anyone who uses computers, the Internet, and digital devices to engage with society on any level.



It encompasses **digital literacy, ethics, etiquette, online safety, norms, rights, culture** and more. A digital citizen is one who knows **what is right and wrong, exhibits intelligent technology behavior, and makes good choices** when using technology.

Major Elements of Digital Citizenships are

- ❖ **RESPECT - Digital Access, Digital Manners, Digital Laws**
- ❖ **EDUCATE – Digital Communication, Digital Literacy, Digital Commerce**
- ❖ **PROTECT – Digital Rights & Responsibilities, Digital Safety & Security**
Digital Health & Wellness

5. ACCESS TO SCHOOL TECHNOLOGY

{ IT INFRASTRUCTURE, FILTERING, MONITORING }

School infrastructure / network is as safe and secure as is reasonably possible. The school is responsible for ensuring that policies and procedures approved within this policy are implemented.

- ❖ Servers, Wireless systems and Cabling are securely located and access is restricted
- ❖ The Server & Office Workstations are protected by up-to-date Anti-Virus software
- ❖ School IT infrastructure Installations, Services & Maintenances are done by a Third Party Agency through an AMC.

USE OF INTERNET

- ❖ The School provides Internet Access to all Staffs and on special situations to Students of Grade 11 & 12 . Students and staff must comply with the respective Acceptable Use of Technology Policy when using School Technology.
- ❖ Students and Staff require an Individual Voucher Code to access the School's Internet which must not be disclosed to any other person. **The Internet Connection is restricted to 2 Devices per each Staff.**
- ❖ Wifi password, which is changed on a regular basis, must be obtained from the Technical Department in order to use the Wi-Fi. Use of this service will be logged



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and monitored by the Technical Department.

- ❖ The Web Content filtering is applied and updated on a regular basis

BRING YOUR OWN DEVICE (BYOD)

- ❖ Users who connect their own devices to the school's network are bound by the school's policies
- ❖ The school adheres to the principles of the Data Protection Act.
- ❖ All users are provided with and accept the relevant **AUP agreement**.
- ❖ All school network systems are secure and the wireless network is configured to require logins (**User Vouchers**) so that users can be identified
- ❖ Devices connected to the school's network are covered by the school's normal filtering systems.

USE OF MOBILE ELECTRONIC DEVICES

- ❖ Students are not permitted to bring their Mobile to School. In special cases, it can be allowed with prior permission from the Principal
- ❖ **The School has appropriate filtering and monitoring systems in place to protect Staff connecting their Devices to School Internet**
- ❖ The School rules about the use of mobile electronic devices are set out in the Acceptable Use of **Technology Policy & Mobile Usage Policy**.
- ❖ The use of mobile electronic devices by staff is covered in the staff Code of Conduct. Personal Laptop / Notebook devices (BYOD) are allowed be used for School Purposes except in an emergency.
- ❖ The School's policies apply to the use of Technology by Staff and Students whether on or off the School premises and appropriate action will be taken where such use affects the welfare of any member of the Community or where the culture or reputation of the Nation is put at risk.

6. EXPECTED CONDUCT & INCIDENT MANAGEMENT

EXPECTED CONDUCT

In the School, all users (Student/Staff/Visitors/Contractors etc) :-

- ❖ Are responsible for using the school IT and communication systems in accordance with Acceptable Use Policy which they will be expected to Sign & Return



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- ❖ Need to understand the importance of misuse or access to inappropriate materials and are aware of the consequence
 - ❖ Need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
 - ❖ Should understand the importance of adopting good online safety practice when using digital technologies out of school and realise that the school's Online safety & Acceptable Use Policy covers their actions out of school, if related to their membership of the school
 - ❖ Will be expected to know and understand school policies on the use of mobile phones, digital cameras and hand-held devices. They should also know and understand school policies on the taking / use of images and on cyberbullying.
- **Staff are responsible for reading the school's Online safety & Acceptable Use Policy and using the school IT and communication systems accordingly, including the use of mobile phones, and hand held devices.**
 - **Students should have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations.**

STAFF, VOLUNTEERS AND CONTRACTORS

- Know to be vigilant in the supervision of children at all times, as far as is reasonable, and uses common-sense strategies in learning resource areas where older Students have more flexible access
- Know to take professional, reasonable precautions when working with students, previewing websites before use

PARENTS/GUARDIAN

- Should provide consent for Students to use the Internet, as well as other technologies, as part of the online safety acceptable use agreement form at time of their child's entry to the school
- Should know and understand what the 'rules of appropriate use' are and what sanctions result from misuse



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INCIDENT MANAGEMENT STRATEGIES

Staff, students and parents are required to report incidents of misuse or suspected misuse to the School in accordance with this policy and the School's safeguarding and disciplinary policies and procedures.

GENERAL STRATEGIES

- ❖ **ONLINE SAFETY GROUP** constituted with a clear definition of each Members Roles & Responsibilities
- ❖ **ACCEPTABLE USE POLICY** to be signed by **STAFF / STUDENT / PARENT / VISITORS & CONTRACTORS**
- ❖ Implemented **school-wide policies** and aligned with **Acceptable Usage** { CYBER BULLYING, SOCIAL MEDIA USAGE, MOBILE PHONE USAGE etc}
- ❖ **Progressive e-Safety Curriculum** for Students with emphasis to **Digital Citizenship**)
- ❖ **E-Safety Training Programs for School Staffs**
- ❖ Parent Awareness programmes about digital technology

INTERNET ACCESS, SECURITY (FIREWALL & VIRUS PROTECTION) AND WEB FILTERING

There are a number of technological tools that schools will implement to safeguard Students/Staff and the System itself:

- ❖ **A Firewall and Virus Protection.**
- ❖ **Filtering and Content control** – to minimise access to inappropriate content via the school network.
- ❖ **Monitoring Systems** - to keep track of who downloaded what, when they downloaded it, and using which computer.
- ❖ **Staff assistance** to preview websites before use during **IT Practical Sessions.**



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USER ACCESS

- ❖ Access to School Information System is restricted through Secure Login & Password (appropriate to the Employees Designation)
- ❖ Access to School Internet/Wifi Connectivity through Secured Login
- ❖ Does not allow any outside agencies to access our network remotely except where there is a clear professional need

PASSWORD POLICY

- ❖ This school makes it clear that staff and staff must always keep their password private, must not share it with others and must not leave it where others can find
- ❖ All staff have their own unique username and private passwords to access school Network. Staff are responsible for keeping their password private
- ❖ We require staff to use “strong” passwords

SANCTIONS FOR UNACCEPTABLE USE

UNACCEPTABLE USE BY STUDENTS

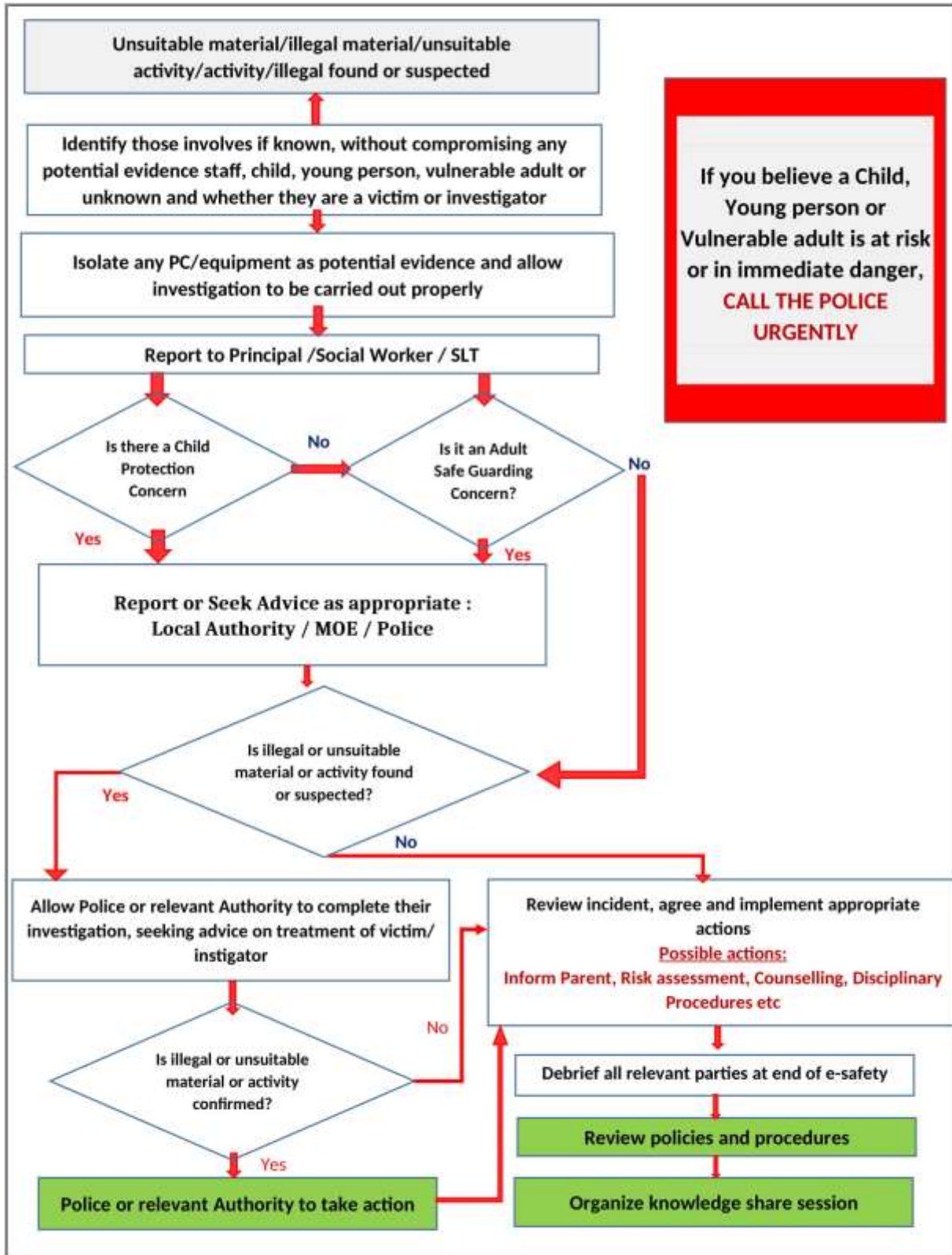
- ❖ Anyone who has any concern about the misuse of Technology by students should report it so that it can be dealt with in accordance with the **School's Behaviour and Discipline Policies, including the Anti-Bullying / Cyber Bullying Policy** where there is an allegation of cyberbullying.
- ❖ Anyone who has any concern about the welfare and safety of a student must report it immediately in accordance with the School Safety Policies.

UNACCEPTABLE USE BY STAFF

- ❖ Anyone who has any concern about the misuse of Technology by staff should report it in accordance with the **Professional Code of Conduct** so that it can be dealt with in accordance with the staff disciplinary procedures.
- ❖ If anyone has a safeguarding-related concern, they should report it immediately so that it can be dealt with in accordance with the procedures for reporting and dealing with allegations of abuse against staff set out in the school safety policies



7. MANAGING E-SAFETY INCIDENTS - FLOWCHART





8. DATA PROTECTION / DIGITAL IMAGES & VIDEOS

Personal data of Students & Parents will be recorded, processed, transferred.

The personal data must be:

- ❖ Fairly and lawfully processed
- ❖ Processed for limited purposes
- ❖ Adequate, relevant and not excessive
- ❖ Processed in accordance with the data subject's rights
- ❖ Secure
- ❖ Only transferred to others with adequate protection

The school will ensure that:

- ❖ It will hold the minimum personal data necessary to enable it to perform its function and it will be used for the purposes it was collected for.
- ❖ Every effort will be made to ensure that data held is accurate, up to date
- ❖ **The School has a Data Protection Policy**
- ❖ Arrangements for the security, storage and transfer of personal data
- ❖ **DATA BACKUP:** Students/Parents Data are kept on the School Local Server (with Cloud Backup)
- ❖ **Access to Student/Parent Data is restricted through Secure Login** (appropriate to the Employees Designation)
- ❖ Minimum Details (like Student Name, Roll No, Date of Birth, Nationality etc) are allowed to store / process/ transfer in Portable Storage Devices.
- ❖ Instructed the Staffs to keep the personal data safe & secure , to minimize the risk of its misuse.
- ❖ All office Computers are protected with approved virus and malware checking software



9. MONITORING & REVIEW

The Online safety & Acceptable Use Policy will be reviewed in conjunction with the following policies:

- ❖ Anti Bullying/Cyber Bullying Policy
 - ❖ Social Media & Mobile Phone Usage Policy
 - ❖ Student Behaviour & Staff Behaviour Policies
 - ❖ Child Protection Policy
 - ❖ Data Protection Policy
-
- ❖ **E- Safety Coordinator who will be responsible for the review and updates of Policies**
 - ❖ **The Online safety & Acceptable Use Policy will be reviewed every year or when any significant changes occur with regard to the technologies in use within the school.**
 - ❖ **There is widespread ownership of the policy and it has been agreed by the Online Safety Group and approved by the School Management**
 - ❖ **All amendments to the school Policies will be discussed in detail with all members of staff at the beginning of each Academic year or when any significant change occur.**
-
- ❖ All serious incidents involving the misuse of Technology will be recorded in the **E-Safety Incident Log by the reporting personal**. Incident Log is to be kept in the safe custody of the **ONLINE SAFETY GROUP**
 - ❖ The **ONLINE SAFETY GROUP** has responsibility for the implementation and review of this policy and will consider the record of incidents involving the misuse of Technology and the logs of illegal/inappropriate internet activities (including sites visited) as part of the ongoing monitoring of safeguarding procedures, to consider whether existing security and online safety practices within the School are adequate.



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10. COVID-19 ADDENDUM

ONLINE SAFETY IN SCHOOL

We will continue to have appropriate filtering and monitoring systems in place in school.

OUTSIDE SCHOOL

- ✓ Where staff are interacting with children online, they will continue to follow our existing Employee Code of conduct/Acceptable Use Policy & other relevant policies.
- ✓ We will follow our reporting procedures as set out in this Policy signpost them to other sources of support too



11. COMMUNICATION CHANNEL – E-SAFETY INCIDENT REPORTING

HOW DOES THE HELPLINE WORK?

- ❖ When you call any of these numbers, you will be talking to an actual person -- not a recording.
- ❖ You may or may not to give any information which might identify you. This keeps your identity confidential.

WHAT INFORMATION SHOULD BE REPORTED?

ONLINE SAFETY INCIDENTS like :

- ❖ Cyber Bullying / Harassment
- ❖ Deliberately bypassing Security or Access
- ❖ Accessing unsuitable contents in Internet
- ❖ Racist/ Religious hate materials
- ❖ Extremism
- ❖ Materials of Sexual Nature
- ❖ Other Incidents related to Internet

WHO CAN CALL THE SAFE SCHOOLS HELPLINE?

This helpline is here to help you:

- ❖ Students
- ❖ Teachers
- ❖ School Staff
- ❖ Parents
- ❖ Other Community members related to School

Remember, what affects your school, affects you and your community.

WHAT WE NEED TO KNOW WHEN YOU CALL:

- ❖ What you are reporting? (complaint, problem, suggestion)
- ❖ What time did or when will the incident occur?
- ❖ Inside or Outside the School?
- ❖ Who is the suspect?
- ❖ How can we get in touch with you? (OPTIONAL)



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

SUPERVISORS

Mrs. BINDU THOMAS (Grade 9 to 12)	055-8112771
Mrs. YOUSRA JAFFER ABDULLA (Arabic)	056-1199617
Mrs. KAWTHER HAMADA (Sp. Arabic)	056-6065795
Mr. VARGHESE P.J (Grade 5 to 8)	055-6215282
Mrs. SILVEY VARGHESE (Grade 3, 4)	050-2178688
Mrs. PREETHI K. V (Grade 1 & 2)	056-1809312
Mrs. RIZWANA KHAN (KG - 1 & 2)	050-9856266
Mrs. JEAN D'COUTA (KG - 1 & 2)	050-4886476

SOCIAL WORKERS

Mr. IBRAHIM ELSBAEI	055-8112771
Mrs. SOWSAN EL SAYED	056-2356027

TECHNICAL HELP - IT DEPARTMENT

Mrs. SREELEKSHMI SUNILDAS	0582543669
Mrs. REMYA JINEESH	0544994819

CONFIDENTIAL EMAIL REPORTING

Download "Online Safety Incident Report Form" from School Website

(www.teuag.com), fill up the details and send to (Confidential E-Mail)

tesreportingparents@gmail.com



12. USEFUL RESOURCES & REFERENCES /LINKS

- ❖ [Emirates Safer Internet Society \(UAE\)](#)
- ❖ [Internet Guidelines - About TRA \(UAE\)](#)
- ❖ [E-safety for Schools | NSPCC Learning](#)
- ❖ [Essential Elements of Digital Citizenship](#)
- ❖ [Digital Citizenship Curriculum](#)
- ❖ [E-safety developing whole-school policies to Support Effective Practices](#)
- ❖ [Cyberbullying Guidance for schools](#)

- ❖ [Media regulation - The Official Portal of the UAE Government](#)

- ❖ [Digital technology - A safe-use guide for schools](#)



E-SAFETY INCIDENT REPORT FORM

This form should be kept securely in file.

DETAILS OF INCIDENT

Reporting Date :

Date of Incident :

Time of Incident :

Name & Designation of Person Reporting Incident

Where did the incident occur?

Inside the School

Outside the School

Who was involved in the incident?

Student

Staff Member

Other (Please Specify) :

Name & Details of Persons/Students Involved

Type of incident :

Cyber Bullying / Harassment

Deliberately bypassing Security or Access

Accessing unsuitable contents in Internet

Racist/ Religious hate materials

Extremism

Materials of Sexual Nature

Others (Please Specify) :



Nature of Incident

1. Deliberate Access

The Material was

Created Viewed Printed Shown to others Distributed

2. Accidental Access

The Material was

Created Viewed Printed Shown to others Distributed

Description of Incident :

ACTION TAKEN

Discussion with the Child Informed the Parent Reported to Supervisor
Reported to Social Worker Referred to Online Safety Group
Reported to Police Disciplinary Action to be Taken
Online Safety Policy to be Reviewed /Modified

OUTCOME OF INCIDENT/INVESTIGATION

{ To be signed & closed by Authorised Person }

(**PRINCIPAL**)

(Date & Sign)