



المدرسة الهندية الدولية ذ.م.م
**INDIA INTERNATIONAL
SCHOOL LLC - SHARJAH**



ACCEPTABLE USAGE POLICY 2022 - 2023



ACCEPTABLE USAGE POLICY

Introduction

At India International School, we believe that the incredible value for technology and information network is an educational resource which will surpass the potential risk with appropriate E- Safe knowledge to our children. We want to foster our students to thrive in the 21st Century with the state of art facilities to accomplish their goals by ensuring their online safety as a top priority. In IIS, we feel that access to the tools and resources digital world is required to progress. Hence, Policies are determined to safeguard the internet usage for staff and students as per the e-safety precautionary measures.

An ACCEPTABLE USAGE POLICY (AUP) is a contract between the student and school that intends to retain and follow online cautiously. This rule allows them to explore the digital world as part of their education instead of accessing undesirable or unsafe sites.

The two main keys of AUP are:

- Secure students from the negative content of the internet and help to determine the use and effects with each other.
- Provide students with right to use digital media that supports in engage learning.

With AUPs, students agree to the responsibility of online and digital device usage.

Acceptable use policies are an essential part of the framework of information security policies. Hence, it is common practice to ask members of the organization to agree with AUP prior to the given access. It is to be clear that the most relevant points about do's and don'ts for the users are cleared with the IT system of the organization. It should refer users to the more all-inclusive security policy where relevant. It should also be defined with what authorization will be applied if a user breaks the AUP.

Goals and Objectives of AUP:

- Alerts the users to be accountable and associates with efficient and ethical use for technology resources.
- To ensure safe and responsible use of the internet for all school stake holders.
- To orient parents, students and teachers about the internet potential as a learning resource.
- Type of devices permitted.
- Appropriate rules for those using own systems.
- To orient the staff with instructions for using the school owned systems.



At IIS, the following are the set of Acceptable Usage Policy and guidelines mandatory to all the students at the school:

- Use only allotted accounts.
- Abstain from disclosing personal data about themselves as well as others.
- Students are oriented about acceptable and unacceptable Internet use.
- Students are taught about the safe use of the Internet by the computer faculties.
- Students are provided information to report immediately if they find unethical.
- Every student and staff must be aware about the significance of secret code security and the necessity to ensure log out after each use.

As per the policy freedom, if the student fails with any of the user's privacy and confidentiality use of the school's technology resources will be dismissed as the School disciplinary measures. At IIS, we have strong set of Acceptable Usage Policy and guidelines mandatory to all the students:

Acceptable Use:

- I will be responsible and will ensure maximum care while using the school IT equipment and use it wisely.
- I will only use school technology for educational purpose.
- I will have only positive and constructive discussion if allowed to use collaborative tools.
- I will inform teachers or staff members of the school immediately if I notice any harmful content.
- I will always use school equipment at appropriate time and place and for educational searches only.
- I will restrict sharing my username and password.

Unacceptable usage :

- Trying to find unsuitable pictures or content determined to seek unfitting images or content is against the policy.
- Involving in cyber bullying and inappropriate behavior towards others.
- Acknowledging and agreeing to meeting online strangers.
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Violation of the policy will lead to:

- If any school member violates the e-safety guidelines, disciplinary measures will be taken according to the code of conduct.

Screening and Monitoring:

- School management and the authorized employees will have a right to monitor the resources in terms of policy guidelines.
- School management will investigate and disclose if the information is found on school's network to safeguard the personal data.

Prepared on : April 2021

Reviewed on : April 2022

Next Review : April 2023


Dr. Manju Reji
Principal





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SOCIAL MEDIA GUIDELINES POLICY 2022 - 2023





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SCHOOL SOCIAL MEDIA GUIDELINES POLICY

At India International School, we understand the responsibility to educate our students in e-Safety issues; teaching them the appropriate behaviors and critical thinking to enable them to remain both safe and legal when using the internet and social media, in and beyond the context of the school.

Aim and Rationale on School Social media policy:

The main aim of School social media policy is to keep everyone within the school safe and within the protocol. Often the policies are segregated into two sections students and staffs.

- The purpose of this policy is to encourage value added practice, to protect the school and its staffs to promote the effective use of social media as part of the school activities.
- The policy covers personal and professional use of social media and aims to encourage its safe use by the school and its employees.
- The staffs will be extreme cautious when corresponding with the parent via social media, preferably using a school email address instead.
- Using the tightest privacy settings possible.
- Not discussing anything to do with school, students or other staff members or posting photos of school events.
- Only posting things that they would be happy to be attributed to them as a teaching/non teaching professional.

The school will take the following steps to ensure that reasonable steps taken to minimize the risk of harm to students, staff, and the school by limiting access to personal information.

e-safety orientation training has been endured to the students, parents teaching and non teaching staffs.

- Training Includes: acceptable use; social media risks; reviewing settings; privacy; reporting issues.
- Risk assessment, including legal risk.
- External organizations using the school's ICT facilities must adhere to the e-safety policy.

School staff should also ensure that: They do not engage in online discussions about personal matters of members of the school community. Security settings on personal social media profiles are regularly reviewed to minimize the risk of loss of personal information. The school's / academy's use of social media for professional purposes will be checked regularly by the senior



e-safety officer and e-safety committee to ensure compliance with the Social Media and Video Policies.

Social Media and Individual Publishing:

- The School has restricted access to social media sites.
- Students and parents will be suggested that the use of social media spaces outside the school is inappropriate e.g. Facebook, Instagram and Tiktok for young children.
- Students are advised to maintain confidentiality on each site and deny access to strangers.
- Students are asked to report to the concern authority if they come across any incidents of bullying.
- Educating the students about the consequences of revealing their personal details in social media.
- Instructing both the students and staffs about the security settings and how to protect their social media profile to minimize risk of misuse.
- Students and staffs are advised to take a minute to think before posting any content or picture on any social media website, mobile apps or any other online platforms.
- Making the students understand that if they see inappropriate image on any social or educational media site, they should turn off the computer and report immediately to a concern authority.
- School always ensures the responsibility to safeguard the students in the online platform.

On a student's entry to the school it will be adhered to take permission from the parents to take pictures of their wards to use in school website, in-display material that may be used in school's communal area or in general media for eg: Social media pages, Local or national Press releases or promoting the school in print posters. School also assures that student's names will not be published alongside their image and vice versa without permission from the parents. The authorized staff may only take photos of students in school and use only on school's digital devices. Any images of students within the school premises that are posted on the website or blog will have the required parental permission.

Guidelines for Staff and Students:

Students are particularly required to:

- Not allowed to join in any social networking sites if they are below the permitted age.
- Making them aware how to report abuse and inappropriate content.
- Students are instructed not to make any inappropriate comments (including in private messages) about the school.
- Parents will be informed if students are using social media during online class.

It is important to have a guideline for the students; how to use online platforms responsibly while considering values of the school.



- Students are welcomed to participate in online interactive sessions and events with the school online. Students are expected to behave responsibly by following the e-safety guidelines.
- Students are not allowed to post photos of other students without consent and any disrespect to the school community will result in disciplinary action.
- Students will be informed that the Internet use in the online class sessions will be monitored.
- The e-safety measurement strategies of school and its guidelines will be discussed with the students and every student are obliged to follow it.

Staff members are required to :

- The staffs are advised to post school activities and event's photo or video in the Social media page by following the school social media policy.
- It is not permissible for the teaching/ non teaching staffs to post contents of students to their personal account.
- Use caution if asked to share your date of birth, address and mobile number on any website.
- Avoid posting about personal schedules or situations
- The staff members of the school are expected to act professionally on social media if they wish to post any content related to school.
- All posts must follow the Social Media responsible guideline and the community of respect.
- Post about the day's activity after the fact posting what you will be doing next.
- Staff should always respect the privacy and confidentiality of the school community.
- Staffs should be aware that the use of social media accounts during the working time is not permitted.
- Any content or online activity which raises a safeguarding concern must be reported to the e-safety officer.

The social media policy will be reviewing and developing plans at a regular term basis in order to include new protocols.

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Manju
Dr. Manju Reji
Principal

