



Title	:	Acceptable Use Policy for Parents and Students
File Name	:	WIA/ACD-AUP-P&S/012
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Introduction

New technologies have become integral to the lives of students, both within schools 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.

Objective

This Acceptable Use Policy is to ensure:

- That our students will be responsible users and stay safe while using the internet and other communications technologies for educational, personal, and recreational use.
- That school computing systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school will ensure that students will have good access to computing to enhance their learning, and I expect the students and parents to agree to be responsible users.

Scope

The policy is applicable to all the students of Wise Indian Academy.

Acceptable Use Policy Agreement

I understand that my ward must use school ICT/computing systems in a responsible way, to ensure that there is no risk to their safety or to the safety and security of the Computing systems and other users.

Policy Statement

Student's Role

I understand that:

- The school will monitor my use of the computing systems and other digital communications on the school equipment.
- Sharing of passwords, PINs, or other authentic information is strictly prohibited. Everyone is responsible for his/her account(s), including the safeguarding of access to the account(s).



- The use of WISE resources, to access, further or otherwise participate in activity which is inconsistent with the mission of the school is prohibited. This includes, but is not limited to the following: illegal activity, hate speech, violent behaviour & bullying, spam, hacking, etc.
- The school computing systems are for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
- I need to respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I should not take or distribute images or videos of anyone without their permission. Capturing screenshots of any online class or any member of online class including teachers or students and posting it elsewhere is considered offensive.
- I should immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online. Will report any kind of safety issues or violations in any form to class teacher.
- I should not try to open any attachments to emails, unless I know and trust the person/ organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programs/apps.

Acceptable Use Rules/Agreements according to age group

Grades 1 and 2

This is how I keep ourselves SAFE online:

- I only use the devices that are ALLOWED.
- I CHECK before I use new sites, games or apps.
- I ASK for help if I am stuck.
- I THINK before I click.
- I KNOW people online aren't always who they say they are.
- I don't keep SECRETS just because someone asks me to.
- I don't change CLOTHES in front of a camera.
- I am RESPONSIBLE so I never share private information.
- I am KIND and polite to everyone.
- I tell a trusted adult if I am worried, scared or just not sure.

Grades 3 and 4

These are my rules for using the internet SAFELY and RESPONSIBLY.

- I use the internet to help us LEARN, and I will learn how to use the internet SAFELY and responsibly.



- I send emails and messages that are POLITE.
- APPROVAL from an adult may be needed before I email, chat to, or video-conference anyone at school.
- I never give out PASSWORD or PERSONAL INFORMATION. (like last name, address or phone number)
- I NEVER POST photographs or video clips without a teacher's permission and never include names with photographs.
- I never take images without permission or use images to cause upset or to bully.
- If I need help I know WHO and WHEN to ask.
- If I see anything on the internet or in an email or other electronic message that makes me UNCOMFORTABLE or appears unpleasant, I INFORM AN ADULT.
- If I receive a message sent by someone I do not know, I inform an adult.
- I aim to look after all my dear ones by using internet in a RESPONSIBLE WAY.

Grades 5 to 10

I will follow these guidelines while using the INTERNET

- I will only USE ICT SYSTEMS IN SCHOOL, including the internet, email, digital video and mobile technologies for school purposes.
- I accept that the SCHOOL MAY MONITOR my use of the internet at school and my school accounts.
- I will REPORT ANY PROBLEM accessing school given accounts immediately to the IT Administrator.
- I will NOT DOWNLOAD or INSTALL software on school technologies.
- I will only log on to the school network, other systems and resources with my own username and password and I will keep my USERNAME AND PASSWORD CONFIDENTIAL and change my password regularly.
- I will NOT BROWSE, UPLOAD, DOWNLOAD OR FORWARD material that could be considered OFFENSIVE OR ILLEGAL. I accept that breaching this will lead to DISCIPLINARY ACTION and my parents may be contacted. If I accidentally come across any such material I will report it to my teacher immediately.
- I will NOT RESPOND to offensive, abusive or rude messages. I will let a teacher know immediately if I am sent anything I do not feel comfortable with.
- I will NOT GIVE out or make available any PERSONAL INFORMATION such as my full name, phone number or address to someone unknown to me. I will not arrange to meet someone offline that I have met only online unless it is part of a school project and approved by a teacher/parent.



- I am aware that when I take IMAGES OF STUDENTS AND/OR STAFF I must only store and use these for SCHOOL PURPOSES in line with school policy and must never distribute these outside the school network without the permission of all parties involved. This agreement extends to school break times, school trips and all occasions when I am in school uniform or otherwise representing the school.
- I will SUPPORT the school's approach to E-SAFETY and ensure that my online activity, both in school and outside school, will not cause my school, the staff, students or others distress or bring the school community into disrepute. This includes, what I write on a computer – I will check my work before I print or sent it.
- NOT USING BAD LANGUAGE – I will not write racist, sexist, abusive, homophobic or aggressive words.
- I will not access, create or display any MATERIAL (images, sounds, text, and video) which is likely to CAUSE OFFENCE, inconvenience or anxiety to anyone.
- I will THINK BEFORE I PRINT to minimise the amount of paper I use.
- I will NOT ATTEMPT TO BYPASS the INTERNET FILTERING system.
- I do not assume that INFORMATION published on the INTERNET IS ACCURATE.
- I will RESPECT THE PRIVACY AND OWNERSHIP OF OTHERS' work online at all times.
- I will not COPY IMAGES FROM THE INTERNET and pass them off as my own.

Parents Role at home.

- Keep the computer in a central place, where everyone can see what's on the screen.
- Stay involved (without stepping on their toes constantly) on what they are doing online – especially if it's got to do with searching and looking for new information etc.
- Tell them the “No-Can-Go” sites and “No-Can-Play” games rules ahead of time. Check out which sites they want to access, or which games they want to play and tell them if they are acceptable or no-go zones, until they reach a certain specified age.
- Set time limits. Giving kids unlimited access to online causes unlimited problems for parents. Tell them how many hours they have a week.
- Explain online habits. Explain strangers often play pretend games and they are not really who they claim to be.
- Switch Safe Search on as a setting. Most inappropriate content does get filtered by Etisalat or du here in UAE, but there are many slip ups and search results may often have content that's not age appropriate.
- Remind them that they should not engage in any form of cyberbullying – even as a prank. They should not do anything online that they would be ashamed of doing in real life.
- Beyond online, watch what content you have on your computer. Often I receive email that is not age appropriate for our children, but I leave that in our mailboxes or desktops. Set the example, clean up.



- If your children have started to do their homework online, or are gathering information, researching facts etc., explain to them clearly how they should not “copy and paste” (plagiarize) content for their homework, unless they mention sources etc. Their teachers should help them understand this, but you should make it clear that this is not on.
- Be involved. Be courteous. Be alert. Show on-going interest in what they are playing, reading, doing online. And always remind them that there is life (and a wonderful one) outside that screen.


User compliance

I understand and will abide by this Acceptable Use Policy. I further understand that should I commit any violation of this policy, my access privileges may be revoked, disciplinary action and/or appropriate legal action may be taken as per the **Online Safety Policy** of school.

Revision

Revision Date	File Name	Revision
17 th May 2020	WIA/ACD-AUP-P&S/012	New Policy
22 nd Nov 2020	WIA/ACD-AUP-P&S/012	Logo Change & according to age group

Approvals



Principal



BHAVANS
WISE
INDIAN ACADEMY

Policy /Acceptable Use Policy

APPENDIX A

Online Safety Policy

<https://ovq.843.myftpupload.com/wp-content/uploads/2021/02/ONLINE-SAFETY-POLICY.pdf>