



The Apple International Community School

Mission And Vision – AICS is a multi-cultural and diverse learning organization which empowers students, staff, and the community to maximize their personal, creative, academic, and athletic potential. We celebrate the pursuit of lifelong learning and are committed to nurturing high self-esteem and respect for others.

Cyber Safety Policy

Introduction

AICS School Dubai has a statutory obligation to maintain a safe physical and emotional environment, and a responsibility to consult with the community.

These responsibilities are increasingly being linked to the use of internet and Information Communication Technologies (ICT), and several related cyber safety issues. The internet and ICT devices/equipment bring great benefits to the teaching and learning programmes, and to the effective operation of the school.

AICS School Dubai places a high priority on providing the school with internet facilities and ICT devices/equipment which will benefit student learning outcomes and the effective operation of the school.

However, the school recognizes that the presence in the learning environment of these technologies (some provided partly or wholly by the school community), can also facilitate anti-social, inappropriate, and even illegal, material and activities. The school has dual responsibilities to maximize the benefits of these technologies, while at the same time to minimize and manage the risks.

The policy intends to provide guideline to ensure rigorous and effective school cyber safety practices.

Scope

AICS School Dubai will develop and maintain rigorous and effective cyber practices which aim to maximize the benefits of the internet and ICT devices/equipment to student learning and to effective operation of the school, whilst minimizing and managing any risks.

Definitions

These cyber safety practices will aim to not only maintain a Cyber Safety School environment, but also aim to address the need of students and other members of the school community to receive education about the safe and responsible use of present and developing information and communication technologies.

Important terms used in this document:

- 'Cyber Safety' refers to the safe & responsible use of the internet and the ICT devices/ equipment including mobile phones.
- 'School ICT' refers to the school's computer network, Internet access facilities computers, other school ICT devices/ equipment outlined below.
- The term ' ICT devices/ equipment' used in the document, includes but is not limited to computers (such as desktops, laptops, PDA's), storage devices, CD, DVD, floppy disk, i-pods, MP3 player), camera (such as video, digital, webcams), all types of mobile phones, video and audio player/receiver (such as portable CD & DVD player), gaming consoles and any other similar technologies as they come into use.

Guidelines

Associates issues the school will address include: the need for on-going funding for cyber safety practices through inclusions in the annual budget, the review of the school's annual and strategic plan, the deployment of staff, professional development and training, implications for the design and delivery of the curriculum, the need for relevant education about the cyber safety for the school community, disciplinary responses appropriate for breaches of cyber safety, the availability of appropriate pastoral support, and potential employment issues.

- To develop a cyber-safe school environment, the school delegates to the principal the responsibility to achieve this goal by developing and implementing the appropriate management procedures, practices, electronic systems and educational programs.
- No student may use the school internet facilities and school-owned/leased ICT devices/equipment in any circumstances unless the appropriate use agreement has been signed and returned to the school. Use agreements also apply to the use of privately owned/leased ICT devices/ equipment on the school site, or at/ for any school- related activity, regardless of its location. This includes off-site access to the school network from school or privately-owned /leased equipment.
- AICS School, Dubai user agreements will cover all employees, all students (including adult & community) and any other individual authorized to make use of the school internet facilities and ICT devices/equipment, such as all teachers/staff, external, tutors and providers, contractors and other special visitors to the school.
- Use of the internet and the ICT devices/equipment by staff, student and other approved users at AICS School, Dubai is to be limited to educational, professional development and personal use appropriate in the school environment as defined in individual user agreements.
- The school has the right to monitor access and review all use. This includes personal emails always sent and received on the school's computers and network facilities.
- The school has the right to audit at any time any material on equipment that is owned or leased by the school. The school may also request permission to audit privately owned ICT devices/ equipment used on the school site or at any school related activity.
- Issues relating to confidentiality, such as sighting student or staff information, reasons.
- for collecting data and the secure storage of personal details and information (including images) will be subject to the provisions of the school.
- The safety of the students is of paramount concern. Any apparent breach of cyber safety will be taken seriously. The response to individual incidents will follow the procedure developed as part of School Cyber Safety practice.

