



مدرستنا الثانوية الانجليزية - الفجيرة
OUR OWN ENGLISH HIGH SCHOOL-FUJAIRAH

E-LEARNING
CYBER SAFETY POLICY



E-Learning Cyber Safety Policy	
Implemented Date	April , 2020
Review Date	April 2022
Next Review Date	April 2023

Rationale:

We want students at OOEHS, Fujairah to be safe, happy, and ethical online just as we do in the offline world.

Students don't always have the life experience or brain development to navigate technology safely and effectively. Therefore, like many other areas of life, they need guidance from trusted adults, including teachers and family members.

Internet use is a topic that is of high interest to many students. It is their life. Even if students are online very much during the school days (or online on 'protected' platforms), School Microsoft Teams or the Class Dojo app , many begin connecting, sharing, viewing etc. as soon as they get time to do so.

As educators, we can't ignore this fact or waste the opportunity to tap into students' interests and help steer them in the right direction. The following guidelines could help our students remain safe and well monitored during this phase of Distance learning.

Insights from the Child Rights Law in the UAE

The UAE's Child Rights Law (Federal Law No. 3 of 2016) affirms that all children have the right to education and basic protection in the UAE. Bullying has always been difficult to punish. It is suggested that the increased use of technology may aid bullying. Equally, such technology may assist with tracing its source.

Cybercrime Law and Penalties

Defamation, which is often at the core of cyberbullying, is potentially a criminal offence in the UAE. Not only does the UAE have extensive provisions within its Penal Code (Federal Law No. 3 of 1987), but it also has the benefit of the Cyber Crimes Law (Federal Decree No. 5 of 2012 on Cyber Crimes). For example, Article 138 of the Penal Code stipulates that a punishment of jail and a fine (determined at the discretion of the judge) "*shall be inflicted on any person who publishes through any means of publicity news, pictures or comments pertaining to*



the secrets of people's private or familial lives even if the same is true." The UAE has traditionally considered defamation to be a serious criminal offence.

Not so long ago "**cyber safety**" or "**cyber bullying**" were key terms associated with our "internet safety" programs. Now as our world becomes increasingly digital, our associated challenges, rights, and responsibilities are changing.

Changes in technology use during e-learning have given rise to a broader range of important concepts around online behaviours.

These concepts at **Our Own English High School, Fujairah** are defined as coming under the umbrella of digital citizenship for the distance mode of learning.

What is digital citizenship?

Common Sense Media's curriculum identifies 8 topics under the umbrella of digital citizenship including: internet safety, cyberbullying, copyright and more.

Broadly speaking, it is *empowering students with skills to think critically, behave safely, and participate responsibly online, allowing them to connect and collaborate in meaningful ways.*

Cyber safety guidelines:

- Students must make sure there is no response to rude or harassing emails/chat/DM/communication.
(Keep a record in case of need for further investigation).
- Immediately report to your parents about any rude or harassing communication.
- Immediately exit any site that makes you feel uncomfortable or worried.
- Share your email address, social profile only with your immediate family members and trusted people.
- If receiving harassing messages on mobile, have the sender blocked and report as stated above.
- PCs/Laptops should be used in a common area of the house.
- Your parents should monitor your internet use.
- Do not have a 'suggestive' or inappropriate icon/avatar.
- While using personal emails, do not use any 'suggestive' or inappropriate username.



- NEVER allow photos of yourself to be taken, nor share your photos in ANY circumstance without the approval of your parents.
- If you have found inappropriate content about yourself on a website or are informed about this situation, please tell your parents immediately.
- Let your parents know where you go online, just as you would in real life.
- Ask your parents to spend time online with you - learn and explore together
- Make sure your computer has a good filter and other monitoring/blocking software to minimise dangers.
- Make sure you are on safe and suitable sites. Filters may sometimes fail to protect.
- There should be house rules about what information you can put onto websites or share with others.
- Remember that it may be difficult to remove your digital footprint - be mindful of what you post and how you portray yourself. (Pics etc. can remain forever)
- Absolutely no exchange of personal information!
- Social networking profiles should be set to private.
- An 'online friend' that you don't know in real life is a stranger.
- Passwords must not be shared! Choose passwords that others can't guess. (Carefully choose a mix of Caps/letters/numbers/symbols.)
- Change your passwords at least 4 times in a year.
- Be aware that information on the internet is not always reliable.
- Very close supervision for young children is being recommended.
- Do not play games online without the knowledge of your parents.
- Misuse of the internet and associated technology (bullying/harassing someone) is a crime. Do not do something that you would not want to happen to you.
- Learn how search engines work. The first website returned may not be the best.



School intervention in case of Cyber bullying during the distance learning

Guidelines for interventions

- OOEHS, Fujairah encourages children and staff to report bullying incidents involving themselves or others.
- Class teachers and the SLT will be, on a regular basis, reminding students and staff to report incidents of bullying.
- Regular monitoring of student traffic on school's networks to identify potential problems.
- Parents are encouraged to contact the school immediately if they become aware of a problem.
- Students chatting while collaboration and passing any messages which are intimidating or are bullying in nature is to be reported to the subject teacher taking the class.
- Have an age-appropriate balance between screen time and other learning activities with breaks and physical activities.

Roles and Responsibilities:

Principal, Senior Leadership Team and Counsellor

The principal has overall executive responsibility for the safety and welfare of members of the school community.

The Designated Safeguarding Leads (DSL) are senior members of staff from the Senior Leadership Team and the School Counsellor with lead responsibility for safeguarding and child protection. The responsibility of the DSL 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 DSLs will work with the IT Administrator 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 DSLs will regularly monitor the Technology Incident Log maintained by the IT Administrator and the School Counsellor. The school Counsellor also has a prominent role in safeguarding as mentioned in the cyberbullying, child protection and reporting policy.

The DSL will regularly update other members of the SLT on the operation of the school's safeguarding arrangements, including online safety practices.



All staff

The school staffs 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.

Staffs are expected to adhere, so far as applicable, to each of the policies referenced in paragraph above.

Staffs have a responsibility to report any concerns about a pupil's welfare and safety in accordance with this policy and the School's Safeguarding & Child Protection Policy.

Contribute to this policy and digital citizenship to improve the overall online curriculum of 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:

(a) support the school in the implementation of this policy and report any concerns in line with the school's policies and procedures;

(b) talk to their child / children to understand the ways in which they are using the internet, social media and their mobile devices and promote digital citizenship and responsible behaviour;

(c) 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; and

(d) Contribute to these policies as when the need arises.

If parents have any concerns or require any information about online safety, they should contact the DSL.

Students



The role of students to understand how to stay safe when using technology is crucial. The school expects students to be aware of safe practice when using technology.

The safe use of technology is also a focus in all areas of the curriculum and key safety messages are reinforced as part of assemblies and tutorial/pastoral activities, teaching students:

- (a) about the risks associated with using the technology and how to protect themselves and their peers from potential risks;
- (b) to be critically aware of content they access online and guided to validate accuracy of information.
- (c) how to recognise suspicious, bullying, radicalisation, and extremist behaviour.
- (d) the definition of cyberbullying, its effects on the victim and how to treat each other's online identities with respect.
- (e) the consequences of negative online behaviour; and
- (f) 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 inappropriately.
- (g) actively participate and contribute to the digital citizenship program.
- (h) contribute to this policy via their inputs shared through the Prefects of the Student Council.

Whom to approach in case of an incident

Students are encouraged to report any incident of cyber-bullying to their respective Class Teacher or any other adult in the school they trust. Parents are encouraged to contact the school immediately if they become aware of a problem.

Intervention once an incident is reported

- Once reported, the incident report will be documented and forwarded to the Counsellor, Section Supervisor, and the Principal.
- The identified bully, victim and witnesses will be spoken to, and all incidents or allegations of bullying will be fully investigated and documented by the counsellor in coordination with the Subject Teacher/Class Teacher/Supervisor/Principal.
- Parents will be notified about the incident.
- Both the bully and the victims will be offered counselling and support.



- If found guilty, appropriate steps including suspension of E-learning classes, will be taken in accordance with the MOE Student Behaviour Management Distance Learning Policy 2020 and the school Child Protection Policy.
- The identity of the students and the violation will be treated with appropriate confidentiality by the Behaviour Management Committee.
- The student found to be guilty of bullying others will be monitored and monthly reports sought to ensure that he/she does not repeat such an act.

Reporting Protocol

Student >Teacher>Counsellor>Supervisor>Principal

Evaluation:

This policy will be reviewed with the inputs from all stakeholders as part of the school's Distance Learning drive.

This policy to be read in conjunction with the guidelines and norms outlined in the online safety policy, digital wellbeing policy, MOE student behaviour management guidelines.

**Our Own English High School
Fujairah**