



مدرسة أوك تري الابتدائية
Oaktree Primary School

E-SAFETY POLICY

2023-24

Principal: Ms. Shirley Atkar

Aims of the e-safety policy

- Protecting and educating students and staff in their use of technology.
- Informing teachers and parents/guardians about their role in safeguarding and protecting Primus Private School students at school and at home.
- Putting policies and procedures in place to help prevent incidents of cyber-bullying within the school community.
- Having effective and clear measures to deal with and monitor cases of cyber-bullying.

Oaktree Primary School ensures that:

- Students will be made aware of acceptable and unacceptable Internet use.
- Students will be taught, where appropriate, to be critically aware of the materials/content they access online and be guided to validate the accuracy of information.
- Students will be educated about the effective use of the Internet.
- Students will be taught how to evaluate Internet content by ICT teachers.
- Students will be taught how to report unpleasant Internet content to their class teacher, supervisor.
- The school Internet access is designed expressly for student use and includes filtering appropriate to the needs of our students.
- Where students are allowed to freely search the internet, staff should be vigilant in monitoring the content of the websites they visit.
- The use of Internet-derived materials by students and staff complies with copyright law.
- All students and staff understand the importance of password security and the need to log out of accounts.

Social networking and personal publishing:

- The school has a duty of care to provide a safe learning environment for all its students and staff and will ensure the following:
- Blocking student access to social media sites within school boundaries
- Educating students about why they must not reveal their personal details or those of others, or arrange to meet anyone from an online site

- Educating both students and staff as to why they should not engage in online discussion revealing personal matters relating to any members of the school community
- Educating both students and staff about ensuring all technological equipment is always password/PIN protected
- Informing staff not to accept invitations from students or parents/guardians on social media
- Informing staff about regularly checking their security settings on personal social media profiles to minimize risk of access of personal information

Role of the E-Safety Leader:

- Leads the e-safety committee
- Takes day to day responsibility for e-safety issues and has a leading role in establishing and reviewing the school e-safety policies / documents
- Ensures that all staff are aware of the procedures that need to be followed in the event of an e-safety incident taking place
- Provides training and advice for staff
- Liaises with school technical staff, receives reports of e-safety incidents and creates a log of incidents to inform future e-safety developments

Child Protection / Safeguarding Designated Safeguarding Lead

Is trained in e-safety issues and be aware of the potential for serious child protection / safeguarding issues that arise from cyberbullying, sharing personal data, accessing illegal sites, inappropriate connect online with strangers

Students Role

- All students are to have the behavioral expectations of online learning made clear to them. This means that students know how to behave in ways that uphold the values and motto of the school by respecting each other's right to learn in online settings by taking turns and listening to others; Speaking positively and politely to one another over the Internet through the chat function or verbally; Work-cooperatively in online settings by following directions.

- Online rules may be made to help teachers and students navigate behaviors and determine what is appropriate for a successful online learning environment. Teachers should construct with their students a list of rules or guidelines to follow the behavior code.
- The online rules should reflect the class rules in a physical setting. In an online learning environment, the rule would be that students are expected to raise a hand icon if one is available on the platform.
- Students are expected to mute their microphones when not answering a question or participating in the discussion. Inviting students from other schools to attend online classes is strictly prohibited.
- Submission of work must be uploaded on channels suggested by the teacher.
- All students are to have an opportunity to participate.
- Where a class activity involves a discussion, rules should be in place to ensure everyone has a chance to participate, such as taking turns.
- Chats are a useful tool.

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 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. Explain how sometimes a nine-year girl from the US a 50-year-old man from Bangkok is really. They need to be clearly told that no matter how interesting or “just like me” the stranger sounds like, they are not to respond.

- Switch Safe Search on as a setting. It's great that most inappropriate content does get filtered by Etisalat or du here in Dubai, but there are many slip ups and search results may often have content that's does not age appropriate.
- Remind them that they should not engage in any form of cyberbullying – even in jest. 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, we receive email that is not age appropriate for our children, but we 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, and doing online. And always remind them that there is life (and a wonderful one) outside that screen.

Positive behavior is to be emphasised and reinforced.

- Teachers should use a range of strategies appropriate to various ages of students to acknowledge and reinforce appropriate behavior, but in the context of an online learning environment.
- This needs to ensure that whole class rewards or privileges are available for all students who meet behavioral expectations under the class online rules. Positive reinforcement, certificates posted on the general Channel.

Dealing with Transgressions Withdrawing students:

- In the event of an emergency, such as a student showing inappropriate material or posing a security risk, they should be removed immediately, and disciplinary action should be swift to ensure the safety of the class. Parents will be contacted to inform them of the misconduct and actions being taken by the school. The Principal and Headmistress alone have the right to withdraw students after a thorough investigation.

- If students are found to remove students, mute them, type unpleasant remarks on chats they will be spoken to by the teacher. If this persists the supervisor will inform the parent and counsel the student. The Head of Section will speak to students who invite their friends from other schools to attend class. The parents and Principal of the other school will be informed. The incident will be dealt with on a case-by-case basis.
- **Digital etiquette** is to be maintained through teachers' proactive curation of the online learning environment. This means that teachers use virus protection software, do not share usernames or passwords, and carefully monitor the exchange of documents and viewing/editing privileges.

Social media guidelines for students / parents Students and social media:

To maintain a safe and productive learning environment, the school requires all students who access social networking sites to abide by the following:

- If something you are about to view/post makes you uncomfortable, take a minute to consult with others.
- Do not bully others online.
- Be open offline about what you experience online. Report on inappropriate online behavior.
- Maintain proper professional relationships with any school employee.
- All statements you post must be true and not misleading.
- Only comment on things about which you are well informed.
- Do not violate privacy, confidentiality, or legal guidelines.
- Protect yourself and others by not revealing private, confidential, or sensitive information.
- Ask permission before posting pictures or videos of others.
- Maintain consistent, acceptable behavior online and offline.

Parents and social media:

Parents are important partners in developing safe and appropriate use of social media and are encouraged to:

- Monitor your child's use of social media.
- Talk to your child about proper online safety and behaviors.
- Monitor your child's online posts.
- Be involved and aware.
- Report inappropriate online behavior.