



AL Kamal American Private  
School–Al Ramtha  
American Curriculum



## E – Safe School General Policy Statement

Updated By	Latest Publish Date	Monitoring Cycle
Dr. Leena Ibrahim	August 2020	1 x Year

### Schedule for Development / Monitoring / Review

This e-safety policy was approved by the Governing Body on:	August 2020
The implementation of this e-safety policy will be monitored by the:	SLT School Leadership Team
Monitoring will take place at regular intervals:	Annually
The Governing Body will receive a report on the implementation of the e-safety policy generated by the monitoring group (which will include anonymous details of e-safety incidents) at regular intervals:	Annually
The E-Safety Policy will be reviewed annually, or more regularly in the light of any significant new developments in the use of the technologies, new threats to e-safety or incidents that have taken place. The next anticipated review date will be:	August 2021
Should serious e-safety incidents take place, the following external persons/agencies should be informed:	Dr. Leena Ibrahim (Principal)

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### INTRODUCTION

The use of digital technologies at AKAPS Al Ramtha is to enhance the learning process in a supportive school environment. The school is committed to encourage and teach the positive use of digital technologies and promotes safe and responsible online behavior. The school has an online safety policy that is current and up to date and is reviewed regularly to reflect current practice and safeguarding requirements. There is widespread ownership of the policy and there is evidence it clearly influences practice. The policy is an integral part of School Improvement Planning and there are clear links to other relevant policy areas eg child protection; behavior; IT.



### OBJECTIVE

Objective for effective use of ICTs in education necessitates understanding the potential of technology to meet different educational objectives.

- Expanding access to all levels of education.
- Improving the quality of education
- Facilitating non-formal education.
- Support individualized learning.
- Support collaborative and co-operative learning.
- Encourage flexibility, openness and awareness of changes and developments in ICT.
- Develop pupils' communication skills using Language lab.
- Develop understanding of cause and effect.
- Provide ongoing training opportunities and support for all staff.

### INFORMATION TECHNOLOGY

This policy set forth standards for responsible and acceptable use of school information technology (IT) resources. These resources include computer systems, computer labs, applications, projectors, projector accessories, networks, software, and files. IT resources are provided to support the academic, research, instructional, and administrative objectives of the school. These resources are extended for the sole use

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of school faculty, staff, students, and all other authorized guests to accomplish tasks related to the status of that individual at the school.

Hardware Devices

## **Desktop PC**

The aim is to use IT tools and information sources to analyze, process and present information to our pupil, parent, staff and management.

- The teachers are advised to safeguard their password. For example, individuals should not write down or store the password on paper or on a computer system where others might acquire it. The teachers are responsible for the data stored in any of the systems in the school premises.
- The teachers are not advised to save any of the important files such as Question papers and internal marks, etc. in the school lab machines as these machines are cleared periodically in every academic year by the IT resources.
- No staff or student is authorized to delete any of files from the school desktops / laptops.

The staff and the students have to reach out to the IT resources in case of any new installation of non-standard software to be installed in any of the school Desktops or Laptops. Server admin user credentials are used only by IT resources for installation of software for academic purpose.

- All the school provided desktops are with Anti-Virus protected.
- Any hardware damage has to be immediately reported to the IT resources for investigation and replacement process.
- All hardware used on school-owned computers will be purchased through appropriate procedures.
- If the device is lost or stolen, the incident must be reported immediately to their respective department head and a police report be made

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## **Laptop**

- Laptops are given from school to staff members based on their work requirement.
- Using the school IT resources for commercial or profit-making purposes or to represent the interests of groups unaffiliated with the school or un-associated with the normal professional activities of faculty, staff, or students without written authorization from the School.
- If the device is lost or stolen, the incident must be reported immediately to their respective department head and a police report be made.

## **Mobile devices**

Staff may use approved personally owned and corporate owned mobile devices to access their emails using the approved corporate wireless network, as necessary in the course of their normal business routines in support of the schools objectives and goals.

User agrees to a general code of conduct that recognizes the need to protect confidential data that is stored on, or accessed using, a mobile device. This code of conduct includes but is not limited to:

- Doing what is necessary to ensure the adequate physical security of the device.
- Maintaining the software configuration of the device – both the operating system and the applications installed.
- Preventing the storage of sensitive company data in unapproved applications on the device.
- Ensuring the device’s security controls are not subverted via hacks, jailbreaks, security software changes and/or security setting changes.
- Reporting a lost or stolen device immediately.
- School owned devices like telephones and laptops are centrally managed by IT Services.
- Installation or upgrades of software’s are done by the vendor or IT services.
- Specifically, the user is responsible for reporting lost or stolen device immediately to the admin officer.
- The user is responsible for securing their device to prevent sensitive data from being lost or compromised and to prevent viruses from being spread.
- Removal of security controls is prohibited.

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- User is forbidden from copying sensitive data from email, calendar and contact applications to other applications to an unregistered personally owned device.
- If the device is lost or stolen, the incident must be reported immediately to their respective department head and a police report be made.
- Water bottles, liquids and food items must be taken away from areas where computers / laptops are being used.
- Any changes to system settings are to be done only by the IT service.
- Damaging, disabling, or otherwise harming the operation of computers is forbidden.
- Never deliberately install and use software illegally or install any malicious code on school ICT resources. All software and hardware that needs to be installed and used must be approved by the IT co-coordinator.

## **SOFTWARE USAGE POLICY**

### **Software Use**

- Software will be used only in accordance with its license agreement. Unless otherwise provided in the license, any duplication of copyrighted software, except for backup and archival purposes by the software manager or designated department, is a violation of copyright law. In addition to violating copyright law, unauthorized duplication of software is contrary to (organization's) standards of conduct.

The following points are to be followed to comply with software license agreements: All users must use all software in accordance with license agreements and the (organization's) software policy. All users acknowledge that they do not own this software or its related documentation, and, that unless expressly authorized by the software publisher, may not make additional copies except for archival purposes.

- (Organization) will not tolerate the use of any unauthorized copies of software or fonts in our organization. Users must not condone illegal copying of software under any circumstances. Anyone who makes, uses, or otherwise acquires unauthorized software will be appropriately disciplined.

All software's used on school-owned computers will be purchased through appropriate procedures.

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## **Authorized Software**

- Only software authorized by school may be purchased, installed, or used on school issued computers.

Personal software, or software that an employee has acquired for non-business purposes, may not be installed on school issued computers. The only software permitted for installation on school computers is authorized software for which the school has been granted a license.

## **Software Purchases**

Only software applications that are “authorized” by the school may be purchased by the staff. If you wish to purchase an authorized application, the following procedures must be adhered to:

- Requirement from the respective department with the quotation should be submitted to Finance officer.
- A copy of the software license must be provided to School for completion of registration and inventory requirements.
- Licenses must be registered in the name of School Name and not in the name of an individual end-user.

## **Computer virus protection**

We have virus protection software on all computers. Pupils generally store their work on the hard drive, but some class disks are also used. Pupils are not allowed to take these class disks home, to reduce the risk of virus infection. However, some pupils may do work at home and wish to continue in school. These disks must be checked on a protected computer first. We will review this situation as home/school use increases. All computers used for administrative purposes have anti-virus software installed as recommended and in accordance with the Schools IT Support Service. We will ensure that we use an educational Internet Service Provider (ISP) with a filtering service. We will have an appropriate use policy in place, based on the school guidance.



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## **Retirement or Transfer of Licenses**

The following rules apply when a license or licenses are replaced by newer versions

- Licenses may not be uninstalled from one user’s machine and re-installed on another user’s machine.
- All software and documentation for releases or versions that have been replaced by newer versions are to be returned promptly to IT service.
- All software and documentation for those products no longer required should be returned promptly to IT service and the software must be uninstalled promptly from the computer by the IT service.
- No Software CD or documentation can be taken home.
- In most cases, software licenses are not transferable without prior authorization from the vendor. This is especially important as it relates to the disposition of previous releases and the disposition of software licenses that have been upgraded. For example, it is almost always a violation of the license agreement to give anyone an older version of Microsoft Windows after receiving a Microsoft Windows upgrade. Even if a new license (not an upgrade) has been obtained, it may be still be a violation of the license agreement to give the old copy to another person. Under some conditions, school may have rights to transfer software from one user to another. IT service will review license agreements and limitations for each software product, and if appropriate, authorize acceptable transfers of licenses.

## **Computer Reassignment**

The following rules apply when a computer is being transferred from one user to another:

The computer reassignment must be authorized by the Principal.

- The intention to transfer the computer must be reported to Principal at least 72 hours in advance to allow for proper procedure.
- If, after the transfer, both users are using the software, an additional license must be obtained according to the guidelines specified above.
- All credencehighschool.com user accounts that are used in school will be maintained by the IT resources.
- Backup is taken by the IT resources in case of change in machine for any user.



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## **Student ICT Policy**

- Students will access the Internet with the supervision of a teacher in the same manner as any other learning activity.
- Students to protect work by keeping their personal passwords private.
- The school reserves the right to examine all the data downloaded from the Internet to ensure all users are in compliance with our policy. This includes the use of USB sticks to store data. Data stored on USB sticks will be strictly for school related tasks.
- It is unacceptable to gain, or to attempt to gain another user’s ID, password or personal information. A breach of this condition will result in immediate suspension of privileges.
- All students assume full liability, legal or otherwise for their actions while online. This includes online communication via sites, email and blogging. Email is not private so messages that may be embarrassing, confidential, harassing, inflammatory or annoying must be avoided.
- Sending any personal information (full name, address, phone numbers, etc.) via email, blogging or internet is strictly forbidden.
- The school will not be liable for the inappropriate actions of users. The malicious attempt to harm, destroy the data of another user (vandalism) including the creation of or the uploading of viruses, shall result in the cancellation of privileges.
- Deliberate damage to Computers, Laptops, cameras, Scanners, Printers and Interactive whiteboards shall result in the cancellation of privileges.
- Willful damage or deliberate tampering with network servers and data shall result in the cancellation of privileges.
- Students are encouraged to access information that will enhance the learning programs. At all times users are bound by the laws of copyright and plagiarism.
- The school does not accept responsibility if the ICT skills acquired at school are used for misconduct or to access inappropriate material outside the school setting.
- To teach students to respect copyright and intellectual property.

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## **Teachers ICT Policy**

All Data is stored in accordance with provision of the Data Protection.

- Use of someone else's personal logon/name or password is forbidden.
- To protect the ICT network, security on the computers must not be breached or settings on computers altered in any way.
- Students may not examine copy, alter, rename, or delete the files or programs of another student.
- System administrators may, as a requirement of system maintenance, delete files that are determined to be non-essential.
- Only relevant information and photographs of students will be used on the School website and for promotional material.
- All members of staff are offered training to improve their ICT capability and have a responsibility to keep abreast of developments in ICT.
- The IT in charge can be contacted to request additional support and training in the use of ICT.
- There is continuous attention to improve the quality of staff computers throughout the school subject to budgetary control.

## **Internet**

- Social network Facebook.com is blocked in the school.
- Use of the Internet is for study or for school authorized/supervised activities only.
- Use of ICT resources must not be used for personal profit.
- Using the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive is not permitted.
- All measures have been put in place to protect vulnerable children from inappropriate approaches and from making inappropriate personal disclosures over the school network.
- Respect the work and ownership rights of people outside the school as well as other students or staff. This includes abiding by copyright laws.
- All Internet use on ICT resources is monitored on an on-going basis.
- Students need to be aware that e-mails sent and received as part of classroom activity are subject to monitoring.

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## Communications:

When using communication technologies the school considers the following as good practice:

- The official school email service may be regarded as safe and secure and is monitored. Staff and pupils should therefore use only the school email service to communicate with others when in school. Users need to be aware that email communications may be monitored.
- Users must immediately report, to the nominated person – in accordance with the school policy, the receipt of any email that makes them feel uncomfortable, is offensive, threatening or bullying in nature and must not respond to any such email.
- Any digital communication between staff and pupils or parents (email, chat, VLE etc) must be professional in tone and content. These communications may only take place on official (monitored) school systems. Personal email addresses, text messaging or public chat / social networking programs must not be used for these communications.
- Pupils should be taught about email safety issues, such as the risks attached to the use of personal details. They should also be taught strategies to deal with inappropriate emails and be reminded of the need to write emails clearly and correctly and not include any unsuitable or abusive material.
- Personal information should not be posted on the school website and only official email addresses should be used to identify members of staff.
- **Mobile phones are not permitted in school unless authorized by the Head/Deputy. School is not responsible for the phone should it be stolen or damaged.**
- The sending of inappropriate text messages between the members of the school community is not allowed.

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- Parents must understand that their child may encounter material that they consider inappropriate (i.e. Vulgar Jokes, statements of belief that some may consider immoral, pornography, etc.).
- Parents, students and staff should not use offensive and provocative language on school communication over Social Media platforms (WhatsApp, Facebook, Twitter, and School Website). All grievances/concerns regarding the school or student should be addressed through personal emails, phone calls or in person.
- The student is responsible for not pursuing material that could be considered offensive.

## **Prohibited Conduct**

The following provisions describe conduct prohibited under this policy:

- Altering system software or hardware configurations without authorization; disrupting or interfering with the delivery or administration of IT resources.
- Attempting to access or accessing another's accounts, private files, email messages, or intercepting network communication without the owner's permission except as appropriate to your job duties and in accordance with legitimate university purposes.
- Misrepresenting oneself as another individual in electronic communication.
- Installing, copying, distributing, or using digital content (including software, music, text, images, and video) in violation of copyright and/or software agreements or applicable federal and state law.
- Facilitating access to School IT resources by unauthorized users.
- Exposing sensitive or confidential information or disclosing any electronic information that one does not have the authority to disclose.
- Knowingly using IT resources for illegal activities. Criminal or illegal use may include obscenity, child pornography, threats, harassment, copyright infringement, university trademark infringement, defamation, theft, identity theft, and unauthorized access.

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## **ACCEPTABLE USE OF TECHNOLOGY**

AKAPS Al- Ramtha students are expected to use technology in a respectful, responsible and safe manner following the guidelines below:

### **Respectful**

Be courteous and ethical in all communications (email, social networking, etc.) For example:

- When creating, publishing, posting or sending information in a private or public matter avoid profane language or bullying.
- Respect others' privacy, For example: only access personal files, folders or accounts of others with their permission.
- Respect others' ownership of property For example:
  - Ask permission before using the personal property of others (laptops, tablets etc.)
  - Avoid eating or drinking near your devices or those of your friends and the school.
- Know where your devices are at all times.
- Respect others' ownership of information (Copyright), For example: Taking someone else's work without giving them credit is plagiarism; you must properly cite all sources in your work.
- Respect your teachers and the learning environment of others, For example: o Students must comply with any teacher's request to shut down the device or close the screen.
- Devices should be kept on silent or with the volume muted unless otherwise instructed by the teacher.

### **Safe**

Never share your passwords or personal information with anyone For example:

- Ask for teacher or parent permission before posting personal information online (personal information includes your full name, address, phone number, etc.).
- Ask permission of a teacher before downloading or installing any applications over the school network.
- Notify a teacher if there are actions that do not follow the rules or seem unsafe.

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## **Responsible**

- Ensure your usage of any technology devices is in line with school curriculum and approved sources For example:
- During classroom instruction time, technology devices should only be used for class related projects and activities approved by the teacher.
- Only use websites that are allowed at that time by teachers.
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**Ensure that all personal and school property is used in the way that it was intended  
For example:**

- Only use the school network for school related activities. Use of 3G & 4G wireless connections is not allowed.
- Act responsibly when using personal or school hardware, software and the school network. The use of personal devices to support educational goals is a privilege. Teachers and administrators have the right to see what the students are doing on the devices at all times. The school has the right to collect and examine a device if at any time it is used inappropriately or if the IT team suspects a virus that may be affecting the school network. Any use of technology that does not fit within these guidelines, as determined by a teacher or administrator, will result in disciplinary action.
- If a student uses a phone during class in a manner that does not follow these guidelines, the phone will be confiscated and returned to the student at the end of class.
- If a student repeatedly uses a phone in a manner that does not follow these guidelines (determined by the teacher or administrator), the phone will be confiscated and the student or parent will be able to pick it up at the end of the school day from the Principal’s office.

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