



ATHENA EDUCATION  
For Social Grace



AL SADIQ  
Islamic English School  
مدرسة الصادق الإسلامية الإنجليزية

# ICT ACROSS THE CURRICULUM POLICY 2022-23

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**This document is divided into three parts which outline the different policies regarding the use of information and communication technology (ICT) across the curriculum (ICTAC):**

- 1) Acceptable Use Policy**
- 2) Distance Learning Policy**
- 3) Bring Your Own Device (BYOD) Policy**

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## 1. Acceptable Policy

### Rationale

Al Sadiq Islamic English School embraces the presence and use of Information and Communication Technologies (ICT) as an integral part of the learning environment. The Cyber Safety policy seeks to ensure the safe and responsible use of ICT within Al Sadiq Islamic English School.

### Definitions

**Cyber Safety:** The way in which users behave responsibly online to keep themselves and their friends safe. It incorporates the safe and desirable use of the internet and ICT equipment and devices, an awareness of our digital footprint, and how to behave appropriately and respectfully. **Cyber Bullying:** Direct verbal or indirect bullying behaviours using digital technologies. e.g.

Inappropriate comments on social media spaces.

### Aim

This Acceptable Use Policy is intended:

- To promote the appropriate use of ICT by all members of the school community that ensures the safety and well-being of all students, staff and parents, emphasising a zero tolerance to cyberbullying
- To ensure students, staff and parents are aware of their roles and shared responsibilities in relation to cyber safety and appropriate online behaviours
- To develop the skills, knowledge, attitudes and behaviours required of students, staff and parents to participate and function responsibly, safely and appropriately in cyberspace
- To ensure all students and staff understand the importance of password security and the need to log out of accounts
- To create awareness among the stakeholders on 'the various initiatives of the UAE in relation to child protection by incorporating Wadeema's Law (Federal Law No. 3 of 2016 ) which sets out the precedent concerning child rights, and states that all children must be provided with appropriate living standards, access to health services, education, equal opportunities in essential services facilities without any kind of discrimination

- **Combat Cyber Crimes (Federal Law No: 5 of 2012):** The article of this law highlights a number of computer and online related activities and how they would be dealt with under the law. It addresses subjects such as IT security, invasion of privacy, malicious and illegal activities including hacking, fraud, improper system use, defamation, threats to state security, terrorism, insult to religions, and many more. etc. It will deal with incidents written within this policy and associated behaviour and anti-bullying policies and will, where known, inform parents/caregivers of incidents of inappropriate e-safety behaviour that take place outside of the school.

### User Identification and Passwords

- To log on, children and students are given a unique user identification (user-ID) that is protected by a secure password
- Passwords must be kept confidential
- Passwords must not be included in log-in scripts or other automated log-on processes
- Passwords must not be disclosed to unauthorised people
- Students will be accountable for any inappropriate actions (e.g. bullying, accessing or sending inappropriate material) undertaken by an unauthorised person using their password

### Adult Acceptable Use Policy Agreement

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users. I recognise the value of the use of digital technology for enhancing learning and will ensure that students / pupils receive opportunities to gain from the use of digital technology. I will, where possible, educate the young people in my care in the safe use of digital technology and embed online safety in my work with young people.

For my professional and personal safety:

- I understand that the school will monitor my use of the school digital technology and communications systems
- I understand that the rules set out in this agreement also apply to use of these technologies (e.g. laptops, email, VLE etc.) out of school, and to the transfer of personal data (digital or paper based) out of school



- I understand that the school digital technology systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school. (Schools should amend this section in the light of their policies which relate to the personal use, by staff and volunteers, of school systems)
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person

I will be professional in my communications and actions when using school ICT systems:

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions
- I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital / video images. I will not use my personal equipment to record these images unless I have permission to do so. Where these images are published (eg on the school website / VLE) it will not be possible to identify by name, or other personal information, those who are featured
- I will only use social networking sites in school in accordance with the school's Social Media Policy
- I will only communicate with students / pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner
- I will not engage in any on-line activity that may compromise my professional responsibilities

The school and the KHDA have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school.

- When I use my mobile devices (laptops / tablets / mobile phones / USB devices etc) in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will also follow any additional rules set by the school about such use. I will ensure that any such devices are protected by up-to-date anti-virus software and are free from viruses
- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will ensure that my data is regularly backed up, in accordance with relevant school policies
- I will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless permission is gained from the Headteacher to do so
- I will not disable or cause any damage to school / academy equipment, or the equipment belonging to others
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the information Management and Confidentiality policies. Where digital personal data is transferred outside the secure local network, it must be password protected. Paper based Protected and Restricted data must be held in lockable storage

- I understand that data protection policy requires that any staff or student / pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority
- I will immediately report any damage or faults involving equipment or software, however this may have happened

When using the internet in my professional capacity or for school sanctioned personal use:

- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music and videos)

I understand that I am responsible for my actions in and out of the school.

- I understand that this Acceptable Use Policy applies not only to my work and use of school digital technology equipment in school, but also applies to my use of school systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the school
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors or the Local Authority and in the event of illegal activities the involvement of the police

I have read and understand the above and agree to use the school digital technology systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Staff/Volunteer Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## Pupil Acceptable Use Policy Agreement (FS2-KS4)

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These 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. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Agreement is intended to ensure:

- That young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use
- That school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and will have good access to digital technologies to enhance their learning and will, in return, expect the students/ pupils to agree to be responsible users

## Acceptable Use Policy Agreement

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

For my own personal safety:

- I understand that the school will monitor my use of the systems, devices and digital communications
- I will keep my username and password safe and secure - I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it
- I will be aware of "stranger danger" when I am communicating on-line
- I will not disclose or share personal information about myself or others when online (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.)
- If I arrange to meet people offline that I have communicated with on-line, I will do so in a public place and take an adult with me

- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work
- I will not use the school systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g., YouTube)

I will act as I expect others to act toward me:

- I will 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 will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions
- I will not take or distribute images of anyone without their permission
- School systems and users are protected from accidental or deliberate misuse that could put the security of the systems and will have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school.

- I will only use my own personal devices (mobile phones / USB devices etc.) in school if I have permission. I understand that, if I do use my own devices in the school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment

- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials
- I will immediately report any damage or faults involving equipment or software, however this may have happened
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person/organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings
- I will not use social media sites in school time or on school premises

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me

I understand that I am responsible for my actions, both in and out of school:

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information)

- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action in line with the School's Behaviour Policy and BYOD Policy This may include: loss of access to the school network/internet, contact with parents and in the event of illegal activities involvement of the police

Please complete the sections on the next page to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school systems and devices.

### **KS2 Pupil Acceptable Use Agreement Form**

This form relates to the Pupil Acceptable Use Agreement, to which it is attached.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign this agreement, access will not be granted to school systems.

I have read and understand the above and agree to follow these guidelines when:

- I use the school systems and devices (both in and out of school)
- I use my own devices in the school (when allowed) e.g. mobile phones, gaming devices USB devices, cameras etc.
- I use my own equipment out of the school in a way that is related to me being a member of this school e.g. communicating with other members of the school, accessing school email, VLE, website etc.

Name of Student: \_\_\_\_\_

Group/Class: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Carer Countersignature: \_\_\_\_\_



## Foundation/ KS1 Pupil Acceptable Use Policy Agreement

This is how we stay safe when we use computers:

- I will ask a teacher or suitable adult if I want to use the computers / tablets
- I will only use activities that a teacher or suitable adult has told or allowed me to use
- I will take care of the computer and other equipment
- I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong
- I will tell a teacher or suitable adult if I see something that upsets me on the screen
- I know that if I break the rules I might not be allowed to use a computer / tablet

Name of Student: \_\_\_\_\_

Signed (Student): \_\_\_\_\_

Name of Parent: \_\_\_\_\_

Signed (Parent): \_\_\_\_\_



## Complaints Procedures

Students, staff or parents can report any breaches of Use of Electronic Devices Agreement or incidents of cyberbullying activity to the Designated Safeguarding Team members at any time.

Any alleged incidences or allegations of behaviour that are in breach of the school's Use of Electronic Devices Agreement will be thoroughly investigated by the school.

- Significant breaches made by, or involving, students will result in the school notifying the parents of those students
- The school's response to alleged breaches will be followed up with due diligence and consideration for all parties involved or affected by any breach

The progress and well-being of any student involved in breaches will be monitored and evaluated in line with our Child Protection and Safeguarding Policy.

Where cyberbullying has been identified, counselling and support may be offered, as determined by the school.

Consequences of inappropriate use will follow the steps outlined in the Student Behaviour Policy.

## 2. Alternative Learning Policy

This policy is to ensure the ongoing education of Al Sadiq Islamic English School students under unusual circumstances. This policy will future-proof against closures that could happen at any time: due to illness, epidemic, extreme weather, power-loss etc. The following points are applicable in the event that Distance Learning is required by the relevant authorities.

This aim of this policy is to:

- Ensure consistency in the approach to remote learning for students who are not in the school
- Set out expectations for all members of the Al Sadiq community with regards to remote learning
- Provide appropriate guidelines for data protection

It is expected that some of the steps below may already be in place for most staff within Al Sadiq . We would expect that there will be future benefits to putting these plans into place. Al Sadiq will be proactive in ensuring that:

- Staff have access to Microsoft Teams
- Students will receive Microsoft Teams Log In credentials
- Staff are familiar with the main functions of Microsoft Teams
- Staff have the ability to host a session with their classes either from their classrooms or from home
- Parents and pupils are made aware in advance of the arrangements in place for the continuity of education

### Addressing Complaints

Any complaints or concerns shared by students or parents should be handled in the appropriate manner and passed to line managers if further concerns are raised. (For any safeguarding concerns, refer teachers to the section below).

Any behavioural issues should be dealt with following the ASIES Behaviour Policy. Attending virtual lessons and meetings with staff, parents and students:

- Teachers should be dressed appropriately
- The location should be quiet and nothing inappropriate is in the background
- Students must make sure that their camera is turned on unless the teacher requires it to be off
- The lesson is to be recorded

### Remote Learning Virtual Attendance and Participation

- Students are required to confirm their attendance in the class by switching on the camera and audio at the beginning of the class and when requested by the teacher during the class
- The Student is required to switch the camera on or off, or the sound, at any time during class based on the study requirements, if a student fails to respond appropriately as per the teacher's instructions, he/she will be considered absent

- As much as possible, video conferencing should be set up to eliminate backgrounds that provide information on learners' personal lives and locations
- A simple white or light-coloured background is best
- You must not leave your session unless you have the permission to do so. Unauthorized individuals (e.g. children, brothers, sisters, and friends) are prohibited to attend online sessions
- Avoid side conversations that exclude the far-end site(s) or disturb other students
- It is critical to ensure that you have the technology tools required and functioning for e- learning. Any help that you may need regarding this area should be communicated immediately

#### Remote Learning Safeguarding

- Electronic communication that takes place over a school RLP platform may be subject to periodic monitoring
- You may not record information from your side using devices such as mobile phone or capture technology without prior permission of Al Sadiq staff
- Only Al Sadiq Teachers and Staff are allowed to use student pictures, videos, audio or snippets of their work captured during remote learning or any other school sessions on relevant school media
- In the event of a student found to be invading the privacy of others, he/she will be held legally responsible in accordance with school policies
- You must not share your password with anyone to avoid cyber-security risks. Students must keep their devices and applications up to date to keep themselves and others safe from malware
- In case of any violations, students will be held liable in accordance with the class treaty
- When joining school events or classroom activities via any other platform e.g. Zoom, Go To Meeting, Kahoot, Socrative, Skype etc. the students must use their Official Name else they will be removed

- Students should not leave any school events before the end or without instruction from the teacher to do so

#### Distance Learning Agreement:

- The ICT Acceptable Use Policy in its entirety will be deemed an appropriate policy of engagement for the duration of Distance Learning.
- The terms 'school systems' and all other agreed terms linked to the word 'school' shall be deemed to incorporate any learning time taking place within the school grounds or without, including at home or another place of study.
- The Acceptable Use Policy withstands any sanctions to be considered if these rules are not followed whilst working from home or working elsewhere, but within the school timetable or during a school event/activity.
- As in school, parents and other adults are not permitted to engage in the interactive lessons or activities involving other children without prior invitation, confirmation and consent.
- Any student or parent who contravenes the Policy instructions will be liable for both school sanction and possible community sanctions where appropriate.

### 3. Bring Your Own Device (BYOD) Policy

Al Sadiq Islamic English School is dedicated to providing a learning environment that gives access to appropriate technology in order to enhance learning, unlock potential and connect students locally and globally. We ensure that all students, teachers, administration staff and guests have access to high-speed internet in all areas of the school.

The Bring Your Own Device (BYOD) Policy has been designed to ensure that all members of the community are given the opportunity to develop the necessary skills and literacy to thrive in the digital age.

Student-centred learning is a key value of any British School and BYOD helps support this philosophy by giving students more opportunities to take responsibility for their own learning.



## How does BYOD support learning?

The students at ASIES are digital-natives. For them, technology is part of the environment in which they are growing up, not just a resource as it was for previous generations.

Our aim at ASIES is for students to learn with technology, rather than learning from technology. The use of BYOD supports key contemporary learning skills including:

- Accessing, filtering and processing information
- Planning and organizing
- Making choices and decisions
- Facing challenges and problem solving
- Risk-taking and overcoming challenges
- Collaborating and sharing
- Communicating
- Being creative and innovative
- Reflecting

This policy applies to any device that is not school owned or supplied, and is used to access the school wireless network. The purpose of this policy is to establish clear guidelines and procedures when students use their own devices in school, to ensure safe use and the integrity of the ASIES network.

## Which devices are suitable for BYOD?

This BYOD policy applies to all devices which fit the following classifications:

- Tablets
- Laptop/notebook computers

Note: All Users must only use their registered device to connect to the internet.

Although smartphones and other devices, such as iPods, perform many of the functions of tablets, they are not preferred due to issues such as shorter battery life and smaller size of the device, and the higher risk of the device being misused in the learning environment. Therefore mobile phones and other hand-held devices are still banned from the school site, as referenced in the behaviour policy.



Authorized Use of Electronic Devices: Electronic devices brought to school shall be restricted to educational and administrative purposes in approved locations and times under the supervision of school personnel.

### Software / Apps:

#### A web-browser

All online devices already include a web browser like Safari, Internet Explorer, Firefox or Google Chrome. Firefox can be downloaded free of charge, if pupils prefer it to other browsers. It is also good to have a second browser.

#### MS Office

#### Responsibilities:

All Users are responsible for:

- Registering their electronic device with the school and submitting a signed Use of Electronic Devices Agreement prior to connecting to the school network
- Ensuring electronic devices are used in accordance with school policies and procedures
- Caring, maintaining, securing, and storing electronic devices; The School will take no responsibility for any loss or damage incurred whilst the Device is under the care of its user
- Preserving privacy of accounts, login names, passwords, and/or lock codes to maintain security of electronic devices and data
- Maintaining safe and productive learning environments when using electronic devices;
- Practicing digital citizenship

Teachers are responsible for:

- Creating equitable learning opportunities that include electronic devices for education purposes when relevant to curriculum and instruction
- Determining when students are able to use school or personal electronic devices for education purposes

- Supervising student use of electronic devices
- Responding effectively to disciplinary issues from inappropriate electronic device usage
- Communicating appropriately with administrators, parents, and students if school policy is violated from electronic device usage
- Teachers must continually supervise the content of what students are browsing inside the classroom
- Ensuring that Device use is supplementary to and supportive of other forms of learning, and that there are equitable opportunities to use devices alongside hand-writing in copybooks and workbooks

Students are responsible for:

- Using electronic devices for educational purposes in approved locations under the supervision of school personnel only
- Implementing virus and malware scanning on their electronic devices
- Reporting any inappropriate electronic device usage to a teacher or administrator immediately
- Ensuring their electronic device is charged prior to bringing them to school
- Continuing to learn using an alternative method if an electronic device malfunctions

Parents are responsible for:

- Helping their children take all reasonable steps to care, maintain, secure, store, and transport their electronic device
- Helping their children preserve the privacy of accounts, login names, passwords, and/or lock codes
- Identifying the electronic device by labelling it, recording details such as make, model, and serial number, and/or installing tracking software
- Procuring hazard or theft insurance for an electronic device
- Encouraging their children to follow school policy and practice digital citizenship

- Contacting the school office to communicate with their child during the school day, instead of using text messages, emails, phone calls, or other digital means that have no curriculum-related/education purpose
- Assuming all responsibility for their child's unauthorized use of non-school Internet connections such as a 3G/4G cellular phone network

Consequences: Remedial and Disciplinary Action:

- Consequences may include, but are not limited to, the following, either singularly or in combination depending on the individual circumstances:
  - a. Temporary confiscation of device
  - b. Search of device contents to locate evidence of misuse
  - c. Limitations, suspension, and/or revocation of access privileges to personal and school technology resources
  - d. Disciplinary measures, up to and including dismissal
  - e. Legal action and prosecution by relevant authorities

Technical Support:

- School personnel cannot provide technical support, troubleshooting, or repair for user-owned electronic devices