



مدرسة الشارقة الأمريكية الدولية
Sharjah American International School

SHARJAH AMERICAN INTERNATIONAL SCHOOL – UMM AL QUWAIN

Reporting Policy

Online Safety is being aware of the nature of the possible threats that you could encounter whilst engaging in activity through the Internet, these could be security threats, protecting and managing your personal data, online reputation management, and avoiding harmful or illegal content.

By practicing Online Safety, we can prevent and mitigate the risks that are inherently involved with using digital technologies, platforms, and services.

Online Safety Incidents include but are not limited to:

- unwanted contact/content
- social exclusion
- threats and abuse
- damage to reputation
- fraud and viruses
- lack of consent

As per Article 21 of the UAE Federal Decree Law 5/2012, cybercrimes are punishable by a jail term of at least six months and/or a fine not less than Dh150,000 and not exceeding Dh500,000.

HOW TO REPORT ONLINE SAFETY INCIDENTS?

1. **Take screenshots** and save everything related to the incident. Make sure this includes text, images, dates, times, handles, and descriptions.
2. **Block and report the person/post.**
3. **Call the school hotline 0564808233.**

4. **Report** the incident **immediately** to your parents (if you are a student) and to **Mr. Yousef**, the Online Safety Officer, or the school counselors **Ms. Ghada** and **Ms. Oraib** on the following emails:

yousef.danaf@saisuaq.com

Ghada.abdalla@saisuaq.com

Oraib.mohammad@saisuaq.com

5. **Report to police on 999, or online at www.ecrime.ae, 80012, or Interior Ministry toll free number 116111.**

6. You can also **report anonymously** incidents through the School Drop Box at the reception or “Reporting Center” on Teams.

WHAT ARE THE DISCIPLINARY ACTIONS OF THE ONLINE SAFETY INCIDENTS?

Students:

1st Occurrence: A warning letter will be issued by the school to the concerned student. This letter must be signed by both the student and the parent. The student signs an undertaking to abide by the policy or else his/her account will be suspended.

In the event of a second-degree violation, (4marks) will be deducted

In the event of a third-degree violation, (12) marks will be deducted

In the event of a fourth-degree violation (failure in the behavior subject).

2nd Occurrence: The student’s account will be suspended. Parents and students are informed. The student signs an undertaking to abide by the policy or else he will be suspended or expelled.

In the event of a second-degree violation, (8) marks will be deducted

In the event of a third-degree violation, (12) marks will be deducted

In the event of a fourth-degree violation (failure in the behavior subject)

3rd Occurrence: The student will be suspended or expelled, the student will fail the behavior/conduct subject, and won’t be accepted to register for the next academic year. Legal authorities will be notified.

Important Note: The 3rd occurrence rules might be applied directly, based on the degree of the violation.

STAFF:

1st Occurrence: Verbal warning / Written Warning is issued depending on the violation degree

2nd Occurrence: Final Written warning is issued, the staff member signs an undertaking.

3rd Occurrence: Dismissal from SAIS

Name:

Role:

Signature: Date:

This policy was reviewed in August 2021.