Guest (Host) Acceptable Use Policy (AUP)

What is an AUP?

We ask all children, young people and adults involved in the life of SAIS to sign an Acceptable Use Policy (AUP), which outlines how we expect them to behave when they are online, and/or using school networks, connections, internet connectivity and devices, cloud platforms and social media (both when on school site and outside of school).
This AUP is reviewed annually, and I will be asked to sign it upon entry to the school and every time changes are made.

Why do we need an AUP?

All staff, governors and volunteers have particular legal / professional obligations and it is imperative that all parties understand that online safety is part of safeguarding as well as part of the curriculum, and it is everybody's responsibility to uphold the school's approaches, strategy and policy as detailed in the full Online Safety Policy, which is available on the school's website.

Where can I find out more?

All staff, governors and volunteers should read SAIS's full Online Safety Policy for more detail on our approach to online safety and links to other relevant policies (e.g. Reporting Policy, Data Protection Policy, etc).

If you have any questions about this AUP or our approach to online safety, please speak to School Principal or Online Safety Officer or any Online Safety Team member. Online Safety is considered a safeguarding area. Concerns should be reported in the same way as other Safeguarding concerns.

Terms and conditions for SAIS staff member sponsoring guest access

1. You are responsible for maintaining the confidentiality of your password and all activities that occur under your username and password. SAIS offers this service so that you can sponsor guests for WiFi access on campus. If your guests violate any of the terms and conditions below, as the sponsor, you will be held accountable and will face the relevant disciplinary procedures established for staff at SAIS.

2. Upon gaining WiFi access, your guests may browse the World Wide Web and access other internet-dependent technologies. However, guests must comply with the Policy and Rules on Internet and Email Use. Additionally, guests may not perform high volume data transfers – especially sustained high volume data transfers. They may not host a web server or any other server. Guests may not interfere with other network users, attempt to access someone else's account, send unsolicited bulk email, or collect other people's personal data without their knowledge.

3. SAIS reserves the right to suspend the service if reasonably believes that you or your guest are using the service for criminal or illegal activities, making unreasonably excessive use of the service, or otherwise violating SAIS policies and agreements. SAIS reserves the right to revise, amend or modify these Terms and Conditions, or other policies and agreements, and aspects of the service itself.

4. I have read and understood SAIS's full Online Safety policy and agree to uphold the spirit and letter of the approaches outlined there, both for my behavior as an adult and enforcing the rules for pupils/students. I will report any breaches or suspicions (by adults or children) in line with the policy without delay.

I understand it is my duty to support a whole-school safeguarding approach and will report any behavior which I believe may be inappropriate or concerning in any way to Mr. Yousef Al Danaf, the Online Safety Officer, reachable at
yousef.danaf@saisuaq.com

6. I understand the responsibilities listed for my role in the school's Online Safety policy and agree to abide by these.

1- You are responsible for maintaining the confidentiality of your password and all activities that occur under your username and password. SAIS offers this service so that you can browse the World Wide Web and access other internet-dependent technologies. If you violate any of these terms and conditions, you will be held responsible. Additionally, the person who sponsored your access will also be held accountable and will face the relevant disciplinary procedures established for staff at SAIS. You may not share this service with a third party.

2- By accepting these terms and conditions, you agree to comply with the Policy and Rules on Internet and Email Use.

3- Additionally, you may not perform high volume data transfers – especially sustained high volume data transfers. You may not host a web server or any other server. You may not interfere with other network users, attempt to access someone else's account, send unsolicited bulk email, or collect other people's personal data without their knowledge.

4- **SAIS reserves the right to suspend the service and/or report the user to the relevant authorities** if SAIS reasonably believes that you are using the service for criminal or illegal activities, making unreasonably excessive use of the service, or otherwise violating SAIS policies and agreements. SAIS reserves the right to revise, amend or modify these Terms & Conditions, our other policies and agreements, and aspects of the service itself.

Sharjah American International School (SAIS)

مــدرســة الــشـارقــة الأمــريــكــيــة الــدولــيــة
Sharjah American International School

Guest/Staff Acceptable Use Policy Agreement

By signing this document, you confirm that you have read, understood and agreed to the 20 points addressed.

I understand that it is my responsibility to ensure I remain up to date and understand the school's most recent online safety/ safeguarding policies. I understand that failure to comply with this agreement will lead to suspension of the service and reporting to relevant authorities.

Guest Name: _____

Staff Hosting guest: _____

Staff Signature:_____

Guest Signature:_____

Date: _____

This policy was reviewed in August 2021.