مـــدرســـة الـشـــارقـــة الأمـريـكـيـة الـدولـيـة
Sharjah American International School

Sharjah American International School (SAIS)

Student/Parent Acceptable Use Policy (AUP)

This policy applies to members of the Governing Body and volunteers as well as external agencies using the ICT systems at Sharjah American International School.

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 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. Safeguarding Policy, Behavior 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.

What am I agreeing to?

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

2- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
3- I protect my username and password- I will not share it, nor will I try to use any other person's username and password, as mentioned in the SAIS Password Security Policy.

4- I will not talk to strangers when I am communicating online.

5- I will not disclose or share personal information about myself or others such as home address, phone number, etc when working online.

6- I will immediately report, as mentioned in the SAIS Reporting Policy, any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online to my parents and to either Mr. Youssef, the school Online Safety Officer, or to the school counselors Ms. Ghada or Ms. Oraib.

Yousef.danaf@saisuaq.com

Ghada.abdalla@saisuaq.com

Oraib.mohammad@saisuaq.com

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

• I understand that the school ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so, as mentioned in the SAIS Online Safety Policy.
• 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 ICT systems for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (eg YouTube).

8. 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, as mentioned in the SAIS Data Protection Policy.
• 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.

9. I will not contact or attempt to contact any pupil or to access their contact details (including their usernames/handles on different platforms)

10. I will report any breach of this by others or attempts by pupils to do the same to Mr. Youssef the Online Safety Officer, and/or Ms. Oraib and Ms.Ghada the school counselors.

11. Details on social media behavior, the general capture of digital images/video and on my use of personal devices as stated in the full Online Safety policy. If I am not sure if I am allowed to do something in or related to school, I will not do it.

12. I understand the importance of upholding my online reputation, that of the school and of my family, and I will do nothing to impair either.

13. I understand that school systems and users are protected by security, monitoring, and filtering services, so my use of school devices (regardless of time, location or internet connection) and networks/platforms/internet/other technologies, including encrypted content, may be monitored/captured/viewed by these systems and/or relevant/authorized staff members.

14. I will protect my passwords/logins and other access, never share credentials, and immediately change passwords and notify the school's technician.

15. I will not store school-related data on personal devices, storage, or cloud platforms. USB Flash drives are not permitted at SAIS for the storage of data.

16. I will only use safe and appropriately licensed software, respecting licensing, intellectual property, and copyright rules at all times.

17. I will use school devices and networks/internet/platforms/other technologies for school business, and I will never use these to access material that is illegal or in any way inappropriate for an education setting. I will not attempt to bypass security or monitoring, will look after devices loaned to me, and will notify the school of "significant personal use".

18. I will not support or promote extremist organizations, messages, or individuals, nor give them a voice or opportunity to visit the school. I will not browse, download, or send material that is considered offensive or of an extremist nature by the school.

19. I understand and support the commitments made by pupil, parents and fellow staff, governors and volunteers in their Acceptable Use Policies and will report any infringements in line with school procedures.

20. I will install an antivirus and firewall on my personal device to stay protected against viruses and keep them updated.

21. I will not access any link sent to me by an unknown sender. I will visit appropriate website only recommended by either my teachers or my parents.

21. I understand that I am given appropriate access to my role and relationship within the school. If I discover my settings are incorrect, I will inform the school's senior leadership team immediately

22. I will not deliberately attempt to access content that I do not require in order to fulfil my role with the school

23. I will strictly follow the Plagiarism Policy Guidelines and respect Intellectual Propriety and Copyrights Rights.

Parent Acceptable Use Policy Agreement

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

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 could lead to disciplinary action.

Parent Name:

Relationship to Student:

Signature: Date:

Student Name:	***Class:***

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

- I use the school ICT systems and equipment (both in and out of school)
- I use my own equipment in school (when allowed)
- I use my own equipment out of school in a way that is related to me being a member of this school eg communicating with other members of the school, accessing school email, VLE, website etc.
- I understand that network and Internet access may be monitored.
- I am well aware that the consequences of violation of the Online Safety Policy are:

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, (4 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).

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. Relevant authorities will be notified.

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

Signed:	***Date:***

ICT Acceptable Use Policy

Elementary Student's Agreement / Password Security Policy

This is how I will protect my password:

I will follow the school Password ConstructionGuidelines to create a strong password I

will change my password every month.

I will not share my password with anyone, except my parents.

I will contact Mr. Kumar or Mr.Youssef if I want my password to bereset.

I will immediately inform the Online Safety Group if I suspect mypassword has been compromised. I will immediately change mypassword.

I have read, understand, and will abide by the Password ProtectionPolicy. I further understand that any violation of this policy may be subject to disciplinary action, up to and including being suspended.

1st Occurrence: A warning letter will be issued by the school to the concerned student. This letter should be signed by both student and parent. The student/guardian signs an undertaking to abide by the policy or else the student's will be suspended. 6 behavior marks will be deducted for grade 3 & 4 students.

2nd Occurrence: The student's account will be suspended. 12 behavior marks will be deductedfor grade 3 & 4 students.

3rd Occurrence: The student will be suspended. The student will fail the behavior/conductsubject. Legal Authorities will be notified.

..... [Print child's name] agrees to follow the Password Protection Policy

Signed……

Class .....

Date.....

Sharjah American International School (SAIS)-Umm Al Quwain Campus

ICT Acceptable Use Policy

Middle/High School Student's Agreement / Password Security Policy

This is how I will protect my password:

I will follow the school Password Construction Guidelines to create astrong password I

will change my password every month.

I will not share my password with anyone, except my parents.

I will contact Mr. Kumar or Mr. Youssef if I want my password to bereset.

I will immediately inform the Online Safety Group if I suspect mypassword has been compromised. I will immediately change mypassword.

I have read, understood, and will abide by the Password ProtectionPolicy. I further understand that any violation of this policy may be subject to disciplinary action, up to and including being suspended/expelled.

1st Occurrence: A warning letter will be issued by the school to the concerned student. This letter should be signed by both student and parent. The student signs an undertaking to abideby the policy or else his account will be suspended. 6 behavior marks are deducted.

2nd Occurrence: The student's account will be suspended. The student signs an undertaking toabide by the policy or else he will be suspended. 12 behavior marks are deducted.

3rd Occurrence: The student will be suspended. The student will fail the behavior/conductsubject. Legal Authorities will be notified.

..... [Print child's name] agrees to follow the Password Protection Policy

Signed……

Class ……

Date……

Data Protection Policy - Parents & Students

Processing of personal data policy

Information memorandum

1. Processing of personal data policy

Sharjah American International School will process your personal data during its activities. This policy sets out the rules that we will follow when processing your personal information to preserve the right to protect your personal data, your privacy, and to ensure that your personal data is not misused. We will follow this policy for the entire period during which we process any of your personal information.

Through this policy, we inform you of the facts and your rights that you need to be aware of, to ensure sufficient transparency in the processing of your personal data.

This policy sets out the procedures and principles on the basis of which we will process and handle your personal data. If anything is unclear or you would like to ask anything about your personal data, please use the contact information provided in this policy.

2. Collection of personal data

2.1. Reasons for collecting personal data

We will only collect and process personal data from you if it is necessary for:

a) Fulfilling the contract that you have signed or closed with us.
b) The provision of the service you want to use.
c) Compliance with the requirements of the law.
d) The purposes of our legitimate interests, unless in this case your interests or the fundamental rights and freedoms of data subjects that require the protection of personal data are preferred.

2.2. Consent

In other cases, we may only collect and process your personal data with your explicit and free consent. You may at any time revoke your consent through the contact details provided in this policy. Specific conditions for the use of your personal data after granting consent are always provided in each individual consent.

2.3. Acquisition of personal data

We do not obtain your personal data from publicly available sources, but always from you or from third parties who cooperate with us and have obtained personal data from you in accordance with the law and may transmit it to us. In both cases, we will follow this policy.

We will always inform you about the specific reason for processing your personal information. This information is either stated directly in the contract, or in the terms of the service provided or in this policy. Alternatively, you may ask us at any time for the reasons for processing your personal information through the contact details listed below.

3. The use of your personal information

We use your personal information primarily to perform a concluded contract, comply with legal requirements, or to meet legal requirements. We will always inform you of any further use of your personal data.

4. Passing your personal information on to others

4.1. Passing on of personal data

We will not share your personal information with anyone except as described in this policy.

Your personal data will be accessed by our employees who will be in charge of working with this personal information. All employees who will have access to your personal data are committed to secrecy in writing; therefore, your personal data may not be disseminated anywhere. These employees are also responsibly selected and properly trained to know how they should treat your personal information and how the processing of your personal data can take place.

We will then pass on your personal information to some third parties if necessary. These persons are referred to as processors. Our company is responsible for ensuring that these processors provide reasonable assurance that your personal data will be processed. We choose all of the processors responsibly. At the same time, the

processors will be contractually obliged to perform all their duties, ensuring that your personal data is adequately protected and minimize the risk of abuse.

4.2. Third persons to whom personal data will be transferred - recipients of personal data

The processors mainly include our accounting, PRO, Corporate Office, and local authorities such as UAQ Education Zone, Ministry of Education, Ministry of Labor, Ministry of Human Resources and Emiratization, Ministry of Health, Technopeak and CTS, our IT partners, Focus, and Insurance Company to whom we pass on your personal information if it is necessary in order to use their services - consultation. Furthermore, IT and hosting providers.

We may also share your personal information with other third parties in order to prevent crime and reduce risks, if required by law and where we consider it appropriate, in response to a lawsuit or to protect the rights or property of our school, our partners or you.

5. Automatic individual decision making and profiling

Our school does not perform any automatic individual decision making or profiling process that would have any legal effect on you or would otherwise have any significant impact on you during the processing of your personal information. If this is changed, we will inform you immediately.

6. Your rights

6.1. Right to information

At any time, you can ask us to send you a confirmation that we are processing some of your personal information at the contact details below and if we are processing your personal data, you have the right to access this information:

a) For what purpose we process your personal data and what its categories are.
b) Who the recipients and processors of your personal data are.
c) How long your personal data will be saved and if this time cannot be determined, then the use criteria to determine this time.
d) Which personal data you may request removal or processing restrictions for and object to such processing.
e) About the right to file a complaint with the Supervisory Authority.
f) About personal data sources, unless they have been obtained from you.
g) Whether automatic decision-making or profiling takes place automatically.

If you ask for it, we will provide you with copies of your processed personal data. If you request it in electronic form, copies will be provided in electronic form if you do not request it in another way. However, we have the right to require verification of your

identity to verify that this information regarding your personal data does not reach an unauthorized person.

Contact Persons are:

Principal (for clarifications or complaints): carole.aboud@saisuaq.com

Assistant Principal (for clarifications or complaints):

mona.serhal@saisuaq.com

Youssef Al Danaf (Online E-safety Officer): Yousef.danaf@saisuaq.com

Heba Abu Taha (School Registrar): heba.abutaha@saisuaq.com

Navas Hussein (Portal Administrator): navas@saisuaq.com

Merouel Brosoto (School Accountant): Merouel.brosoto@saisuaq.com

6.2. The right to correction

If you find that some of your personal information is inaccurate, imprecise or
incomplete, you are entitled to have your personal information corrected or supplemented, without undue delay, after you communicate this fact to us.

7. Measures implemented

Our company has introduced personnel, organizational and technical measures to eliminate the various risks to your rights and freedoms and to protect your personal data. For this purpose, we have trained all of our staff who are in contact with personal
data. Furthermore, all personal data in physical form is secured against unauthorized access. For personal data stored in electronic form, we comply with security standards
and they are similarly protected against unauthorized access. At the same time, we have developed a risk analysis to prevent risks and have taken appropriate action.

I have read all the points mentioned above and acknowledge that the school is taking all the necessary precautions and measures to safeguard my personal data. I am very well aware that in case of violation of this policy the following sanctions will be applied:

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, (4 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).

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.

Parent Name: ……. Student Name: ……..

Parent Signature: …… Student Signature: ……

Internet Use Monitoring and Filtering Policy - Student

1. Purpose

The purpose of this policy is to define standards for systems that monitor and limit web use from any host within SAIS's network. These standards are designed to ensure students use the Internet in a safe and responsible manner and ensure that student web use can be monitored or researched during an incident.

2. Scope

This policy applies to all SAIS students connected to the SAIS network.
This policy applies to all end user-initiated communications between SAIS's network and the Internet, including web browsing, instant messaging, file transfer, file sharing, and other standard and proprietary protocols. Server to Server communications, such as SMTP traffic, backups, automated data transfers or database communications are excluded from this policy.

3. Policy

3.1 Web Site Monitoring

The Information Technology Department shall monitor Internet use from all computers and devices connected to the corporate network. For all traffic the monitoring system must record the source IP Address, the date, the time, the protocol, and the destination site or server. Where possible, the system should record the User ID of the person or account initiating the traffic. Internet Use records must be preserved for 180 days.

3.2 Access to Web Site Monitoring Reports

General trending and activity reports will be made available to any student as needed upon request to the Information Technology Department. Computer Security Incident Response Team (CSIRT) members (Mr. Kumar) may access all reports and data if necessary to respond to a security incident. Internet Use reports that identify specific users, sites, teams, or devices will only be made available to associates outside the CSIRT upon written or email request to Information Systems from a Human Resources Representative.

3.3 Internet Use Filtering System

The Information Technology Department shall block access to Internet websites and protocols that are deemed inappropriate for SAIS's corporate environment. The following protocols and categories of websites should be blocked:

- Social Network Services
- Personals and Dating
- SPAM, Phishing and Fraud
- Spyware
- Tasteless and Offensive Content
- Violence, Intolerance and Hate
- Web Based Email
- Peer to Peer File Sharing

- Adult/Sexually Explicit Material
- Advertisements & Pop-Ups
- Chat and Instant Messaging
- Gambling
- Hacking
- Illegal Drugs
- Intimate Apparel and Swimwear

3.4 Internet Use Filtering Rule Changes

The Information Technology Department shall periodically review and recommend changes to web and protocol filtering rules. Human Resources shall review these recommendations and decide if any changes are to be made. Changes to web and protocol filtering rules will be recorded in the Internet Use Monitoring and Filtering Policy.

3.5 Internet Use Filtering Exceptions

If a site is mis-categorized, students may request the site be un-blocked by submitting a ticket to the school principal. The principal will review the request and request to un-block the site if it is mis-categorized.

Students may access blocked sites with permission if appropriate and necessary for business purposes. If a student needs access to a site that is blocked and appropriately categorized, they must submit a written request to the school principal. The principal will present all approved exception requests to Information Technology in writing or by email. Information Technology will unblock that site or category for that associate only. Information Technology will track approved exceptions and report on them upon request.

4. Policy Compliance

5.1 Compliance Measurement

The Online Safety Team will verify compliance to this policy through various methods, including but not limited to, periodic walk-thrus, video monitoring, business tool reports, internal and external audits.

5.2 Exceptions

Any exception to the policy must be approved by the school principal.

5.3 Non-Compliance

A student found to have violated this policy may be subject to disciplinary action.
I have read, understand, and will abide by the above Policy. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be initiated, as following:

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. Thestudent 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 deductedIn 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/conductsubject, 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 theviolation.

Parent Name: ……. Student Name: ……..

Parent Signature: ……. Student Signature: ……

Password Protection Policy -Elementary Students

Overview

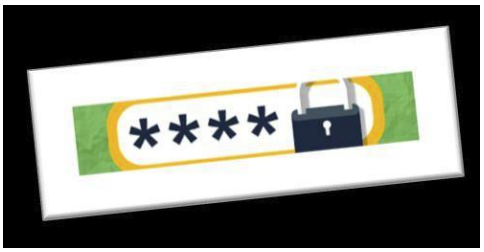
Passwords are an important aspect of computer security. A poorly chosen password may result in unauthorized access and/or exploitation of our resources. All SAIS students are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords.

Purpose

The purpose of this policy is to establish a standard for creation of strong passwords and the protection of those passwords.

Scope

The scope of this policy includes all SAIS users who have or are responsible for an account (or any form of access that supports or requires a password) on any system that resides at any SAIS facility, has access to the SAIS network, or stores any non-public SAIS information.



Policy

4.1 Password Creation

4.1.1All students' passwords must conform to the *Password Construction Guidelines*.
4.1.2Users must use a separate, unique password for each of their work-related accounts. Users may not use any school related passwords for their own, personal accounts.

4.2 Password Change

4.2.1Passwords should be changed every month.
4.2.2 Passwords may not be written down.

4.3 Password Protection

4.3.1Passwords should be treated as confidential information. No student is to give, tell, or hint at their password to another person, including Technology staff, administrators, supervisors, classmates, friends, and family members, under any circumstances. If someone demands your password, refer them to this procedure or have them contact the Technology Department or their

teacher/supervisor. Exception: Students can share their passwords with their parents/guardians and are encouraged to do so.

4.3.2. Passwords are not to be transmitted electronically over the unprotected Internet, such as viae-mail. However, passwords may be used to gain remote access to district resources via the District's IPsec-secured Virtual Private Network or SSL-protected Web site.

4.3.3 No user is to keep an unsecured written record of his or her passwords, either on paper or inan electronic file. If it proves necessary to keep a record of a password, then it must be kept in a controlled access safe if in hardcopy form or in an encrypted file if in electronic form.

4.3.4 Students should not use the "Remember Password" feature of applications (for example, webbrowsers).

4.3.5 If a student either knows or suspects that his/her password has been compromised, it must bereported to the Online Safety Group and the password changed immediately.

4.3.5 The IT Department may attempt to crack or guess users' passwords as part of its ongoingsecurity vulnerability auditing process. If a password is cracked or guessed during one of theseaudits, the user will be required to change his or her password immediately

Password Reset Procedure

Students should contact Mr. Kumar, the IT technician or Mr. Youssef, the Online Safety Officer. The request will be followed up with a return call (if the user is not their physically) to validate the user requesting the change. Upon validation, the password will be set to a new unique password and read over the phone to the user while they are logging in. Passwords are not to be sent via e-mail. Students will be asked to change the password immediately after the reset is done successfully.

Parent Name: ……. Student Name: ……..

Parent Signature: ……. Student Signature: …….

Policy Compliance

5.1 The Compliance Measurement

The IT Department will verify compliance to this policy through various methods, including but not limited to, periodic walk-thru, video monitoring, internal and external audits, and feedback tothe principal.

5.2 Exceptions

Any exception to the policy must be approved by the IT Department in advance.

5.3 Non-Compliance

A student found to have violated this policy may be subject to disciplinary action, up to andincluding being suspended.

Password Construction Guidelines

1. Passwords must contain at least 8 characters.

2. Passwords must contain both upper- and lower-case letters.

3. Passwords must contain at least one number (for example, 0-9).

4. Passwords must contain at least one special character (for example,$%^&*()_+|~-=\`{}[]:";'<>?,/).

5. Passwords should not be found in a dictionary

6. Passwords should not contain personal information such as birthdates, addresses, phonenumbers, or names of family members, pets, friends, and fantasy characters.

I have read, understood, and will abide by the Password ProtectionPolicy. I further understand that any violation of this policy may be subject to disciplinary action, up to and including being suspended/expelled.

1st Occurrence: A warning letter will be issued by the school to the concerned student. This letter should be signed by both student and parent. The student signs an undertaking to abideby the policy or else his account will be suspended. 6 behavior marks are deducted.

2nd Occurrence: The student's account will be suspended. The student signs an undertaking toabide by the policy or else he will be suspended. 12 behavior marks are deducted.

3rd Occurrence: The student will be suspended. The student will fail the behavior/conduct subject. Legal Authorities will be notified

Parent Name: ……. **Student Name: ……..**

Parent Signature: ……. **Student Signature: ……**

Password Protection Policy - Middle & High School Students

1. Overview

Passwords are an important aspect of computer security. A poorly chosen password may resultin unauthorized access and/or exploitation of our resources. All SAIS students are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords.

2. Purpose

The purpose of this policy is to establish a standard for creation of strong passwords and theprotection of those passwords.

3. Scope

The scope of this policy includes all SAIS users who have or are responsible for an account (or any form of access that supports or requires a password) on any system that resides at any SAISfacility, has access to the SAIS network, or stores any non-public SAIS information.

4. Policy

4.1 Password Creation

4.1.1 All students' passwords must conform to the *Password Construction Guidelines*.

4.1.2 Users must use a separate, unique password for each of their work related accounts. Users may not use any school related passwords for their own, personal accounts.

4.2 Password Change

4.2.1 Passwords should be changed every month.

4.2.2 Passwords may not be written down, unless stored in an encrypted format.

4.3 Password Protection

4.3.1 Passwords should be treated as confidential information. No student is to give, tell, or hint at their password to another person, including Technology staff, administrators, supervisors, classmates, friends, and family members, under any circumstances. If someone demands your password, refer them to this procedure or have them contact the Technology Department or their teacher/supervisor. Exception: Students can share their passwords with their parents/guardians and are encouraged to do so.

4.3.2. Passwords are not to be transmitted electronically over the unprotected Internet, such as via e-mail. However, passwords may be used to gain remote access to district resources via theDistrict's IPsec-secured Virtual Private Network or SSL-protected Web site.

4.3.3 No user is to keep an unsecured written record of his or her passwords, either on paper or in an electronic file. If it proves necessary to keep a record of a password, then it must be kept in a controlled access safe if in hardcopy form or in an encrypted file if in electronic form.

4.3.4 Students should not use the "Remember Password" feature of applications (for example, web browsers).

4.3.5 If a student either knows or suspects that his/her password has been compromised, it must be reported to the Online Safety Group (by email or on Teams) and the password changed immediately.

4.3.5 The IT Department may attempt to crack or guess users' passwords as part of its ongoingsecurity vulnerability auditing process. If a password is cracked or guessed during one of theseaudits, the user will be required to change his or her password immediately

5. Password Reset Procedure

Students should contact Mr. Kumar, the IT technician or Mr. Youssef, the Online SafetyOfficer. The request will be followed up with a return call (if the user is not their physically) to validate the user requesting the change. Upon validation, the password willbe set to a new unique password and read over the phone to the user while they are logging in. Passwords are not to be sent via eMail. Students will be asked to change the password immediately after the reset is done successfully.

6. Policy Compliance

5.1 Compliance Measurement

The IT Department will verify compliance to this policy through various methods, including but not limited to, periodic walk-thru, video monitoring, internal and external audits, and feedback tothe principal.

5.2 Exceptions

Any exception to the policy must be approved by the IT Department in advance.

5.3 Non-Compliance

A student found to have violated this policy may be subject to disciplinary action, up to andincluding being suspended or expelled.

1st Occurrence: A warning letter will be issued by the school to the concerned student. This lettershould be signed by both student and parent. The student signs an undertaking to abide by the policy or else his account will be suspended. 6 behavior marks are deducted.

2nd Occurrence: The student's account will be suspended. The student signs an undertaking toabide by the policy or else he will be suspended. 12 behavior marks are deducted.

3rd Occurrence: The student will be suspended. The student will fail the behavior/conductsubject. Legal Authorities will be notified.

7. Password Construction Guidelines

Passwords are used to access the network, Teams, e-mail, the Web, and voicemail.

Poor, weak passwords are easily cracked, and put the entire system at risk. Therefore, strongpasswords are required. Try to create a password that is also easy to remember.

1. Passwords must contain at least 8 characters.

3. Passwords must be at least 8 characters in length and contain characters from three of the four following categories: Sample: We1come! (Do not use this sample)

a. English uppercase characters (A through Z)

b. English lowercase characters (a through z)

c. Base 10 digits (0 through 9)

d. Non-alphabetic characters (for example, !, $, #, %)

4. Passwords may not contain your First, Middle or Last name

5. Passwords should not be based on well-known or easily accessible personal information such as date of birth or phone number.

6. Passwords should not be words that can be found in a standard dictionary (English or foreign) or are publicly known slang or jargon.

Password Creation Tips:

1. Think of a sentence that you can remember. This will be the basis of your strong password or pass phrase. Use a memorable sentence, such as "My son Age is three years old."

2. Check if the computer or online system supports the pass phrase directly. If you can use a pass phrase (with spaces between characters) on your computer or online system, do so.

3. If the computer or online system does not support pass phrases, convert it to a password. Take the first letter of each word of the sentence that you've created to create a new, nonsensical word. Using the example above, you'd get: "msaityo".

4. Add complexity by mixing uppercase and lowercase letters and numbers. It is valuable to use some letter swapping or misspellings as well. For instance, in the pass phrase above, consider misspelling Aiden's name, or substituting the word "three" for the Procedure: 6800.6P Page 4 of 4 number 3. There are many possible substitutions, and the longer the sentence, the more complex your password can be. Your pass phrase might become "My SoN Ayd3N is 3 yeeRs

old." If the computer or online system will not support a pass phrase, use the same technique onthe shorter password. This might yield a password like "MsAy3yo".

5. Finally, substitute some special characters. You can use symbols that look like letters, combinewords (remove spaces) and other ways to make the password more complex. Using these tricks, we create a pass phrase of "MySoN 8N i$ 3 yeeR$ old" or a password (using the first letter of each word)

I have read, understand, and will abide by the above Policy. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may betaken, and/or appropriate legal action may be initiated.

1st Occurrence: A warning letter will be issued by the school to the concerned student. This letter should be signed by both student and parent. The student signs an undertaking to abideby the policy or else his account will be suspended. 6 behavior marks are deducted.

2nd Occurrence: The student's account will be suspended. The student signs an undertaking toabide by the policy or else he will be suspended. 12 behavior marks are deducted.

3rd Occurrence: The student will be suspended. The student will fail the behavior/conductsubject. Legal Authorities will be notified.

Parent Name: ……. Student Name: ……..

Parent Signature: ……. Student Signature: ……

Online Safety Incidents

Reporting Policy-Students

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 per**son/post.

3. **Call the school hotline 0564808233.**

4. **Report** the incident **immediately** to your parents and to Mr. Yousef, the Online Safety Officer or the school counselors Ms. Ghada or Ms. Oraib on the following emails:

yousef.danaf@saisuaq.com

oraib.mohammad@saisuaq.com

Ghada.abdalla@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?

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, (4 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).

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.

Parent Name: ……. **Student Name: ……..**

Parent Signature: ……. **Student Signature: ……**

Social Media Policy and Guidelines- Student

1. Introduction

We actively encourage the responsible use of social media. Responsible use of social media can be positivefor learning and teaching. It can also be personally enjoyable and beneficial.

This policy will make clear what standards are expected of anyone who works for the school and uses socialmedia as well as what actions may be taken when it is considered a student may have breached this policy.

1.1 This policy applies to all student use of social media, including:

1.1.1 On behalf of the school.

1.1.2 As part of their work directly with pupils.

1.1.3 In their wider professional lives; and

1.1.4 In their personal lives.

1.2 There is additional guidance available to help student follow good practice on the e-safety toolkit area of the social media.

1.3 In this policy, we define **social media** to mean:

'Websites and applications that enable users to create and share content or to participate in socialnetworking.'

1.4 In this policy, the word **parents** are used to mean the parents, care-givers, and others with parentalresponsibility for a pupil at the school.

1.5 This policy works alongside other legislation, DFE statutory guidance, and other school and local authority policies such as Code of student Conduct, Online Safety Policy, and Acceptable use agreement. These all also apply where relevant.

PURPOSE

This policy has been created to assure that information disclosed by SAIS and its students' is timely, accurate, comprehensive, authoritative, and relevant to all aspects of school's system. In accordance with the SAIS Belief Statement that there must be a clear alignment among curriculum, instructional practice and assessment, this policy will provide the framework to facilitate the timely dissemination of information.

(a) Adherence to this policy will reinforce its current non- discriminatory practices based onsex, race, color, national origin, religion, handicap, age, or disability.

clarify what the school considers to be appropriate and inappropriate use of socialnetworking by student.

(b) encourage social networking to be used in a beneficial and positive way,

(c) safeguard student, pupils, parents, and members of the public from abuse through social networking,

(d) safeguard the reputation of the school, other schools, other organizations, and employersfrom unwarranted abuse through social networking,

(e) set out the procedures that will be followed where it is considered that student have inappropriately or unlawfully used social networking.

3. SCOPE

This social media policy applies to all SAIS employees, teachers, students, Board Members, and auxiliary personnel. This policy covers all social media and media platforms, social networks, blogs, photo sharing, wikis, online forums, and video sharing.

DEFINITIONS

Term: Social Media Account
Definition: A personalized presence inside a social networking channel, initiated at will by an individual.

YouTube, Twitter, Facebook, Instagram, Snap Chat, and other social networking channels allow users to sign-up for their own social medial account, which they can use to collaborate, interact, and share contentand status updated. When a user communicated through a social media account, their disclosures are attributed to their User Profile.

Term: Social Media Channels
Definition: Blogs, micro-blogs, wikis, social networks, social bookmarking services, user rating servicesand any other online collaboration, sharing or publishing platform, whether accessed through the web, a mobile device, text messaging, email or other existing or emerging communications platforms.

Term: Professional social media
Definition: Professional social media is a work-related social media activity that is either school based(e.g. establishing a Facebook page for school, school department), or non-school based.

Term: Social Media Disclosures
Definition: Blog posts, blog comments, status updated, text messages, posts via email, images, audio recordings, video recordings or any other information made available through a social media channel.Social media disclosures are the actual communications a user distributes through a social media channel, usually by means of their social media account.

Term: Controversial Issues
Definition: Issues that form the basis of heated debate, often identified in political campaigns as wedge issues, since they provoke a strong emotional response. Examples include political views, health care reform,education reform and gun control.

Term: Inbound Links
Definition: An inbound link is a hyperlink that transits from one domain to another. A hyperlink that transits from an external domain to your own domain is referred to as an inbound link. Inbound links areimportant because they play a role in how search engines rank pages and domains in search results.

Term: Hosted Content
Definition: Text, pictures, audio, video, or other information in digital form that is uploaded and resides inthe social media account of the author of a social media disclosure. If you download content off the Internet, and then upload it to your social media account, you are hosting that content. This distinction is important because it is generally illegal to host copyrighted content publicly on the Internet without first obtaining the permission of the copyright owner.

Term: Copyrights
Definition: Copyrights protect the right of an author to control the reproduction and use of any creative expression that has been fixed in tangible form, such as literary works, graphical works, photographic works, audiovisual works, electronic works and musical works. It is illegal to reproduce and use copyrighted content publicly on the Internet without first obtaining the permission of the copyright owner.

Term: Official Content
Definition: Publicly available online content created and made public by SAIS, verified by virtue of thefact that it is accessible through the school's website.

Term: Blog
Definition: An online journal that contains entries or posts that consist of text, links, images, video, or other mediaand is
usually between 300-500 words.

Term: Microblogging
Definition: Posting brief and often frequent updates online. Unlike traditional blogs, which are often hostedon a

custom website, microblogs are typically published on social media sites like Twitter, Instagram, Tumblr, and Facebook.

Term: Cyberbullying

Definition: Cyberbullying is the use of electronic information and communication devices, to include but not limited to email messages, instant messaging, text messaging, cellular telephone communications, Internet blogs,Internet chat rooms, Internet postings and defamatory websites.

5. FACULTY AND STUDENT GUIDELINES

Blogs, Wikis, Podcasts, Digital Images & VideoPersonal Responsibility

students are personally responsible for the hosted content they publish online. Be mindful thatwhat you publish on social media channels will be public for a long time protect your privacy.

When posting online, please remember that you are a student of the SAIS and representative ofyour colleagues, students, parents, and the school community.

Your online behavior should reflect the same standards of honesty, respect, and consideration thatyou use face-to-face.

Blogs, wikis, and podcasts are an extension of your classroom and considered *official content*. Whatis inappropriate in the classroom should be deemed inappropriate online.

Do not post photos or movies of fellow students without their permission. Do not use photos ormovies taken at school without permission. Do not post photos or movies that contain students without parental consent.

There are many websites that allow users to share personally created movies. You are responsible forall you do, say and post online including videos. Anything posted online should represent you in a professional manner as others will see you as connected to SAIS. It disrupts learning when teachers, employees, and student post videos with questionable content.

When posting online be sure not to post confidential student information.

Cyberbullying is not to be tolerated. Any incidence of cyberbullying should be reported to the school**Principal and Online Safety Officer** immediately. All cyberbullying incidents are to be taken seriously.

Personal use of social networking site, including Facebook, Twitter, and Instagram

Student and employees are personally responsible for all comments/information and hosted contentthey publish online. Be mindful that things such as *Tweets* and *Status Updates* will be visible andpublic for a long time.

By posting comments, having online conversations, etc. on social media sites you are broadcastingto the world, be aware that even with the strictest privacy settings, what you ‘say’ online should bewithin the bounds of professional discretion. Comments expressed via social networking pages under the impression of a ‘private conversation’ my still end up being shared into a more public domain, even with privacy settings on maximum.

Comments related to SAIS, its employees, student and/events related to SAIS, should always meet the highest standards of professional discretion. When posting, even on the strictest settings, student shouldact on the assumption that all postings are in the public domain.

Before posting photographs and videos, permission should be sought from the subject where possible. This is especially the case where photographs of professional colleagues are concerned.

Before posting personal photographs, thought should be given as to whether the images reflect onyour professionalism.

Photographs relating to alcohol or tobacco use may be deemed inappropriate. Remember, your social networking site is an extension of your personality, and an extension of your professional life and classroom. If

it would seem inappropriate to put a certain photograph on the wall, then it should be considered inappropriate to post online.

Microblogging (Twitter, Facebook, Tumblr, Instagram, etc.) comments made using such media are not protected by privacy settings. students should be aware of the public and widespread nature ofsuch media and refrain from any comment and/or #hashtags that could be deemed unprofessional. #(Hashtags) that tag students and provide personal financial gain are prohibited. SAIS students are not to be used as a promotional audience.

SAIS students are not permitted to solicit or accept "Friend" Requests from SAIS employees on any personal Social Media Account. This includes student's accounts and SAIS employee personal accounts.

6. Managing Procedure for posting videos and pictures on the school social media accounts

SAIS has 2 social media accounts:

1. Facebook Account (IT Teacher responsible for posting: To be announced)
2. Instagram Account (IT Teacher responsible for posting: Heba AlTahawy)
3. Whatsapp Groups as a one-way communication with parents (Coordinators are the only members who can post information)
4. Class Dojo is used by KG and Elementary Teachers

1 & 2: Student members, wishing to post videos or pictures on the school's social media accounts, should email their contribution to the concerned section coordinator responsible for the grade level, to which the post is related.

The section coordinator will then check the content of the videos and pictures, ensure that all students included in the videos and pictures have already submitted the consent letters signed by their parents to have them on the school social media accounts. (Each section coordinator saves all the consent letters in a folder onhis/her workstation).

Once the checking is done, the coordinator will forward the email to Ms. Heba to post on theschool social media accounts.

3. Section Coordinators post all information related to the hybrid learning environment on these groups. Theyare the only ones allowed to post information.

4. Class Dojo is used by KG and Elementary teachers as a means of communication with parents concerningtheir children's performance.

7. Student-Student Relations

Students are prohibited from establishing personal relationships with employees that are unprofessional and thereby inappropriate. Examples of unprofessional relationships include, butare not limited to: employees fraternizing or communicating with students as if employees and students were peers such as writing personal letters or emails; "texting" students; calling students on cell phones or allowing students to make personal calls to them unrelated to homework or class work; sending inappropriate pictures to students; discussing or revealing to students personal matters about their private lives or inviting students to do the same.

Students who post information on Facebook, Twitter or other similar websites that include inappropriate

personal information such as, but not limited to: provocative photographs, sexuallyexplicit messages, use of alcohol, drugs or anything students are prohibited from doing must understand that if students, parents obtain access to such information, their case will be investigated by school and authorities and if warranted, will be disciplined up to andincluding termination, depending on the severity of the offense.

The principal reserves the right to periodically conduct Internet searchers to determine if students have posted inappropriate materials online. If inappropriate use of computers and websites is discovered, the principal will download the offensive material and promptly bringmisconduct to the attention of the COO.

8. Email

SAIS in accordance with its **Acceptable Use and Safety** policy, that all electronic or any othercommunications by students or parents to employee at any time, from any email system shall be expected to be professional, acceptable in content to any reasonable person, and limited to information that is school-related or is acceptable to both student and parent. Email between employees, students, and parents shall be done through the school provided email application. Email must conform to school email policies.

9. CYBERBULLYING:

Cyberbullying by a SAIS student directed toward another SAIS student or school student member isconduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in asafe environment.

SAIS prohibits acts of cyberbullying by SAIS students through the use of any SAIS owned, operated, and supervised technologies. The school principal or designee may report allegationsof cyberbullying to law enforcement authorities.

Any act online, the Internet or through electronic devices (cellular phones, tablets) that deliberately threatens, harasses, intimidates an individual or group of individuals; places an individual in reasonable fear of harm to the individual or damage to the individual's property;has the effect of substantially disrupting the orderly operation of the school is considered cyberbullying.

Any student that believes he/she has or is being subjected to cyberbullying, as well as any person who has reason to believe a student or school student member has knowledge or reason to believe another pupil or school student member is being subjected to orhas been subjected to cyberbullying shall immediately make a report to the school principal and Online Safety Officer.

SAIS has a zero tolerance against cyberbullying and each reported instance will be handledin accordance with the UAE rules, policies, and guidelines.

10. MEDIA, PHOTOGRAPHY AND FILM

A reporter, producer or other news media may contact you for a number of reasons, for example: To

get information about SAIS, teachers, or employees or students.

To get information about a recent, unexpected event such as natural disasters, theftsor arrests, accidents, or injuries; parent or teacher complaints; etc.

To get information or comments about an action or event that could impact our school,teachers and/or student,

students or changes in school or government policies.
To get general information on a topical story in our community.

Refer all media calls to your school's ***Principal***. Please do not say you are not allowed to talkto a reporter or have to get permission to do so. Instead, tell the reporter: "SAIS policy is to refer all media inquiries to the principal."

Please remember to contact your school's ***Principal*** if and when you have been approachedby the media. Even though you have referred the media, the principal will need to prepare aresponse. Do not let a reporter compel you to answer questions on the spot. It is always beneficial to prepare in advance in order to provide accurate and relevant information.

A similar process as described above will be used when someone from the media is requesting permission to take photographs or to film inside one of our facilities. Refer thecaller to your school's Principal. No one will be given access to your facility/school for a photo or filming without approval from the principal and equally important the principal willnot give approval without talking in advance with the COO.

11. Monitoring use of social media on school equipment

- The school reserves the right to monitor **all** student internet use, including when student are making personaluse of social media, on any school systems or equipment. Misuse of social media - even personal use -on school equipment is a breach of the school's acceptable use policy.

12. BLOGGING GUIDELINES AND BEST PRACTICES

SAIS continues to explore how online discourse through social media channels can empower teachers, students, parents, and student. SAIS understands the importance of these interactions in helping to communicate the highlights of academic collaboration and achievement. SAIS is committed to continuing to explore new technologies and their bestpractices.
These Blogging Guidelines and Best Practices will help you to make appropriate decision aboutyour SAIS-related blogging, blog content curation, and your responses to comments and blogs. The lines between public and private, personal, and professional are often blurred in the digital world.

By virtue of identifying yourself as a SAIS student online, you are now connected to colleagues, students, parents, and the school community. You should make sure that contentassociated with you is consistent with your work at SAIS.

All blogs and other media will be posted at the discretion of each school 's Principal. Anyblog or other social media involving SAIS can be posted and/or removed at the principal'sdiscretion.

All blogs and other social media sites are a communication channel of SAIS and are to bemaintained consistently throughout the school year.

SAIS students are personally responsible for the content they publish online. Be mindful that what you publish will be public for a long time. Remember to protect yourprivacy.

As with all online interaction, as a SAIS student your online behavior should reflectthe same standards of honesty, respect, and consideration that you use face-to-face.
Remember that blogs are an extension of your classroom. What is inappropriate in yourclassroom should be deemed inappropriate online.

You may not share information that is confidential and proprietary about SAIS, itsemployees, students and/or student.

When blogging, be respectful of your colleagues. Be thoughtful and accurate in your writing,and respectful of how other SAIS members may be affected.

Remember that blogs are *brief* and should not exceed more than 500 words. Be concise andknow your audience.

When blogging online, do not post confidential student information, including grades, awardsand/or disciplinary action. If you are unsure of what is considered confidential, contact your school's Principal.

SAIS students should include disclaimers within their personal blogs that the viewsare their own and do not reflect on SAIS.

Classroom blogs do not require a disclaimer, but teachers are encouraged to moderate contentcontributed by students.

Remember to respect copyright and fair use guidelines. Be sure not to plagiarize and givecredit when it is due.

Blogs and comments related to SAIS should always meet the highest standards of professional discretion.

When posting or blogging, even on the strictest settings, student shouldact on the assumption that all postings are in the public domain.

I have read, understand, and will abide by the above Policy. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may betaken, and/or appropriate legal action may be initiated, as per the following:

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, (4 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).

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.

Parent Name: ……. Student Name: ……..

Parent Signature: ……. Student Signature: ……