



Internet Safety Policy

In accordance with ADEC Policy 65 for Private Schools,
“Protection From Dangers of the Global Information Network”

2016-2017

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Policy Statement

Using technology in the classroom is a daily part of learning at our school. The internet is often used by staff and students to access valuable learning resources and tools on school computers, tablets, and other mobile devices. This policy has been designed to ensure our students' safe and responsible use of these technologies and give them the skills and knowledge to continue to do so throughout their lives.

Note that "School Electronic Device" or "SED" refers to any CIS-owned devices including laptops, MacBooks, iPads, school computers, etc.

Technology in the Classroom

Students use technology, online learning and digital learning to:

- a) access, share and create knowledge
- b) discover, develop and apply competencies across subject and discipline areas for learning, work and life, to enable students to:
 - know how to learn: to gain knowledge, understanding or skills through experience, study, and interaction with others
 - think critically: conceptualize, apply, analyze, synthesize, and evaluate to construct knowledge
 - identify and solve complex problems
 - manage information: access, interpret, evaluate and use information effectively, efficiently, and ethically
 - innovate: create, generate and apply new ideas or concepts
 - create opportunities through play, imagination, reflection, negotiation, and competition, with an entrepreneurial spirit
 - apply multiple literacies: reading, writing, mathematics, technology, languages, media, and personal finance
 - demonstrate good communication skills and the ability to work cooperatively with others
 - demonstrate global and cultural understanding, considering the economy and sustainable development
 - identify and apply career and life skills through personal growth and well-being
- c) develop and apply digital citizenship and technological skills
- d) demonstrate what they know and are able to do through effectively using a range of resources and media
- e) monitor their learning progress and inform decisions through the use of data and evidence-based reasoning

Practice and Procedure

All CIS students use computers and iPads as they increase their understanding of Information Technologies (IT) and develop into 21st Century Learners. Independence on these devices increases with age, as do the expectations of how students are to use them. Teachers and CIS staff provide students with guidance and instruction on maneuvering the internet safely and appropriately, while at the same time encouraging students to explore and expand their knowledge with these powerful and engaging tools.

School Electronic Device (SED) User Agreement—Secondary School

Starting in Grade 7, all students must sign and submit the "School Electronic Device User Agreement" (Appendix A) before using school technology, and the content of this agreement is reinforced within class. In signing this document, students agree to comply with the rules and to observe safe internet usage practices. All signed documents are stored in the Secondary Library and teachers are responsible for ensuring that students who use the computers are cleared to do so and that students understand the policy and the

information within it. Inappropriate use of school technology will result in disciplinary procedures and possibly loss of computer privileges.

Personal Electronic Devices at CIS

If a student chooses to bring a cell phone or other PED to school, it is with the understanding that the device must be kept in the student's locker and switched off for the entirety of the school day. Cell phones are not allowed during school time unless directed otherwise by their teacher, who monitors usage of these devices at that time. CIS is not responsible for any lost, damaged or stolen PEDs or cell phones.

IT Management

All of the school's IT equipment, software, and support is monitored and maintained by the School IT Administrator. A firewall system is in place to prevent access to inappropriate content by students or staff, including but not limited to online materials depicting violence, adult content, or otherwise against the morals, ideals and laws of the United Arab Emirates. The school's proxy server records the browsing history of users on school devices and this information is stored securely.

Internal school files are kept on a file server maintained by the School IT Administrator. Access to these files is restricted to staff members with permission to view file content.

Data Protection

Student data is stored electronically on PowerSchool. Access to this information is limited to a select number of staff with various levels of clearance and is password protected. Student documents that are kept in hard-copy format are stored in secured filing cabinets with tightly controlled access.

Appendix A: School Electronic Device User Rules and Agreement

RULES

These are the rules to follow to prevent the loss of SED privileges at Canadian International School of Abu Dhabi.

1. **NO FOOD AROUND THE SED:** There is NO GUM CHEWING, DRINKING, or EATING around the Laptops. This applies to students and staff always!
2. **HANDLE EQUIPMENT WITH CARE:** Do not run with laptop or cart or use it any way that may cause physical damage to the device or equipment. Please ensure that equipment is securely positioned when in use and properly stored when finished using.
3. **DO NOT CHANGE ANY SETTINGS ON THE SED:** *Do not change the Homepage or any settings in the Browser, do not move, add or delete any items from the desktop.*
4. **DO NOT PLAY GAMES ON THE SED:** unless sanctioned for classroom use to achieve curricular outcomes by the teacher.
5. **DO NOT DOWNLOAD ANY SOFTWARE:** You must get permission to download any software on the MAC.
6. **NO DOWNLOADING OF SCREENSAVER/DESKTOPS:** If you do this, computers must be restarted. This takes time away from other students.
7. **SHOW RESPECT:** Show respect for the Mac Lab equipment and supplies. Follow these guidelines. This means respecting privacy and a person's right to have a quiet work environment.
8. **SAVE YOUR WORK ON A MEMORY STICK/FLASH DRIVE OR ONLINE:** Use or create an online account to store your files. Example: Google a/c, Send to your EMAIL, Dropbox, etc. Files saved to the desktop will be deleted.
9. **SAVE YOUR WORK OFTEN:** Sometimes programs freeze or the connection to the server gets lost. When this happens any unsaved work will be lost. Protect yourself!
10. **USE THE INTERNET PROPERLY:** Playing games or using Internet relay-chat is prohibited unless authorized by a teacher for classroom purposes. Do not access web sites featuring pornographic, discriminatory, or hate group content.
11. **FOLLOW E-MAIL PROTOCOL:** Electronic mail is not guaranteed to be private. System administrators have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities and will result in appropriate disciplinary measures
12. **MAINTAIN YOUR PRIVACY:** Never reveal your home address, home phone number, or the phone numbers of any other individuals. Notify your parent(s)/ guardian(s) and teacher if any individual is trying to contact you for illicit or suspicious activities.
13. **HELP MAINTAIN YOUR WORKSPACE:** Wipe the machine screens with the provided cloth if you notice it is dirty or smudged. Wipe the keyboards with Lysol wipes to maintain a clean work environment for yourself and to keep the machines in good working order. Report any problems you notice with software or hardware, and any evidence of vandalism or theft.
14. **UPHOLD COPYRIGHT LAW:** The Internet can be a great source of inspiration. Do not copy the work of others and give credit where it's due. Always cite your sources.
15. **PRINT ONLY WHEN NECESSARY:** Printer Ink is very expensive, and we encourage students and staff to save paper whenever possible.

AGREEMENT (student will not be able to use MacBook until signed by student and parent)

I, _____ (Student Name), Grade _____, understand and agree to the rules for using the School Electronic Devices. **YOU WILL LOSE YOUR COMPUTER PRIVILEGES IF THE USER RULES ARE VIOLATED.**

I, _____, parent of above child, understand and agree to financially compensate CIS for repairs or replacement costs if a MacBook, or the laptop cart, is damaged due to my child's misuse of the equipment as per the agreement.

Student Signature _____

Parent Signature _____