Nurture ~ Believe ~ Discover ~ Achieve

Safa Vision

At SCS we aim to enable our learners to have success for today and to be prepared for tomorrow.

نحن في مدرسة الصفا كوميونيتي نسعى الى تأهيل طلابنا للنجاح اليوم وتحضيرهم لمواجهة المستقبل

**E-Safety Policy 2023-2024**

**Updated: October 2023**

**E-Safety Policy 2023-2024**

**Safa Community School**


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## 1.0 Rationale

The use of digital technology in the 21st Century is seen as an essential resource to support learning and teaching, as well as playing an important role in the everyday lives of children, young people and adults.

Digital technology covers a wide range of resources including; web-based and mobile learning.  It is also important to recognise the constant and fast paced evolution within our society as a whole.  Currently, the internet technologies children are using both inside and outside of the classroom include:

- Websites
- Learning Platforms and Virtual Learning Environments
- School email
- Social Networking
- Blogs
- Video Broadcasting
- Legal Music Downloading
- Gaming
- Mobile/Smart phones with text, video, web functionality and/or instant streaming
- Other mobile devices with web functionality and/or instant streaming
- Homework Management

## 2.0 Aims

At Safa Community School, we aim to educate our pupils on E-Safety issues; teaching them the appropriate behaviours and critical thinking skills to enable them to remain safe when using the internet and related technologies, in and beyond the context of the classroom.

## 3.0 Digital Leader Framework

At Safa Community School all staff and students follow a Digital Learner Framework which runs community wide, this is also shared with parents to ensure the children are receiving the same information at home as they are at school. This will help us to help all members of our community to understand the basics in digital life. More information on this can be found here [Digital Safety Framework](#)**.**

**4.0 Definitions**

| Term | Safa Community School Definition |
|---|---|
| Mobile Device | Any portable device that can be used for social media, internet access, photography and/or video. |
| Social Media | Websites and applications that enable users to create and share content or to participate in social networking. |
| Fixed Device | Any school or home based PC normally is static in its location and connected to a network. |
| Filtered Internet | Whilst many unacceptable sites are blocked in the UAE, the school also applies its own layer of filtering to further protect students. |
| Firewall | Used to provide an extra layer of security to the school network and its users. |
| Google Admin Console | Student email addresses are within a specific organisational unit which allows Computing teachers to control access to certain features such as banning access to Gmail. |

**5.0 Internet Access**

At Safa Community School, the updated internet network is used as an educational development tool by staff and children, whilst also having a dedicated guest WiFi network which can be accessed with a password provided by school administration.  Staff have access to a designated Staff Wifi Network for teaching and learning purposes only while on school site. Students have a separate password enabled WiFi which they use for learning as a part of BYOD Policy that was put into place in August 2020. The children have strict access to certain websites and applications whilst logged into the designated student WiFi.

**5.1 Managing the Internet**

- Students will have supervised access to Internet resources for educational purposes through the school's fixed and mobile technology.
- Staff will preview any recommended sites before use in the classroom or sharing for remote learning.
- Safetube will be used to convert online video links which are shared with children and parents.

- If internet research is set for home learning, specific sites will be suggested that have been previously checked by the teacher. It is advised that parents also check and supervise sites that are used at home.
- All users must observe copyright at all times.
- Students from KS2 upwards will make use of Gmail and G Suite services as part of their designed curriculum. They are signed to the schools organisation which is controlled and monitored by the computing department and our IT specialist team.

### 5.2 Internet Use

- You must not post personal, sensitive, confidential or classified information or disseminate such information in any way that may compromise its intended use or audience.
- Names or personal details of colleagues, parents or children will not be acquired through any online mediums on school sites. If students have to sign up to educational sites, they will use their own school email.
- Online gaming, other than for educational purposes, will not be permitted on school sites.
- Internet activity is monitored and explored further if required by a member of the Senior Leadership Team.
- If staff or pupils discover an unsuitable site or images, the screen must be switched off/closed and the incident reported immediately to a member of the Senior Leadership Team.
- Any adult or child caught viewing material that is not for educational purposes will be reported to a member of the Senior Leadership Team who will take any necessary actions.
- Our digital framework teaches children about their digital footprint and the consequences of that.

### 6. Portable and Mobile Devices

At Safa Community School, staff use computers, personal laptops and tablet devices for learning, teaching and assessment tools. Staff are responsible for the care and safe keeping of these devices. This includes the appropriate use and content saved on these devices.

- The school allows staff to bring in personal mobile phones and devices which may only be used during non-contact time or for emergency purposes.
- Under no circumstances does the school allow a member of staff to contact students or parents using their personal email or number unless agreed by a member of Senior Management.
- The sending of inappropriate messages or images between any member of the school community is not permitted, including staff, parents and students. A member of the Senior Management Team

will be informed and deal with any matters in this incidence.

- Users bringing personal devices into school are responsible for ensuring that there is no inappropriate or illegal content.
- Pupils are not permitted to bring personal devices, including mobile phones, into school without the knowledge and permission of their teacher.
- Parents are not permitted to take photographs of children other than their own on school sites, without the permission of a teacher or member of the Senior Leadership Team.
- The school reserves the right to report the inappropriate use of mobile devices on school sites.

In August 2020, SCS implemented a [BYOD policy](#) to support online and blended learning in class from Year 02 to Year 13. Staff have received CPD on how this was to be used in schools and have been instructed on the rules and regulations put in place for the children. The students were given a contract to sign on entry back into school which spelled out the expectations that come with BYOD in class.

## 7. Social Media

At Safa Community School, we use Instagram and our school Facebook page as a platform to share and celebrate learning. When joining school, parents must sign to give permission for their child's photograph to be used on all forms of Social Media. A record of this is kept by the Pastoral Team and shared with all staff. It is the responsibility of the members of staff to ensure that they adhere to this.

- Staff should ensure that their personal Social Media accounts have the highest privacy settings.
- No members of staff should share or friend students or parents on Social Media platforms.
- Any inappropriate posting on Social Media that affects the reputation of the school or staff will be reported to the Head Teacher and/or Principal who will take the necessary action.

## 8. Communication

All communication between members of our school community must be done so in a professional manner. The Head Teacher will speak directly with any members of staff, parents or children who do not adhere to this and any necessary action will be taken. Any matters of a sensitive nature should be communicated face to face during an arranged meeting time.

### 8.1 Email

- Staff can communicate with parents electronically via their school email address.
- Staff members should only use a student's school email account or online tools such as Seesaw or G

Suite to communicate.

- If an email is received from a parent, teachers must respond within 24 working hours.
- Any inappropriate emails should be reported directly to the Head of School.
- Confidential information regarding Safa Community School should only be shared or emailed with authorised personnel.
- Y3, Y4, Y5 have access to a Google Account however this is strictly for login purposes. These students are blocked from accessing Gmail via the Google Admin Console.

## 8.2 WhatsApp

- All parents will have to sign a WhatsApp terms and conditions agreement when joining SCS.
- Class and Year WhatsApp groups will be monitored by the school nominated parent liaison person who will communicate with the Head of School.
- The school reserves the right to remove any parent from a WhatsApp group for negative, aggressive or inappropriate messages.
- Content related to other people's children should not be passed on to parents via WhatsApp without permission.

## 9. Online Learning Environments

### 9.1 Primary - Seesaw

To integrate technology into all learning areas and strengthen communication regarding student learning between home and school, Safa Community School uses the app Seesaw in all classrooms. Seesaw is a secure online journal where students can document and reflect on what they are learning in class. Children will be able to add the things they are working on (including photos, videos, worksheets, drawings and voice recordings) to their Seesaw journal and can share them privately with teachers and other family members to view and comment on throughout the school year.

### 9.2 Secondary - GSuite

Students will access online learning materials via the G Suite service. Google Classroom will be the core service for students completing online activities and accessing lessons for distance learning. A Classroom will be created for all lessons which students will access via an 'Join Code'. Students will be reminded that GSuite is a school learning platform and will not be used for non educational activities.

## 10. Video Conferencing

Safa Community School has invested in a corporate account for Zoom Video Conferencing tool which allows teachers to deliver live online lessons and support to students during school closures. Staff training and CPD have also been delivered using Zoom along with team meetings, parent-teacher conferences and school inspections. However, this now occurs more infrequently due to the relaxation of Distance Learning rules and parent teacher meetings are now offered both online and in-person.

Zoom settings are controlled by the admin department and reviewed weekly to ensure the utmost protection for all users in the SCS organisation.

Students and teachers in the Secondary School will use Google Meet, which is another option for video conferencing, it is more predominantly used in the secondary school to assist with the use of Google Classroom and the integration of G-Suite to deliver online learning.

Parents, children and all staff have been trained in the use of all video conferencing tools and given instructions which must be followed during the use of these tools.

## 11. National Online Safety Accreditation

To ensure E-safety is a key priority at the school,  Safa Community has subscribed to the National Online Safety programme to keep children safe online by providing online safety education, training and updates which empowers the **whole** school community. National Online Safety provides teaching staff and parents with the knowledge they need in order to effectively tackle new and evolving online risks. By using this service, parents and teaching staff have been able to complete CPD courses based on E-Safety which has allowed SAFA to receive the National Online Safety Accreditation for the 2021-2022 Academic Year. This is something that we also aim to acquire for the 2022-2023 Academic Year.

## 12. Roles and Responsibilities

It is the responsibility of all parties involved to ensure that E-Safety is modeled and monitored within school. Any incidents of inappropriate behaviour through use of online platforms will be taken seriously.  The Heads of School are ultimately responsible for the overall implementation of this policy.

## 13. Reference Documents

Other policies supporting this document include:

- Anti-bullying Policy

- Cyber Bullying Policy
- Seesaw Policy
- Safa Community School Digital Leader Framework
- Digital Learning Curriculum Documents
- Bring Your Own Device Policy

## 13. Monitoring and Evaluating:

The school has a committee, board, senior leadership team and designated E-Safety person who regularly monitor the E-Safety in their areas of responsibility. All concerns are reported via the appropriate procedures.

**Next Review Date: October 2024**