CYBER SAFETY POLICY

(2023-2024)

Policy Code:	EHS-3-2023
Approved by:	Ms. Suzan Khashan
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Next review date:	October, 2024

Cyber Safety Policy

Aim

This policy exists to ensure that all staff and students follow certain basic rules about internet
use and the use of IT in general. Its aim is to prevent students or staff coming to harm because of the misuse of IT facilities by others. Moreover, this policy aims to protect students and staff from cyber bullying and promotes safe use of internet.

Procedure

<u>Use of the internet</u>

The Information Technology Department will provide internet access to teachers and students for the primary purpose of study, legitimate research, email access and general internet access. The availability and variety of information on the internet has meant that it can be used to obtain material reasonably considered to be offensive. The use of the internet to access and/or distribute any kind of offensive material, or material that is not work or study related, is prohibited and leaves an individual (staff and students) liable to disciplinary action.

The use of the internet for any of the following purposes constitutes serious misuse:

- Transmitting, retrieving or storing any communications of a discriminatory or harassing nature.
- Transmitting, retrieving or storing any communications which are derogatory to any individual or group.

- Obtaining material that would cause offence on the grounds of race, colour, religion, political beliefs, ethnic origin, sexual orientation, gender, age, disability, nationality, marital status.
- Engaging in ANY form of cyber bullying searching for obscene, offensive or sexually explicit material.
- Obtaining any material for harassment of another person.
- Establishing communications which are defamatory or threatening.

- Obtaining material that is unlawful or that infringes on another person's legal rights (e.g illegal downloads)
- Conducting internet searches and looking at websites which can in any way be regarded as extremist, intolerant of other's faiths and beliefs, or that challenge the rule of law and the right to individual liberty.

Social networking sites (By using Tablet)

The use of the internet for any of the following purposes constitutes serious misuse:

- Searching for illegal and inappropriate sites or material.
- Harassment or bullying of any individual through blogs, emails, chatrooms, or any other form of internet use
- Illegal download of information.
- Use of the internet to give opinions that are extremist, intolerant of other's faiths and
  beliefs, or that challenge the rule of law and the right to individual liberty.
- Placing on a social networking site any work-related issue or material that could adversely affect the school, its staff or its students; at any time and via any medium.

E Mail

Unauthorized or inappropriate use of the E-mail system may result in disciplinary action.

School will not tolerate the use of the E-mail system for unofficial or inappropriate purposes, including:

- Any messages that could constitute bullying, harassment or other detriment;
- Personal use (e.g. social invitations, personal messages, jokes, cartoons, chain letters or other private matters);
- On-line gambling;
- Accessing or transmitting pornography

Penalty for Security Violation

Al Shorouq Private School takes the issue of cyber security very seriously. Those students or staff who use the technology and information resources of school must be aware that they can be disciplined if they violate this policy.