

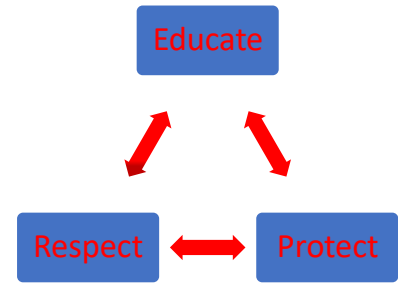
Ras Al Khaimah American Academy			
Subject: Digital Citizenship Policy		SOP No: RAKAA-DC-02	Controlled Copy No: 5
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Digital Citizenship Policy



Objectives of the Policy

The Digital Citizenship policy is to outline the RAKAA’s direction to promote safe, positive, and effective learning environment while using internet. There are other policies, which intended to address students learning, behaviour resources, this policy is to give direction to ensure the school talks about digital citizenship in the context of changing educational planning, strategies, and resources at school.

Introduction

RAKAA views Digital Citizenship as a shared responsibility among students, parents, and school. It is our belief that we must prepare our students to actively join the world in which they live. A significant skill in this new world will be the capability to participate as efficient digital citizens. An important part of learning these skills in given the chance to experience the opportunities, and the trials presented by technology in a safe, secure, clear, and nurturing environment.

Definitions

Digital citizenship refers to responsible use of technology and etiquettes pertaining to online presence.

Digital Citizen: Those who use technology by considering the four main aspects like respect, responsibility, copyright, and plagiarism

Plagiarism refers to using someone’s’ ideas or work without acknowledging it to the specific person as the source.

Phishing is a form of online attack often used to steal user data, including login credentials and bank details of master card numbers.

Pharming- redirecting a website’s traffic to a fake website by means of hacking. The users will be redirected on an illegitimate website without their knowledge because the imposter site may appear exactly like the real one.

Copyright: is a legal protection to those who produce creative work.

Digital Citizenship Policy

- RAKK recognize that the internet and digital technologies are valuable teaching and learning tools which need to be used sensibly and responsibly. RAKAA maintain clear policies around expected behaviors when students and staff using technology and internet.
- School community need to use technology ethically and responsibly and not to use any device in appropriate manner or which is beyond acceptable use policy of RAKAA.
- Every member of RAKAA will observe to copyright laws and licensing agreements sources must be acknowledged appropriately.
- Technologies array must be used for educational purposes only.
- Filtered internet service must be provided for devices logged into school network. Parents must provide additional filtering and supervision on students' home network.
- RAKAA community is to be careful not to create and propagate information via the school email or messaging system.
- RAKAA has a digital citizenship program which is reinforced across the curriculum.

Assessment:

RAKAA

- Has the assessment mechanism to check the benefit and credibility of using online information and data through lesson plans.
- Hass the right to check work on school network, email, internet, computers and other ICT equipment and devices.
- Will restrict students and teachers access to certain websites for protection from inappropriate content but because of nature of internet, full protection can never be ensured despite the education program in place.
- Monitors traffic using ICT infrastructures. To help maintain e-Smart learning environment, the data may be analyzed.

ST/OLS Responsibilities:

- To review the Digital Citizenship policy with teachers annually
- To support events about effective, responsible, and respectful on-line behaviour.
- To set the expectations with teachers for teaching the modern resources.
- To share expectations with school community about the use and misuse of technology.
- To facilitate the positive digital citizenship strategies and to support that at home and in school.

Teacher's responsibilities:

- To support conversation and awareness with students and parents about effective and responsible online behaviour.
- To discuss expectations with students about the acceptable use of devices and technology in school.
- To make aware and educate the students about the misuse of personal devices.
- To instruct and model digital citizenship and responsibility.
- To use technology as teaching tool to support various learning styles.

Agreement:

- I am accepting the RAKAA Digital Citizenship Policy. This policy is developed to support the safe practices with the use of technology withing school environment.
- I can use my personal device for educational purpose only.
- If I am unsure whether I am allowed do to something involving ICT. I will ask the teacher first.
- I will follow the digital citizenship policy irrespective of others being irresponsible. If I come to know about others not behaving responsibly, I will tell the teacher straightaway.
- If I come across something which is inappropriate, I will tell the teacher.
- I will long in with my own user id and password.
- I will not breach laws of copyright.
- I will not be involved with making or sending virus or other malicious software.
- I will not use school equipment and devices to be mean or rude or offensive to any member of RAKAA community.
- I will not share personal information about myself or others when using school ICT- this includes email addresses and passwords.
- Failing to follow the above-mentioned guidelines will lead me to face the consequences mentioned in RAKAA Behavior Policy.

Student signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Please note: This contract of good online safety practices will be scanned and placed in student's file with the Acceptable Use Policy and Behavior policy. Digital Citizenship policy and procedures are collaboratively developed by all members of the school community. This provide the guidance for RAKAA community (staff, students, parents) about what comprises

on a safe, respectable learning environment where technology is used smartly, safely, and responsibly.

Other related Link policies:

Online safety policy:

https://rakaa.sch.ae/wp-content/uploads/2021/12/RAKAA_eSafety-Policy_2021-22.pdf

Cyber safety Policy:

https://rakaa.sch.ae/wp-content/uploads/2021/05/RAKAA_Cyber-safety-Policy_Updated.pdf

Anti-Bullying policy: https://rakaa.sch.ae/wp-content/uploads/2021/05/RAK-AA_Anti-Bullying-Policy.pdf

Child protection policy

<https://rakaa.sch.ae/wp-content/uploads/2021/05/RAKAAG-Child-Protection-Policy.pdf>

Acceptable Use policy

<https://rakaa.sch.ae/wp-content/uploads/2021/05/Student-Personal-Laptop-Acceptable-Use-Policy-2020-2021.pdf>