


Ras Al Khaimah American Academy				
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Introduction

This policy aims to inform all staff at RAKAA of what is considered an unacceptable use of the RAKAA network, school devices, and personally owned electronic devices and provides guidance on what will happen should any staff breach the acceptable use policy terms. This policy will not cover every aspect of electronic device use, but it does address many of the major matters. We are trying in this policy to provide the general expectations of how to use electronic devices in a safe, responsible, and acceptable manner. The use of technology to provide educational material is a privilege for any staff who is willing to abide by the guidelines set in this document.

Unacceptable Use

Abstract: Staff must always respect the different views and beliefs of students, parents and colleagues.

- Use of rude, indecent, offensive, or threatening language is strictly prohibited on any platform and will be dealt with according to the school's Code of Conduct.
- Send any posts or information that could damage the reputation of RAKAA or cause any disruption to the smooth running of the school.
- Participate in any personal, prejudicial, or discriminatory attacks against others.
- Harass others in school or while accessing RAKAA platforms from home.
Furthermore, they must not use their personal social media platforms to harass any member of the RAKAA community.
- Send or post false, defamatory, or malicious information or spread rumours, as per criminal offense in the UAE to knowingly
- Share any private information about another staff or student without their consent. Breaches of this will be dealt with according to the school's Code of Conduct.
- Staff will be held accountable for their behavior online, even if events occur off-campus.
- Breach the confidentiality of any member of the community. Nor must they make threats to or about another or attempt to deface them in any way using any form of social media platform.

- Access or post any content that can be considered profane or obscene, encourages others to participate in any illegal activities, or shows any violence or discrimination towards other people.
- Accesses any such content mentioned above by mistake, they must inform the IT department immediately; otherwise, they may be held accountable.
- Access inappropriate websites to download, store or print files or messages that use inappropriate language or degrade others.

Sanctions

Any sanction for breaches of the RAKAA Acceptable Use policies will vary depending upon the severity of the violation and wherein they correspond to existing policies in place already at RAKAA.

- 1) **Verbal warning.** Mandatory refresher training on Acceptable and Unacceptable Use. Staff will need to sign a waiver acknowledging the breach.
- 2) **Written warning.** Mandatory refresher training again. Staff member to sign a waiver acknowledging their breach. Note in the employee file. Any staff that is suspected of breaching the AUPs they have signed will be referred to the principal, who is the Online Safety Lead, and she will decide upon the course of action to be taken in line with the RAKAA Code of Conduct.
- 3) **Complete loss of access to the network and possible termination of employment depending on the severity of the breach.**

Definitions

- **RAKAA Network**

The school provided a network for staff to log on to and access the internet. Staff may only access the dedicated RAKAA Staff Network using their credentials. RAKAA network has comprehensive filtering systems to prevent access to any unsuitable websites or content.

- **RAKAA Devices**

Any digital device including desktop computers, laptops, tablets, electronic equipment, and active panels.

- **School approved communication channels**

The only school-approved communication channels are Microsoft Teams, school-assigned e-mail accounts, and any other platform that has been approved by SLT for the school community.

- **Personal Devices**

Any device brought in by a staff that is granted access to the RAKAA network, including mobile phones, tablets, Chromebooks, and laptops. Staff must abide by the rules in this policy to bring their personal devices to school.

- **Storage Devices**

Any device used to store and transfer data from one device to another. No staff at RAKAA is permitted to use a USB or other storage device on any RAKAA device. If content or files need to be shared, they must be sent electronically via e-mail, cloud sharing on the OneDrive, or via the school-designated platform Microsoft TEAMS.

- **File sharing**

Sharing of content using Airdrop, Bluetooth, or any other wireless transmission is prohibited at RAKAA. As stated above, the only accepted ways of sharing data are via the school-designated e-mail address or using Microsoft Teams.

- **Plagiarism**

Intentionally copying or using someone else's work as your own without citing where you found the information. Plagiarism is strictly prohibited at RAKAA and will be dealt with according to the school's Code of Conduct.

- **Copyright**

The exclusive and legal right of a person who creates content for the purpose of sharing with others. Breaches of copyright are not tolerated at RAKAA and will be dealt with according to the school's Code of Conduct.

- **Citation – Cite**

When referring to a quote, paragraph, or any content created by another for purposes of evidence in a piece of work, staff, or any other document creators must include details of where they found the content. This is known as citing their sources.

- **Harassment**

Harassment means to act towards another person consistently and persistently in a way that causes distress or annoyance to them. This includes sending unwanted and rude messages online and posting images of others that may cause them distress.

References:

- Policy for Use of Removable Media
- Staff Email Communication Policy
- Filtering Policy
- Data Protection Policy
- Social Media Policy
- Online Safety Policy
- Password Policy and Guidelines
- Devices Use Guidelines

RAKAA Online Safety Group

- Dr. Sandra Zaher – Online Safety Leader
- Ms. Katrina Scotford – Online Safety Lead Assistant
- Mrs. Farhat Riffat – Online Safety Lead Assistant
- Ms. Asma Odawa – ICT Manager Grades 3-12 Girls
- Mr. Naveed Ahmad – ICT Manager K-2 and Grades 5-9 Boys
- Dr. Maria Monce – Head of Staff Support/Academic Advisor
- Mr. Iyad Hamdan – Boys school Counsellor/Academic Advisor

Staff Unacceptable Use Policy (UUP) & Technology Usage Agreement Form

By signing this form and turning it in to the ICT Manager you agree to the terms of the Staff Unacceptable Use Policy (UAUP) & Technology Usage Agreement.

This form must be completed whenever required and must be filled out or modified to include necessary technical information for any device that you wish to use with RAKAA network.

Staff Agreement

I have read, understand, and will abide by the RAKAA Staff Unacceptable Use Policy (AUP) & Technology Usage Agreement. I further understand and accept that any violation of the regulations and policies in the agreement is unethical and may result in revocation of my privileges, school disciplinary action, and/or appropriate legal action.

Staff Name:

Staff Signature:

Date:

Mac Address/Physical Address of Computing Device(s) - (one per device):

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Description:

Example

01:23:45:67:89:AB

Description: Lenovo ThinkPad T480