


Ras Al Khaimah American Academy Standard Operating Procedure (SOP)				
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Monitoring Policy

Policy Statement

In order to achieve the aims of ensuring the safety of students while they are in school and/or engaged in an online learning activity, Ras Al Khaimah Academy (RAKAA) ensures to provide education in the use of technology and create mechanism or monitoring system to identify, prevent and intervene when untoward incident happens.

Policy Aims

This policy aims to safeguard the safety of the students and staff through the proper management and monitoring the use of technology while in and out of school.

Monitoring and Intervention procedures of Online Safety Incidents

RAKAA will undergo a comprehensive check of the school system to ensure that the system has an effective monitoring mechanism by doing the following actions:

1. RAKAA designated a team to observe virtual/online classes; consists of teachers, SLT, OSL, OSG
2. RAKAA monitoring mechanism operating through firewall & web monitoring system. School systems such as firewall and trend micro end point has logs and reports which are using to monitor the incidents and the threats of the school's network.
3. A monitoring record/log to be kept for all actions occurred for all online incidents.
4. Monitor and observe students online behaviour outside school hours to be considered
5. A special monitoring system & dashboard in place to monitor and record the online safety incidents

6. Verbal reports, data gathered from technical team, monitoring and filtering logs to support this process.
7. To reduce these incidents in practice the OSL, OSG and ICT manager should review these reports, and link it with other policies such as, bullying, child protection, behaviour and AUP.
8. virtual classroom observation, learning walk, using firewall's logs and reports are used to monitor online safety incidents
9. Sanctions for all based on the Unacceptable Use Policy and referenced to online safety policy OSP.

Development and Related Links

This policy will be reviewed every two years or annually as deemed necessary in conjunction with the other related policies.

[Online Safety Policy](#)

[Child Protection Policy](#)

[MOE Discipline Policy](#)

[Student Behavior Policy](#)

[Acceptable Use Policy](#)

[Unacceptable Use Policy](#)

[UAE Data Protection Law](#)