


Ras Al Khaimah American Academy				
Subject: Student Unacceptable Use Policy (UUP) & Technology Usage Agreement			SOP No: RAKAA-IT-03	Controlled Copy No:
			Revision No: New	
Written by:	Assistant Online Safety Lead Katrina Scotford	Date: May 22, 2021	Based on: Current practice	
Checked by:	ICT Manager Asma Odawa	Date: May 22, 2022	Supersedes: New	Issued on: May 22, 2022
Approved by:	Principal Sandra Zaher	Date: May 22, 2022	Distributed to: Principal (Original)	Pages: 13
Authorized by:	Principal Sandra Zaher 	Date: May 22, 2022	Effective as of:	
			Review date:	

Contents

Introduction	2
Unacceptable Use	2
Sanctions	3
Access to the RAKAA Network	4
Definitions	5
References	7
Online Safety Group	7
Students and Parents Unacceptable Use Agreement Form	8

Introduction

This policy aims to inform all students and parents at RAKAA of what is considered as acceptable use of the RAKAA network and school devices. It also identifies what would be regarded as unacceptable use and provides guidance on what will happen should any users 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 appropriate manner. The use of technology to provide educational material is a privilege for any student who is willing to be responsible and abide by the guidelines set in this document.

Unacceptable Use

Abstract: In this UAUP, 'Inappropriate Behaviour' refers to any inappropriate digital or electronic communications, whether they be via e-mail, via Microsoft TEAMS, blogging, use of social media such as Facebook, Twitter, Instagram, Snapchat, or Tik Tok, or any other form of posting or uploading messages on to the internet. Students must always respect the different views and beliefs of classmates and RAKAA staff.

- ✓ Use of foul, rude, indecent, obscene, 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 other users.
- ✓ 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 criminal offense in the UAE.
- ✓ Share any private information about another student or RAKAA staff without their consent. Breaches of this will be dealt with according to the school's Code of Conduct.

- ✓ Students will be held accountable for their behavior online, even if events occur off-campus. Any incidents of Cyberbullying will be treated with great seriousness and will be dealt with according to the school's Code of Conduct.
- ✓ Ensure that they do not 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 a teacher, responsible adult, or member of the IT department immediately; otherwise, they may be held accountable.

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. These policies include Anti-Bullying policy, E-Safety policy, and Online Education policy. These consequences will range from a warning to the withdrawal of access to the RAKAA network and, in the most severe cases, suspension or dismissal from RAKAA and referral to the authorities where relevant.

- **Sanctions for students in Grades 1-3 the sanctions are as follows:**
 - 1st breach – warning. 1-to-1 session on Acceptable and Unacceptable Use – Parents will be called, and they have the option to join students for the 1-to-1 session.
 - 2nd breach – Child blocked off the network for 2 days and device will be taken from the student. Parents MUST come into school to collect the device and sign a waiver to say they understand why their child has been blocked from the network. Parents must complete the Acceptable and Unacceptable Use training alongside their child.
 - 3rd breach – Child blocked from using the school network and devices indefinitely.

- **Sanctions for students in Grades 4-9**
 - 1st breach – warning. 1-to-1 session on Acceptable and Unacceptable Use – Parents will be called, and they have the option to join students for the 1-to-1 session. Students must produce their own poster explaining what E-Safety is.
 - 2nd breach – Child blocked off the network for 2 days and device will be taken from the student. Parents MUST come into school to collect the device and sign a waiver to say they understand why their child has been blocked from the network. Parents must complete the Acceptable and Unacceptable Use training alongside their child.
 - 3rd breach – Child blocked from using the school network and devices indefinitely.
- **Sanctions for students in Grades 10-12**
 - Consequences of students in these grades breaking the acceptable use policy will be in accordance with the sanctions set out in the RAKAA Anti-bullying Policy, Behavior Policy, or the school’s E-Safety policy.
 - Students will be required to create a video or PowerPoint presentation of their own on what E-Safety is that can then be shown to the younger students.
- ✓ At RAKAA we want the focus of our sanctions to include positive reinforcement rather than punitive measures. So, we expect students in Grades 4 and above to create their own presentations around acceptable and unacceptable use which can then be used to educate and re-educate where needed their fellow students and their parents.
- ✓ Any breaches of UAE law may lead to the involvement of the Police.

Access to the RAKAA network

- ✓ Students and parents/carers must sign the Unacceptable Use Policy to be granted access to the RAKAA Student Network.

- ✓ Students are requested to provide the school IT department with their Personal Device's MAC (Media Access Control) Address/Physical Address for security reasons. Failure to provide this information will result in access to the network being denied.
- ✓ Students can connect ONLY using the school's wireless network after the completion of the registration procedure when the student's device is connecting for the first time to the wireless network. All usage must be in accordance with the terms of the Internet Agreement.
- ✓ Students must only access the RAKAA Student network. They must not be granted access to any other network. If anyone suspects that they have accessed a network which they are not supposed to, it must be reported to a member of the IT department.

Warning

- ✓ Any student 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.

Definitions

- **RAKAA Network**
The school provided a network for students to log on to and access the internet. Students may only access the dedicated RAKAA Student 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 Seesaw for limited classes, and any other platform that has been approved by SLT for the school community.
- **Personal Devices**

Any device brought in by a student that is granted access to the RAKAA network, including mobile phones, tablets, Chromebooks, and laptops. Students 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 student 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.

- **E-Textbooks**

Much of the curriculum provided at RAKAA contains access to E-textbooks. An E-textbook is an electronic textbook. They are electronic versions of the textbooks that have been issued to the students and often contain interactive activities as well.

- **Citation – Cite**

When referring to a quote, paragraph, or any content created by another for purposes of evidence in an assignment or piece of work, students, 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.

- **Cyberbullying**

The increase of social media platforms in the past decade has directly impacted the cases of cyberbullying experienced by many students worldwide. Cyberbullying is the use of any electronic communication, whether it is posted on social media, e-mail messages, messages sent through apps such as WhatsApp, or sharing of videos or pictures that may cause embarrassment or humiliation to another person. It also includes sharing negative, harmful, or mean content about other people. (See RAKAA's Anti-bullying policy for more details).

References:

- Student Email Communication Policy
- Filtering Policy
- Anti-bullying Policy
- Parent Privacy Policy
- Internet Agreement
- 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 Student Support/Academic Advisor
- Mr. Iyad Hamdan – Boys school Counsellor/Academic Advisor

Grades 6-12 Unacceptable Use Agreement Form

As a student who is granted access to the RAKAA network and any school devices I pledge I will not use technology in the following **unacceptable ways**:

I WILL NOT:

- ✗ Use my own data plan, VPNs, or other school networks for which I have not been assigned a password
- ✗ Use a personal USB or other storage devices on the school network.
- ✗ Use the school network or technologies in a way that is illegal or harmful to others
- ✗ Use AirDrop, Bluetooth, or any other file sharing platform that is not listed in the school’s Acceptable Use Policy to share content
- ✗ Cyberbully including mocking, ridiculing, harassing, or being disrespectful to any other person
- ✗ Use language which would be considered disrespectful in the classroom or would breach the RAKAA Behaviour Policy or Code of Conduct
- ✗ Use any unauthorized networks to find inappropriate images or content
- ✗ Attempt to access any sites, servers, or content for which I am not authorised to
- ✗ Use my school email address or platforms to send spam or chain mail to others
- ✗ Post content that identifies me or any other member of the school community
- ✗ Take photographs of students or staff at RAKAA without their permission
- ✗ Use online content in my assignments without citing the source.
- ✗ Use my device to play games whilst at school whether it is during lesson time or during my breaks or whilst on school transport.

I know that anything I do on the RAKAA network may be monitored by the school on any device.

I know that if I break any of these rules, my access to the RAKAA network or use of any device while in school, may be terminated and my parents contacted.

Name of Student:

Student Signature:

Grade:

Date:

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

.....

Description:

Example

01:23:45:67:89:AB

Description: Lenovo ThinkPad T480

Grades 1-5 Unacceptable Use Agreement Form



Things I will not do:

- ✗ I will not share my username or password with anyone.
- ✗ I will not use my personal device to play games or visit other sites during lessons.
- ✗ I will not connect a USB or any other storage device or share files using Airdrop or Bluetooth.
- ✗ I will not use my personal device to access videos or other content that I have downloaded outside of school.
- ✗ I will not take photos of other students or adults using my own personal device.
- ✗ I will not use my personal device during break times or whilst I'm waiting to be picked up after school.
- ✗ I will not use my device on the bus ride to and from school.
- ✗ I will not use Microsoft Teams or any other school platform to contact other students without my teachers' permission at any time.
- ✗ I will not send any messages or content to other students that is rude or upsetting.
- ✗ I will not access or attempt to access the internet using any other network apart from the RAKAA Student network.

I know that anything I do on the RAKAA network may be monitored by the school on any device.

I know that if I break any of these rules, my access to the RAKAA network or use of any device while in school, may be terminated and my parents contacted.

Name of Student:

Student Signature:

Grade:

Date:

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

.....
 Description:

Example

01:23:45:67:89:AB

Description: Lenovo ThinkPad T480

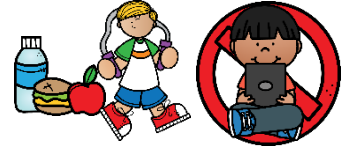
RAKAA KG Students Unacceptable Use Agreement Form

Unacceptable Use

✗ I will not use any device without my teacher’s permission.



✗ I will not use any device during break time.



✗ I will not take pictures or videos of my friends or teachers.



✗ I will not try to use another child’s device.



✗ I will not get angry when I am told to stop using a device



Name of Student:

Student Signature:

Grade:

Date:

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

Description:

Example

01:23:45:67:89:AB

Description: Lenovo ThinkPad T480

I have read this policy and discussed it with my child and I agree that they will follow the conditions set out in it.

RAKAA Parent/Carer Acceptable Use Agreement

We believe that all our students must have access to technologies to prepare them with the essential skills that they will need to become successful members of our society and valuable workers of the future. We also recognize our responsibility to keep our student safe while online and develop their understanding of what it means to be a genuinely responsible digital citizen.

As a parent or carer, you are expected to sign an individual copy of the Student Unacceptable Use Policy (UAUP) & Technology Usage Agreement for each child as there are different requirements based upon their age and use of technology.

Parents are requested to read the Unacceptable Use Policies sent out for their child's age range and discuss all requirements with their child so that both you and they understand what they are agreeing to.

As the parent or carer of the child listed in the section above, I hereby give my consent for my child to have access to the internet and any digital technologies whilst onsite at RAKAA.

I acknowledge that my child's teachers have discussed the RAKAA Student Unacceptable Use Policy (UAUP) & Technology Usage Agreement with my child and that they are receiving online safety education appropriate to their age group to teach them how to be safe online. I further understand that my child has signed the Student Unacceptable Use Policy (UAUP) & Technology Usage Agreement and that they will be held fully responsible for all of their actions online.

Whilst at home, I will always encourage my child to adopt safe use of the internet and digital technologies.

I will support the school by monitoring the content on my child's device on a frequent basis. If my child violates any aspect of this agreement, I understand that RAKAA will confiscate the device and that I personally must pick it up directly from an administrator with my child present to discuss the violation.

I hereby grant my permission for the school to record my child's MAC Address on their system.

Finally, I acknowledge and support the monitoring of my child's use of the RAKAA network and digital technologies, and I understand that the school will contact me if they have any

worries or concerns about any possible breaches of the Student Acceptable Use Policy (AUP) & Technology Usage Agreement by my child.

Signing this agreement shows that you have read, understood, and agree to the terms and rules of the Student Acceptable Use Policy (AUP) & Technology Usage Agreement.

Name of the Parent:

Signature of Parent/Carer:

Date: