

Ras Al Khaimah American Academy				
<b>Subject:</b> Online Safety Education Policy		<b>SOP No:</b> RAKAA-DC-04	<b>Controlled Copy No:</b> 7	
		<b>Revision No:</b> New		
<b>Written by:</b>	<b>ICT Teacher/Asst Online Leader Officer</b>	<b>Date:</b>	<b>Policy based on:</b> Online Safety Policy	
	Farhat Riffat	22/12/2021		
<b>Checked and edited by:</b>	<b>OSL</b>	<b>Date:</b>	<b>Supersedes:</b> New	<b>Issued on:</b> 02/01/23
	Katrina Scotford	31/12/2022		
<b>Approved by:</b>	<b>Principal</b>	<b>Date:</b>	<b>Distributed to:</b>	<b>Pages:</b> 6
	Dr. Sandra Zaher	02/01/23	<b>Principal</b>	
<b>Authorized by:</b>	<b>Principal</b>	<b>Date:</b>	<b>Policy effective as of:</b> 02/01/23	
	Dr. Sandra Zaher	02/01/23	<b>Policy review date:</b> July 2023	
				

## Contents

Objectives of the Policy	2
Scope of the Policy	2
Structure	2
Online Safety Education Policy Links to other policies	3
Development and review of the policy	3
Policy statement	4
Roles and Responsibilities	5
Education-students	6
Education-Wider Community	6
Education & Training-staff	6
Policy and Accessible Use Agreement	7
Training-Governors/Directors	7

## Objectives of the Policy

The online safety is broad concept that is based on reducing the risks online from a range of negative inspirations including incorrect behaviours, abuse, harmful content, identity theft and breaches of privacy. The purpose of online safety education is to empower, build the strength and to affect the positive culture change, while encouraging the development of respectful relationship, safe and long-term behaviours.

## Scope of the Policy

In progressively challenging, connected and promptly changing world, it is critical for every RAKAA community member to develop the skills needed to flourish as healthy, confident, and digitally literate citizens.

All young people need prospects to develop information and Communication Technology (ICT) capability to operate in an information-rich digital world confidently and successfully. Raising and developing sense of responsivity including respect for others, is crucial for ethical and social engagement when using ICT to explore, create, connect, and collaborate with others.

At RAKAA Online Safety Education is

- To construct knowledge and skills across the curriculum. This involves both interpersonal and technical aspects required to navigate digital environment and develop learning outcomes in practice.
- To teach online safety education to each student, at every level and every stage by using engaging strategies and trustworthy and well-trained educators.
- To have specific lessons focused on online safety education as well as opportunities to build skills into lesson plans across the learning areas for example, teaching critical thinking should include some examples of how this applies in an online context.
- To teach online safety education to support critical thinking and moral education.
- To develop emotional and social learning skills to support students' understanding and management of emotions, respectful online relationship, and resilience.

## Structure

Five interrelated dimensions of online safety can be viewed by year level, learning area about general competences:

- Values, rights, and responsibilities
- Wellbeing
- Respectful relationships

- Digital media literacy
- Informed and safe used of information and device
- Curriculum framework

### **Online Safety Education Policy links to other school policies**

This online safety policy considers all school other policies along with the national regulations such as:

Online safety policy:

[https://rakaa.sch.ae/wp-content/uploads/2021/12/RAKAA\\_eSafety-Policy\\_2021-22.pdf](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](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](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>

Data protection policy:

[Safeguarding rights of the children https://www.tamimi.com/law-update-articles/new-uae-law-safeguarding-rights-of- children/](https://www.tamimi.com/law-update-articles/new-uae-law-safeguarding-rights-of-children/)

### **Development and Review of the Policy**

This policy is subject of revision and update at least once annually according to the local, national or child protection requirements. The change in technology is considered as well in updating this policy.

The review and updating process of this online Safety Policy is performed for:

- Ensure that the school monitors the use of the internet and its online safety procedures used to ensure that the online safety policy is implemented optimally.
- Strengthen the supervisory role of school principals, where they will be informed with the appropriate precautions for online safety.
- Encourage Online Safety Officer to submit periodic reports to school management about online incidents and its consequences.
- Include online safety issues in school development plans, including online safety education curriculum framework and digital citizenship curriculum framework through an interdisciplinary approach across all subjects
- The school is taking part in the safer Internet day by organizing different events and familiarization to school community

## Policy Statement

RAKAA feels responsibility to facilitate the safe and responsible use of technology to support learning and sustainability. To educate the school community (teachers, staff, students, and parents) to protect themselves from inappropriate, illegal, and harmful content or contact.

## Roles and responsibilities

Many parents have inadequate understanding of online safety risks and issues; still they play a vital role in the education of their children and in the observing of the children's on-line behaviours. Parents may underrate how often children and young people come across possibly unsafe and inappropriate material on the internet and may be unsure about how to respond.

The school will consequently pursue to deliver knowledge and awareness to through:

- *Curriculum activities*
- *Letters, newsletters, web site, Learning Platform, Parents evenings, sessions*
- *High profile campaigns e.g., Safer Internet Day and Digital Citizenship Week*
- *Provide parents with consultations for online safety issues.*

The following segment frameworks the online safety roles and responsibilities of individuals and groups in the *school*:

## Education – students

Though guidelines and practical solutions are very important, their use must be well-adjusted by educating *students* to take a responsible attitude. The education of *student's* online safety

is therefore vital part of the school's online safety establishment. Children and young people need the help and support of the school to identify and avoid online safety risks and build their strength.

Online safety should be a centre in all areas of the curriculum and staff should emphasise on online safety messages across the curriculum. The online safety curriculum should be comprehensive, relevant and provide progression, with opportunities for creative activities and will be provided in the following ways:

- Well planned online safety curriculum should be designed as part of Computing / PHSE / all lessons and should be regularly re-evaluated. The curriculum should be differentiated for various learning cycles/age groups at RAKAA.
- Fundamental online safety messages should be fortified as part of intended program of assemblies and class activities
- Students should be trained in all lessons to be aware of the content they access on-line and be channelled to confirm the accuracy of information.
- Students should be trained to recognize the source of information used and to regard copyright when using material accessed on the internet

Students should be reinforced in building resilience by providing a safe environment for discussing debateable matters and helping them to comprehend how they can influence and contribute to decision-making

- *Students should be facilitated to understand the need for the student Acceptable Use Agreement and responsible use both within and outside school.*
- *Staff should act as moral role-models in their use of internet.*
- *In lessons for internet use, students should be directed to sites proved as proper for their use and that procedures are in place for dealing with any inappropriate material that is found in internet searches.*
- *Where students are allowed to freely search the internet, staff should be watchful in observing the content of the websites the young people visit.*
- *It is approved that from time to time, for suitable instructive reasons, students may need to research topics (e.g., racism, drugs, and discrimination) that would normally result in internet searches being blocked. In such a condition, staff can request that the Technical team, who can temporarily remove those sites from the filtered list. Any request to do so, should be auditable, with clear reasons for the need.*

- *Students' reflection works should showcase the cultivated school ethics*

### **Education – The Wider Community**

The school will offer prospects for members of the community to gain from the school's online safety awareness and experience. This may be presented through the following:

- *Providing family learning courses in use of new digital technologies, digital literacy, and online safety*
- *Online safety messages targeted towards grandparents and other relatives as well as parents.*
- *The school website will provide online safety information for the wider community*

### **Education & Training – Staff**

It is critical that all staff get online safety training and understand their obligations, as outlined in this policy. Training will be offered as follows:

- A well designed and planned program of formal online safety training will be made available to staff based on need assessment. This will be frequently updated and emphasized.
- The program will be designed to cover all 21 e-safe aspects
- All new staff should get online safety training as part of induction program, confirming that they totally understand the school Online Safety policy and procedures.

### **Education - (Online safety leader OSL & Online safety group OSG)**

The OSL & OSG will run and cascade all above roles and responsibilities to cover all stakeholders within the school community; including but not limited:

- Identify the needs of all stakeholders
- Design the suitable CPD program for school community
- The OSL & OSG structured an online education program, which in turn organized per units (e-safe standards, aspects, themes, and areas of interactions), through an interdisciplinary approach (integration among subjects), and upon age groups considered by the digital safety group DSG

- The Scope and sequence in online safety curriculum covers any gaps in the delivery of students e-safe journey
- Review the implementation of curriculum framework and CA process to ensure students awareness
- Provide productive feedback of program improvement during practice
- Ensure that the program is covering all 21 aspects of e-safety.

### **Policy and Acceptable Use Agreements.**

- *It is expected that some staff will identify online safety as a training need for their professional development.*
- *The Online Safety Officer or Assistant Online Safety Office will receive updates through attendance at external training events.*
- *This Online Safety Policy and its updates will be accessible to and discussed by staff in staff.*
- *The Online Safety Officer will provide guidance and training to individuals as required.*

### **Training – Governors / Directors**

Governors / Directors must take part in online safety training and awareness sessions, with particular importance for those who are members of any subcommittee or group involved in technology, online safety, health, and safety. This may be offered in following ways:

- Attendance at training offered by the Local Consultant
- Participation in school training sessions for staff or parents.