مدرسة وودلم بارك ش.ذ.م.م
Woodlem Park School
... For a Sustainable Growth

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Acceptable Use of ICT Policy

Policy No: WPSD Acceptable Use of ICT Policy **Owner:** WPSD-LLC **Document Author**: Principal **Authorised to Edit/ Amend:** Senior Management **Authorised to Access:** All stakeholders	**Date of Compilation:** October 2019 **Version No:** Ver: 3 Policy Reviewed in April 2020, April 2021, April 2022, April 2023 and April 2024 Policy to be reviewed again in April 2025

School Vision:

Our vision is for all students to develop at Woodlem Park School as independent learners with self-belief and respect for others with a lifelong love for learning and a strong foundation for future success.

School Mission:

At Woodlem Park School we value every student. We work together as a community to ensure that students develop well in all aspects of learning so that they are equipped to face the opportunities and challenges of the 21st century wherever they may be.

To Do This:

We provide the best possible learning opportunities in academic subjects, personal development, moral values, and life skills. Staff members and students work together in a spirit of cooperation and mutual harmony.

Preamble

Woodlem Park School Dubai encourages the use of cutting-edge technology, but it also emphasizes the responsibility to safeguard learners, staff, and the school from potential misuse. To ensure this, all learners are required to comply with the following policy, which comprises Social Media Acceptable Usage and Password Protection to all electronic devices within the school premises, including workstations, laptops, mobile phones, and other devices, regardless of ownership.

Aim, Scope, and Significance

The purpose of this policy is to ensure that stakeholders' communications on online social networks align with the WPSD Code of Conduct while also establishing standards for the creation of strong passwords, their protection, and the frequency of change.

The policy requirements outlined in this document aim to achieve the following objectives:

Protect the reputation of the school, its staff, and governors.

Safeguard the well-being of all children associated with the school.

Mitigate legal risks faced by the school.

Ensure that users can easily distinguish between information provided via social media that legitimately represents the school and other content.

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Defining Social Media

The school defines social media as any websites and applications that enable users to create and share content or participate in social networking. This includes popular platforms such as Facebook, Twitter, Snapchat, TikTok, LinkedIn, YouTube, and Instagram, as well as forums and discussion boards like Yahoo! Groups or Google Groups, online encyclopedias such as Wikipedia, and any other websites that allow individual users or organizations to use simple publishing tools. Additionally, many of the principles outlined in this policy also apply to other forms of online presence, such as virtual worlds.

All members of the school community should be aware that information shared through social networking applications, even within private spaces, may be subject to copyright, safeguarding, and data protection legislation.

Students Social Media Guidelines:

Woodlem Park School Dubai expects the students to uphold high ethical standards in their use of social networking platforms. As social media has a wide-reaching audience, students must exercise responsible behavior and take accountability for their actions online. If a student comes across any concerning content on a fellow student's social media page or account, they should promptly inform the Head of Section, the E-Safety Lead, or another adult within the school community.

Here are the key guidelines for students to follow:
- Exercise discretion and think carefully before posting anything online.
- WPSD reserves the right to request removal of school-related images or content posted without permission from the internet.
- Avoid misrepresenting yourself by using someone else's identity.
- Be mindful of the public nature of social media platforms and the potential for information to be shared beyond your control.
- Only post content that you would be comfortable sharing with various audiences, including friends, peers, parents, teachers, school admissions officers, and future employers.
- Be respectful in your interactions online, refraining from using profanity, obscenities, or threatening language.
- Only accept invitations to share information from people you know, and utilize privacy settings to control access to your online profiles and content.
- Protect your personal information and avoid sharing sensitive details on unsecure sites.
- Keep your passwords secure and refrain from sharing them with others to prevent unauthorized access to your accounts.
- Cyberbullying is considered harassment and is not tolerated.
- Use of WPSD logos or images on personal social networking sites is prohibited. Promotion
- of WPSD activities or events should only be done through official school social media accounts.

By adhering to these guidelines, students can contribute to a positive and safe online environment within the school community.

Parent Social Media Guidelines:

Classroom blogs and other social media platforms serve as powerful tools for enhancing communication between students, parents, and teachers, thereby positively impacting learning. WPSD encourages parents to view and participate in classroom projects by adding comments when appropriate.

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Parents are required to adhere to the following guidelines:

- Parents should expect communication from teachers before their child's involvement in any project using online social media applications, such as Facebook, blogs, wikis, podcasts, etc.
- Parents must not attempt to destroy or harm any online information.
- Parents must not engage in any illegal activity on classroom social media sites, including violating data privacy laws.
- Parents are strongly encouraged to read and/or participate in social media activities.
- Parents should refrain from distributing any personal information about Woodlem School.
- Parents should not upload or include any information that does not also meet the Student Guidelines.

Social Media Guidelines for Staff:
Personal Responsibility:

- Woodlem Park School staff are personally responsible for the content they publish online. It's crucial to be mindful that what you post online will be public for an extended period, so protect your privacy.
- Maintain the same standards of honesty, respect, and consideration online as you do face-to-face.
- Clearly indicate that your views and opinions expressed online are personal and may not necessarily reflect those of WPSD School.
- Remember that blogs, wikis, and podcasts are an extension of your classroom, so ensure that content aligns with appropriate conduct in your classroom.
- Understand that the boundaries between public and private, personal and professional, are blurred online. As an WPSD employee, your online presence connects you with colleagues, students, parents, and the school community, so ensure that your content reflects your role at the school.
- Avoid posting confidential student information when contributing online.

Social Bookmarking Guidelines:

- Be aware others can view the sites you bookmark, so be mindful of the content you save.
- Pay attention to the words used to tag or describe the bookmark, as these tags can affect how others discover the content.
- Exercise caution with URL shortening services. Verify the destination site before submitting a link as a bookmark. Whenever possible, use the original URL, especially if character limits, such as those on microblogs like Twitter, do not constrain you.
- Whenever feasible, link directly to a page or resource. This helps ensure that users are directed to the intended content, as you may not control what appears on landing pages in the future.

Password Protection:
Password Policy Guidelines for WPSD Systems and Applications:
Password Strength:

- Passwords should be strong, adhering to the standards outlined below.
- The strength of a password increases with length, complexity, and regular changes.
- Use of multi-factor authentication is strongly encouraged, especially for high-risk systems containing restricted or confidential information.

Responsibility:

- Users are responsible for the security of their username and password.
- Users should not share their login details and must promptly change their password if they suspect a security breach.
- New user accounts and replacement passwords will be provided by the IT co-ordinator or school technician.

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Password Change Schedule and Complexity:
Teachers & Staff: Passwords should be changed every 90 days, with a minimum length of 8 characters, including at least 3 of the following types (uppercase, lowercase, numeric, special characters).
Grade 1 to Grade 10: Passwords should be changed every 180 days, following the same complexity requirements as staff passwords.

Password Management Guidelines:
• Treat all passwords as confidential information and never write them down or store them electronically unless properly encrypted.
• Only use the "Remember Password" feature of software applications if you are confident that it securely encrypts your credentials. Avoid storing passwords on public kiosks, unencrypted smartphones, laptops, or public lab computers.
• Avoid inserting unencrypted passwords in common emails or on the school portal. Instead, communicate them through personalized email messages, other secure electronic means, or verbally over the phone or in person.
• Individual passwords must not be shared with anyone without written consent from the school Principal, except for specific exceptions such as employees on leave.
• Minimize the use of shared accounts and ensure designated individuals are responsible for maintaining shared passwords.
• Immediately change your password and report any suspected compromises to the E-Safety committee.

Training and Awareness:
Users should be educated on the importance of password security and the risks associated with unauthorized access or data loss.
Staff members will receive training on the school's password policy during induction or orientations.
Students will be informed of the school's password policy during ICT and/or e-safety lessons.

Violations:
The IT team will verify compliance with the policy, and usual disciplinary processes will apply to individuals found in violation, up to and including termination of employment or expulsion from enrollment at the school. Violations may also be subject to federal, state, and local laws governing online interactions.