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Woodlem Park School
...For a Sustainable Growth
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Cyber Saftey Policy

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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:
At Woodlem Park School Dubai, we recognize that excellence in education requires that technology is seamlessly integrated throughout the educational program. This policy meets the changing nature of technology and ensures that students, parents and staff are aware of the risks attached to overuse and unsafe use of the internet. To ensure that students can make educated choices regarding these risks.

Aim, Scope and Significance
- To implement a comprehensive school-wide approach to address cyber safety concerns.
- To inform teachers and parents/guardians about their responsibilities in safeguarding students both at school and at home.
- To establish policies and procedures to prevent incidents of cyberbullying within the school community.
- To implement effective measures to address and monitor cases of cyberbullying.

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Scope and Significance:
This policy will apply to all members of the school community (staff, students, volunteers, parents/carers, visitors, community users) who have access to the school technology, school data, network and devices.
This policy is crucial for protecting users from online threats. By promoting education and awareness, it empowers users to navigate online risks responsibly. Additionally, the policy helps mitigate potential online vulnerabilities through preventive measures. Overall, it fosters a secure digital environment while minimizing harm.

Woodlem Park School, Dubai ensures that:

- Top priority is assigned to E-safety to ensure secure e-learning environments.
- All staff members are familiar with the e-safety guidelines established by WPSD e-safety policies.
- Students are informed about both acceptable and unacceptable Internet usage.
- Students are instructed, as appropriate, to critically assess online materials and verify information accuracy.
- ICT teachers instruct students on evaluating Internet content.
- Students are trained to report unpleasant Internet content to their class teacher, or school Internet access tailored for student usage, filtering appropriate content.
- Staff vigilantly monitor content when students freely browse the Internet.
- Internet-derived materials usage by students and staff adheres to copyright laws.
- Students and staff recognize the significance of password security and logging out of accounts.

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E-safety in the Curriculum

E-Safety is integrated across the computing curriculum, with staff reinforcing its importance E-Safety messages across various curriculum topics.

The approach to E-Safety includes:

- Regular assemblies that deliver key E-Safety messages.
- Teaching students to critically evaluate online content for accuracy, both in computing lessons and across other subjects.
- Providing guidance on the benefits and risks of social media, online posting, and messaging.
- Informing students about how to report online issues, both externally and within the school.
- Staff serve as positive examples in their digital technology and internet usage.
- E-Safety education is integrated into various curriculum areas and explicitly taught through Personal Development sessions, assemblies, and reinforced in parent circulars..
- Informal education about the dangers of technologies encountered outside school is provided when relevant opportunities arise and as part of the E-Safety curriculum.
- The focus is on helping students recognize inappropriate content, conduct, contact, and commercialism, and teaching appropriate responses.
- Students are educated about the impact of online bullying and know how to seek help if affected.
- Students learn about cybercrime, its dangers, and potential consequences.

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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.

In line with the UAE's updated Cybercrime Law, social media defamation is now a serious offense, with strict penalties in place to protect individuals' reputations online. Under Federal Decree-Law No. 34 of 2021 on Combatting Rumors and Cybercrimes, individuals who insult or defame others using social media or online platforms face substantial fines, imprisonment, or both.

All students, staff, and the wider school community should adhere to these legal standards, maintaining respectful and responsible online behavior to prevent any form of defamation or cyber harassment.

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.

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Under the UAE's privacy law, students can face legal action for taking and sharing photos of others without their consent on social media 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.

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:
1. 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.

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2. 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.
- Staff and students accounts must be disabled upon leaving the school, with user data deleted after 3 years.

3. 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.

Social networking and personal publishing:

The school has a duty of care to provide a safe learning environment for all its students and staff and will ensure the following:

- Restricting access to social media platforms on school networks to minimize distractions and potential risks.
- Delivering educational programs to students elucidating the importance of safeguarding personal information and abstaining from arranging in-person meetings with individuals met online.
- Conducting educational sessions for both students and staff emphasizing the significance of refraining from discussing personal matters involving any members of the school community in online forums.
- Providing guidance to students and staff on the necessity of securing technological devices with passwords/PINs at all times.
- Advising staff against accepting social media requests from students or parents/guardians to maintain appropriate boundaries.
- Educating staff on the importance of routinely reviewing and adjusting privacy settings on personal social media profiles to mitigate the risk of unauthorized access to personal information.

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Filtering and Monitoring
The IT team oversees the implementation of filtering software on the network, prioritizing the restriction of access to social networking, gaming sites, and inappropriate content such as keywords, images, or videos. Additionally, measures are taken to limit access to platforms like YouTube, with restrictions on available material. There's an open invitation for staff to report any additional sites requiring filtering.

Students are assigned individual WIFI accounts monitored by IT Manager, discouraging the use of guest, management and teacher connections. Efforts are made to avoid excessive blocking of internet access, promoting a balanced approach to online usage.

Regarding networking and infrastructure, the school has made substantial investments to ensure a fast, secure, and reliable network.

Roles and Responsibilities

The following section outlines the e-safety roles and responsibilities of individuals and groups within the school:

Principal and Senior Leaders:
The Principal and senior leaders hold the responsibility for endorsing the E-Safety Policy and assessing its efficacy periodically. They will establish a framework for monitoring and assisting individuals within the school who oversee internal e-safety measures. Additionally, they should be aware of the protocols for addressing severe e-safety accusations and will stay informed through regular updates on e-safety incidents and monitoring reports. A designated Senior Leader assumes the role of E-Safety Lead within the organization.

The role of the E-Safety Lead will include:

• Regular meetings with the E-Safety Coordinator
• Regular monitoring of e-safety incident logs
• Regular monitoring of filtering/change control logs colleagues, as relevant support to those colleagues who take on important monitoring roles

Child Protection / Safeguarding Designated Safeguarding Lead
The child protection/ safeguarding leader will be looking into the potential risks associated with cyberbullying, the unauthorized sharing of personal data, accessing illegal content online, and engaging in inappropriate interactions with strangers. They are also equipped to recognize and address serious child protection and safeguarding concerns stemming from these online activities.

E-Safety Coordinator:
- Chairs the e-safety committee/ team, overseeing its activities and ensuring alignment with school objectives.
- Holds primary responsibility for daily e-safety matters and plays a pivotal role in formulating and revising school e-safety policies and documents.
- Ensures all staff members understand the protocols for handling e-safety incidents.
- Delivers training sessions and offers guidance to staff on e-safety practices.
- Collaborates closely with the school's technical staff to address e-safety concerns effectively.

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- Receives and documents reports of e-safety incidents, maintaining a comprehensive log for future reference and improvement.
- Conducts regular meetings with the E-Safety Lead to discuss ongoing issues, review incident logs, and assess filtering or change control measures.
- Provide regular updates to the Senior Leadership Team regarding e-safety matters.

E-Safety Team

- Assisting in the implementation of e-safety plans throughout the school.
- Taking ownership of assigned responsibilities to ensure the efficient implementation of e-safety measures.
- Developing observation schedules for designated grades/sections to monitor online interactions of both students and staff on the school's online education platforms.
- Maintaining comprehensive records of incidents and the support provided in their respective areas of assignment.
- Promptly reporting e-safety matters, especially in emergency situations, to the E-Safety Coordinator or online safety officer.
- Actively participating in weekly meetings led by the E-Safety Coordinator, where they discuss outcomes and concerns gathered from all stakeholders.
- Offering valuable suggestions and insights to the E-Safety Coordinator based on feedback received from stakeholders, thereby contributing to ongoing improvements in e-safety practices.

Network Manager / Technical staff:

- To ensure the school's technical infrastructure remains secure and guarded against misuse or malicious attacks is paramount.
- To ensure compliance with necessary e-safety technical standards outlined by regulatory bodies like KHDA or any relevant authority.
- To enforce a robust password protection policy, ensuring users access networks and devices only through securely maintained passwords that are regularly updated.
- Regularly updating and implementing the school's filtering policy, ensuring it's consistently applied and not solely reliant on any single individual.
- Staying abreast of e-safety technical advancements and information to effectively fulfill e-safety responsibilities and provide relevant updates to others.
- Conducting routine monitoring of network, internet, Virtual Learning Environment (VLE), remote access, and email usage to detect and report any instances of misuse or attempted misuse to designated authorities.

Teaching and Support Staff

- To maintain an up-to-date awareness of e-safety issues, as well as the current e-safety policies and practices of the school or academy.
- Promptly reporting any suspected misuse or problems to the designated person for investigation, action, or disciplinary measures.

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- To conduct all digital communications with students, parents, or carers using official school systems and maintain a professional tone.
- To integrate e-safety issues into all aspects of the curriculum and school activities to ensure students' understanding and adherence to e-safety and acceptable use policies.
- To educate students about research skills, emphasizing the importance of avoiding plagiarism and respecting copyright regulations.
- To monitor the use of digital technologies, mobile devices, cameras, etc., in lessons and other school activities where permitted, and enforce current policies regarding these devices.
- In lessons involving internet use, guiding students to pre-approved sites suitable for their educational purposes and implementing processes for addressing any unsuitable material encountered during internet searches.

Students:

- To demonstrate proficiency in research skills, understanding the significance of avoiding plagiarism, and upholding copyright regulations.
- To recognize the importance of reporting instances of abuse, misuse, or access to inappropriate materials and knowing the appropriate procedures for doing so.
- Being familiar with and understanding policies related to the use of mobile devices, digital cameras, image taking and usage, as well as policies addressing cyber-bullying.
- To understand the importance of practicing good e-safety habits when using digital technologies outside of school premises, acknowledge that the school's E-Safety Policy extends to their actions beyond school if related to their affiliation with the institution.

Parents:

Parents and caregivers play a vital role in guiding their children to use the internet and mobile devices responsibly. The school will actively engage with parents to raise awareness of e-safety issues through various channels such as parents' evenings, newsletters, letters, and the school website.
Parents and caregivers will be encouraged to support the school in promoting good e-safety practices by following guidelines on the appropriate use of:

- Digital and video images taken at school events, ensuring consent is obtained where necessary and respecting the privacy of all individuals involved.
- Accessing parents' sections of the school website responsibly and engaging with the provided content in a constructive manner.
- Supervising their children's personal devices in the school environment (where permitted), reinforcing the school's e-safety policies and guidelines to ensure safe and appropriate usage.

Cyber-Bullying:

Cyber-bullying is a deliberate and repeated act of aggression perpetrated through electronic means against a victim who lacks the means to easily defend themselves. This includes various forms of electronic communication such as:

- Sending abusive texts, messages, or calls via mobile phones
- Using mobile phone cameras to inflict distress or humiliation
- Posting threatening or humiliating content on websites, blogs, or social media platforms
- Sending threatening emails or hijacking/cloning email accounts
- Making derogatory or offensive remarks in online forums or social media platforms like Facebook or YouTube.

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Incident Reporting and Disciplinary Action:
Complaints relating to e-safety should be made to the E-safety Coordinator or E-safety Lead All incidents will be logged and followed up.

Woodlem Park Dubai takes the issue of cyberbullying seriously. Upon violation of this policy, the person may be subject to disciplinary action, up to and including dismissal. The specific disciplinary action imposed will be determined on a case-by-case basis, taking into consideration the nature and severity of the violation of the Cyberbullying Policy. Disciplinary action which may be taken against a violator shall be administered in accordance with the school's disciplinary procedure. External bodies will be contacted if required.

Incident Reporting Flowchart