E-Safety Policy

TMS e-safety policy approved on	20/04/2021
Next review on	
Implementation of e-safety policy monitored by	SLT
Monitoring interval	End of every term
Members on the review team	Online e-safety Leader (Benhur Mulcahy) Deputy Online e-safety Leader
Online safety group	Mr. Arun Kolavil- ICT Engineer Ms. Bimi Baby Ms. Uvani Fernando Ms. Tamil Priya Justin Robert Paden Ms. Muntaha Khan Ms. Rose Mary George Ms. Dhanya Prasanth Kumar Ms. Mrunal Vishwasrao
Reporting line for critical e-safety incidents	Ms. Ambika Gulati- Principal Ms. Lini Shivaprasad- Safeguarding Lead

Aims of the e-safety policy
- Protecting and educating students and staff in their use of technology.
- Informing teachers and parents/guardians about their role in safeguarding and protecting students at school and at home.
- Putting policies and procedures in place to help prevent incidents of cyber-bullying within the school community.
- Having effective and clear measures to deal with and monitor cases of cyber-bullying.
- To engage students in high quality learning by using innovative technology
- To maintain student wellbeing and provide learning which aligns with the learning aspirations of The Millennium School.
- To set behavioral expectations aligned to the behavior management policy.

The Millennium School ensures that:
- E- safety is given the highest priority to ensure safe e-learning
- All members of staff are aware of the e- safety norms laid down by GEMS
- All students are made aware of acceptable and unacceptable Internet use.
- Students are taught, where appropriate, to be critically aware of the materials/content they access online and be guided to validate the accuracy of information.
- Students are taught how to evaluate Internet content by ICT teachers.
- Students are taught how to report unpleasant Internet content to their class teacher, Supervisor, Head of Section.

- The school Internet access is designed for student use and includes filtering appropriate e-content.
- Where students are allowed to freely search the internet, staff are vigilant in monitoring the content of the websites they visit.
- The use of Internet-derived materials by students and staff complies with copyright law.
- All students and staff understand the importance of password security and the need to log out of accounts.

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:

- Blocking student access to social media sites within school boundaries
- Educating students about why they must not reveal their personal details or those of others, or arrange to meet anyone from an online site
- Educating both students and staff as to why they should not engage in online discussion revealing personal matters relating to any members of the school community
- Educating both students and staff about ensuring all technological equipment is always password/PIN protected
- Informing staff not to accept invitations from students or parents/guardians on social media
- Informing staff about regularly checking their security settings on personal social media profiles to minimize risk of access of personal information

Role of the E-Safety Leader:

- Leads the e-safety committee
- Takes day to day responsibility for e-safety issues and has a leading role in establishing and reviewing the school e-safety policies / documents
- Ensures that all staff are aware of the procedures that need to be followed in the event of an e-safety incident taking place
- Provides training and advice for staff
- Liaises with school technical staff, receives reports of e-safety incidents and creates a log of incidents to inform future e-safety developments

Child Protection / Safeguarding Designated Safeguarding Lead

Is trained in e-safety issues and be aware of the potential for serious child protection / safeguarding issues that arise from cyberbullying, sharing personal data, accessing illegal sites, inappropriate connect online with strangers

Students Role

- All students are to have the behavioural expectations of online learning made clear to them.
- This means that students know how to behave in ways that uphold the values and motto of the school by respecting each other's right to learn in online settings by taking turns and listening to others; Speaking positively and politely to one another over the Internet through the chat function or verbally; Work-cooperatively in online settings by following directions.
- Online rules may be made to help teachers and students navigate behaviors and determine what is appropriate for a successful online learning environment. Teachers should co-construct with their students a list of rules or guidelines to follow the behaviour code.

- The online rules should reflect the class rules in a physical setting. In an online learning environment, the rule would be that students are expected to raise a hand icon if one is available on the platform.
- Students are expected to mute their microphones when not answering a question or participating in the discussion.
- Inviting students from other schools to attend on line classes is strictly prohibited.
- Submission of work must be uploaded on channels suggested by the teacher.
- All students are to have an opportunity to participate.
- Where a class activity involves a discussion, rules should be in place to ensure everyone has a chance to participate, such as taking turns.
- Chats is a useful tool.

Teachers Role

- Teachers have control over the online learning environment.
- This includes control over who is present, who is able to speak, what is being shown Teachers must, therefore, have the knowledge to be able to:
- Add students to a call;
- Remove students from a call;
- Mute students in a call;
- Control what is shared from the teachers' screen; and
- Limit students' privileges in a call, such as sharing their screens.
- On screen backgrounds must be either blurred or changed to an appropriate setting.
- Teachers must be equipped to engage in online teaching and learning practices.
- Where there are gaps in knowledge or practice, these are quickly addressed through individualized support and staff-wide professional learning. Teachers should be familiar with technologies, which facilitate learning.

Parents Role at home.

- Stay involved (without being intimidating) on what their wards y are doing online – especially if searching and looking for new information.
- Check the sites which their wards want to access, and guide them on the no-go zones, until they have reached a certain specified age.
- Set time limits for children to be online.
- Explain online etiquettes.
- Guide them on online safety such as befriending strangers online, sharing personal information
- Switch Safe Search on as a setting which is regulated by Etisalat in order to filter inappropriate content
- Remind their wards that they should not engage in any form of cyberbullying, use of inappropriate language or morphing pictures that compromises with e-safety
- Watch the content children have on their computer.
- Explain to children the repercussion on plagiarizing content for their homework, unless they mention the sources.
- Parents are expected to ensure that their ward(s) do not carry devices or electronic goods of any form without the written approval of the Supervisor concerned. They must at all times demonstrate restraint and respect for the members of the school community, including all students and personnel while using social media. Parents must not breach confidentiality, defame or make threats to any person in the school community. Instances of proven and intentional breach of the above will result in the matter being referred to the KHDA.

Positive behaviour is to be emphasised and reinforced.

Teachers should use a range of strategies appropriate to various ages of students to acknowledge and reinforce appropriate behaviour, but in the context of an online learning environment. This needs to ensure that whole class rewards or privileges are available for all students who meet behavioral expectations under the class online rules. Positive reinforcement, certificates posted on the general Channel.

Dealing with Transgressions

Withdrawing students:

In the event of an emergency, such as a student showing inappropriate material or posing a security risk, they should be removed immediately and disciplinary action should be swift to ensure the safety of the class. Parents will be contacted to inform them of the misconduct and actions being taken by the school. The Principal and Headmistress alone have the right to withdraw students after a thorough investigation.

If students are found to remove students, mute them, type unpleasant remarks on chats they will be spoken to by the teacher. If this persists the supervisor will inform the parent and counsel the student.

The Head of Section will speak to students who invite their friends from other schools to attend class. The parents and Principal of the other school will be informed. The incident will be dealt with on a case by case basis.

Digital etiquette is to be maintained through teachers' proactive curation of the online learning environment. This means that teachers use virus protection software, do not share usernames or passwords, and carefully monitor the exchange of documents and viewing/editing privileges.

Social media guidelines for students / parents

Students and Social Media

To maintain a safe and productive learning environment, the school requires all students who access social networking sites to abide by the following:

• If something you are about to view/post makes you uncomfortable, take a minute to consult with others.

• Do not bully others online.

• Be open offline about what you experience online. Report inappropriate online behavior.

• Maintain proper professional relationships with any school employee.

• All statements you post must be true and not misleading.

• Only comment on things about which you are well informed.

• Do not violate privacy, confidentiality, or legal guidelines.

• Protect yourself and others by not revealing private, confidential, or sensitive information.

• Ask permission before posting pictures or videos of others.

• Maintain consistent, acceptable behavior online and offline.

Parents and Social Media

Parents are important partners in developing safe and appropriate use of social media and are encouraged to:

• Monitor your child's use of social media.

• Talk to your child about proper online safety and behaviors.

• Monitor your child's online posts.

• Be involved and aware.

• Report inappropriate online behavior.