

## **Cyber Safety and Internet Usage Policy**

The aim of the Acceptable Internet usage policy is to ensure that all students and Staff are aware of the risks and hazards of Internet usage and use it sensibly and safely for the purpose of information sharing and improved learning.

All students and Staff should be free of any fear of cyber bullying by anyone known or unknown.

They should be able to recognise cyber bullying and inform the teachers in case of any bullying.

### ***This policy includes:***

- Acceptable usage of Internet by all students and staff within the School premises
- Anti-cyber bullying
- Smart usage of educational and information sharing websites
- Etiquettes of electronic communication .

This policy has links to the following School policies:

- Behaviour policy
- Child Protection policy
- Health and Safety Policy
- Anti-Bullying Policy

“Cyber bullying happens when a person is repeatedly harassed, mistreated, or made fun of via e-mails, web sites, text messaging, cell phones, video, blogs or any other form of communication that occurs electronically. This repeated and hostile behaviour that is designed to harm others through the use of internet and computer communications can come from an individual or even a group. Cyber bullying may include the following activities:

- Posting of slanderous messages on social networking sites,
- Spreading of rumours online,
- Excluding a person from an online group ,
- Sending of unsolicited messages via text, instant messaging or email.

As this kind of bullying can take place anywhere, victims can no longer feel safe within their homes. This in turn causes great distress and negative impact on the victim’s self-esteem and confidence.”

This data can be revealed for appropriate requirement such as legal or investigative matters

- ❖ All electronic paraphernalia both hardware and software, expertise and services involved in the usage of Internet belong to the School and the School has the right to access and monitor all data and information interchange
- ❖ All emails sent through the School email system might be monitored to discourage use of offensive mails
- ❖ All sites and downloads may be monitored or blocked by school if the School considers them unsuitable or they are thought to be damaging to the School, staff or students.
- ❖ Unauthorised installation of software is not permissible at all.
- ❖ Usage of storage media which is not scanned prior to usage is strictly prohibited in order to limit spread of viruses and other malicious software.

**Acceptable uses of the School's Internet systems for students are:**

- Using the web browsers for educational purposes of research and information gathering from various websites and databases
- Using the Internet for sharing documents and assignments promoting collaborative work
- Keeping the allocated personal username and password confidential and not sharing with anyone
- Not trying to access and change any other person's username, password, files or data
- Sharing emails only with people known to oneself and approved by parents or teachers
- Using Internet to do online tests or tasks approved or advised by the teachers

**Expectations from parents**

Parents will:

- Monitor and enforce their own family values to their children making them aware of the importance of using Internet safely
- Involve their children in regular discussions regarding the different challenges that are presented through the Internet
- Ensure that the children are aware of the acceptable Internet discipline and the consequences if the rules are broken
- Maintain clarity and consistency on what is permissible and what activities are unacceptable

- Assume complete responsibility for monitoring their children's use of Internet at home and outside School
- Have complete awareness of cyber bullying and ensure that the children are not being subjected to it in any form through monitoring and discussions
- Inform and work with the School if any misuse is reported or found .
- Seek help and support from the School in case of any incident that involves cyber bullying
- Be well informed about the work or projects given to the children to rule out any misuse. In case of any concerns they should check with the school immediately.

Any areas of concerns would be identified from the number of reported cases, the investigation procedures, actions taken and subsequent next steps as well as the information collected from the students involved. These will be evaluated to provide guidelines for a plan of action to improve the policy and its deployment. This policy would be reviewed on an annual basis after evaluating its effectiveness.

***This Policy was reviewed by the Senior Management Team in June 2018. It will be next reviewed in June 2019.***