



المدرسة الهندية بالفجيرة
INDIAN SCHOOL FUJAIRAH



Filtering - Filtering Policy

2020-21

Filtering Policy

The internet is an open worldwide communication medium, available to everyone, at all times. Anyone can view information, send messages, discuss ideas and publish material which makes it both an invaluable resource for education, business and social interaction, as well as a potential risk to young and vulnerable people.

All internet use through the Indian School Fujairah network is logged and the logs are randomly but regularly monitored. Whenever any inappropriate use is detected it will be followed up

Managing the Internet

- The school provides pupils with supervised access to Internet resources (where reasonable) through the school's fixed and mobile internet connectivity
- Staff will preview any recommended sites, online services, software and apps before use
- Searching for images through open search engines is discouraged when working with pupils
- If Internet research is set for homework, specific sites will be suggested that have previously been checked by the teacher. It is advised that parents recheck these sites and supervise this work. Parents will be advised to supervise any further research
- All users must observe software copyright at all times. It is illegal to copy or distribute school software or illegal software from other sources
- All users must observe copyright of materials from electronic resources

Internet Use

- You must not post personal, sensitive, confidential or classified information or disseminate such information in any way that may compromise the intended restricted audience
- Do not reveal names of colleagues, pupils, others or any other confidential information acquired through your job on any social networking site or other online application
- On-line gambling or gaming is not allowed
- It is at the Head teacher's discretion as to what internet activities are permissible for staff and pupils and how this is disseminated.
- Staff and pupils are aware that school based email and internet activity can be monitored and explored further if required
- The school does not allow pupils access to internet logs
- The school uses management control tools for controlling and monitoring workstations
- If staff or pupils discover an unsuitable site, the screen must be switched off/ closed and the incident reported immediately to the e-safety coordinator or teacher as appropriate
- It is the responsibility of the school, by delegation to the IT Head, to ensure that anti-virus protection is installed and kept up-to-date on all school machines.
- Pupils and Staff using personal removable media are responsible for measures to protect against viruses, for example making sure that additional systems used have up-to-date virus protection software. It is not the school's responsibility nor has the IT Head to install or maintain virus protection on personal systems.
- Pupils and staff are not permitted to download programs or files on school based technologies without seeking prior permission from IT Head.
If there are any issues related to viruses or anti-virus software, the IT Head / system admin should be informed

Managing Other Online Technologies

Online technologies, including social networking sites, if used responsibly both outside and within an educational context can provide easy to use, creative, collaborative and free facilities. However it is important to recognise that there are issues regarding the appropriateness of some content, contact, culture and commercialism. To this end, we encourage our pupils to think carefully about the way that information can be added and removed by all users, including themselves, from these sites.

- At present, the school endeavors to deny access to social networking and online games websites to pupils

within school

- All pupils are advised to be cautious about the information given by others on such websites, for example users not being who they say they are
- Pupils are taught to avoid placing images of themselves (or details within images that could give background details) on such websites and to consider the appropriateness of any images they post due to the difficulty of removing an image once online
- Pupils are always reminded to avoid giving out personal details on websites which may identify them or where they are (full name, address, mobile/ home phone numbers, school details, IM/ email address, specific hobbies/ interests)
- Our pupils are advised to set and maintain their online profiles to maximum privacy and deny access to unknown individuals
- Pupils are encouraged to be wary about publishing specific and detailed private thoughts and information online
- Our pupils are asked to report any incidents of Cyber bullying to the school
- Staff may only create blogs, wikis or other online areas in order to communicate with pupils using the school learning platform or other systems approved by the Head teacher
Services such as Facebook and Instagram are restricted.

Parental Involvement

We believe that it is essential for parents/carers to be fully involved with promoting e Safety both in and outside of school and to be aware of their responsibilities. We regularly consult and discuss e Safety with parents/ carers and seek to promote a wide understanding of the benefits of new technologies, together with the associated risks.

- Parents/guardians are asked to read through and sign acceptable use agreements on behalf of their child on admission to the school.
- Parents/ guardians are required to make a decision as to whether they consent to images of their child being taken and used in the public domain (eg, on school website)
- Parents/ guardians are expected to sign a Home School agreement containing an age appropriate statement which reflect the ethos of:
 - We will support the school approach to on-line safety and not deliberately upload or add any text, image, sound or videos that could upset or offend any member of the school community or bring the school name into disrepute.
- The school disseminates information to parents relating to e Safety where appropriate in the form of;
 - Orientation sessions e.g. e-safety awareness program
 - Posters
 - School website information
 - Newsletter items