

Secondary Acceptable Use of Technology Policy

1. Purpose

The purpose of the Fairgreen Acceptable Use Policy is to clearly establish how the Fairgreen community is committed to a responsible and ethical use of the Internet and of technology in school and outside of school.

2. Scope

This Policy applies to all secondary students of Fairgreen International School.

3. Definition

Students at Fairgreen are encouraged to use and enjoy the latest technology to support and enhance the learning experience as long as it is used in a safe and appropriate manner. They are responsible for exercising good judgement and behaviour whilst using the School's IT equipment or personal devices.

Any use of technology that brings the School into disrepute will be treated with the utmost seriousness and will result in disciplinary action.

4. Student Technology Requirement

Fairgreen adopts a Bring Your Own Device (BYOD) approach to technology. From Grade 2 onwards, students are required to bring their own device to school to enrich their learning experience. Specifications regarding device requirements for each grade level can be found in the Student Technology Requirement document on the Parent Essentials section of the Fairgreen website. Please refer to this document before purchasing a device for your child.

5. Students' Responsibility for their Devices

- Students are responsible for their devices at all times. The school is not responsible for any lost, stolen or damaged devices.
- Students are responsible for making sure their devices are charged each night for use during the school day. In case the device battery level declines towards the end of the day and requires charging, students should bring their chargers to school each day.

- If a student forgets to bring or charge their device, they will need to work without a device for that day.
- Students are responsible for printing their work at home; they will not be able to print from their personal devices at school.
- If a student does not have access to their device for an extended period of time due to repairs or other circumstances, they will be expected to find a replacement device for that period of time.
- Students should understand that, although they are using their own personal device, when their device is being used during school hours, on school property, or for school related purposes, they must follow the requirements of Fairgreen's Acceptable Use Policy. When devices are being used outside of these parameters, parents are responsible for monitoring their child's technology usage.

6. Basic Safety Rules

- During the school day, students should only use technology for educational purposes.
- In order to use iPads, computers and internet browsers during lessons, students must have permission from a teacher.
- Under no circumstances are students to use social networking sites, personal messaging apps, personal email or video calls during the school day.
- In accordance with Article 21 of the United Arab Emirates Federal Decree-Law no. 5 on Combating Cybercrimes, you are not to invade the privacy of others using information technology means. This law stipulates that you may not take photos, videos, or audio recordings of another person without their consent. All recordings created during the school day must have a teacher's prior consent.
- Be aware, access to restricted or inappropriate content is flagged by our server. The individual accessing this content can be provided to the IT department and school leadership.
- Students may not access material that is profane or obscene, or that encourages illegal acts, violence or discrimination towards other people. If you mistakenly access such material, please inform your teacher or another member of staff immediately or you may be held responsible.
- Students may not use a Virtual Private Network (VPN) to access the internet when they are on Fairgreen campus.
- Students may not use proxy sites on the Internet. The School has put filters in place to limit access to sites that would bring the School into disrepute or mean the safety of students is jeopardised. If a student was to access such sites through their own means, they would face disciplinary action.

- Students must not make deliberate attempts to disrupt the computer system or destroy data.
- Students may not alter school hardware in any way.
- Personal details should never be shared online.
- The cyberbullying of another person through any device will be treated with the highest severity (see Prevention and Management of Bullying Policy).
Cyberbullying is bullying that takes place over digital devices like mobile phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behaviour (see United Arab Emirates Federal Decree No. 5 of 2012 on Cyber Crimes). Under no circumstances should a Fairgreen student engage in any such online behaviour.
- 'Harassment' is persistently acting in a manner that distresses or annoys another person. Students may not harass another person online or otherwise (as per Behaviour Management Policy).
- Students may not knowingly or recklessly send or post false, defamatory or malicious information about a person.
- Students may not post or send private information about another person without their prior agreement.
- While online, students may not use bad language or try to access inappropriate material.
- The taking, possession or distribution of indecent images is strictly forbidden.
- Students should never arrange to meet a stranger that they have met online.
- Under the United Arab Emirates Federal Law No.7, a diverse array of original and tangible works such as books, musicals, photographs, computer software, and other similar creations are subject to copyright protection. Students should respect copyright laws and credit others when appropriate. Plagiarism is not allowed (see Fairgreen Academic Honesty Policy).
- In the United Arab Emirates, gambling is prohibited by law. Under no circumstances may students use the Internet for gambling related activities.
- If you are planning any activity which might risk breaking the Acceptable Use Policy (e.g. research into terrorism for a legitimate project), an appropriate member of staff must be informed beforehand.

7. Email/Communication Etiquette

- All students will be provided with a Fairgreen email account. This account should be used to communicate with Fairgreen teachers and staff only. Emails may not be sent to persons outside of the Fairgreen organisation unless explicit permission is provided by a teacher (such as in the case of senior students engaging in CAS projects).
- Under no circumstances should students use personal email accounts (Gmail, Hotmail, Yahoo! etc.) to contact Fairgreen teachers and/or staff.
- Personal email (including webmail) or messaging platforms should not be used during school time unless a teacher has given permission.
- Secondary School students should check their school email at least once a day during term time for new messages.
- When communicating via email, students should be polite and appreciate that other users might have different views to their own. The use of strong language, swearing or aggressive or bullying behaviour is unacceptable.
- All emails sent from the school domain reflect on the Fairgreen name, so please maintain the highest standards in all of your communications.
- Do not reply to spam emails, as this will result in more spam.
- Do not join mailing lists without the prior permission of the IT Department.
- If you receive an email sent to you in error, please inform the sender as soon as possible.
- If you receive an email containing material of a violent, dangerous, racist, discriminatory, defamatory, offensive, in breach of copyright or other inappropriate content, always report such messages to a member of staff. The sending or receiving of an email containing content likely to be unsuitable for children or schools is strictly forbidden.

8. Mobile Devices

- Fairgreen endeavours to create a positive, engaging, and safe learning environment for our students. While we recognise the power of technology within education and its potential to transform learning, we also believe that students can benefit from a balanced digital life, taking time to unplug and focus on developing positive interpersonal relationships with their peers.

The following guidelines for mobile device use have been put in place accordingly:

- Students do not have permission to use mobile phones for any reason when on the school campus.
- Throughout the school day, phones should remain powered off in students' bags or lockers.
- Should there be a need to contact home in an emergency, students can use the telephone at reception. Parents/guardians are asked to phone the school office with any important messages which will be immediately passed on to the student. This ensures that a student is given support and privacy in dealing with a potentially difficult situation.

9. Policy Breach

Any breach of this policy will result in appropriate disciplinary action.

Consequences of Technology Misuse for Secondary Students

- Natural classroom based consequences may be invoked by the teacher within the classroom.
- In alignment with the school's Behaviour Management Policy, all teachers can reference the Indicative Behaviours, Interventions and Consequences table and record behaviours within MyConcern when appropriate.
- Inappropriate use of devices which negatively impacts the learning and safety of others will result in the withdrawal of the device for an appropriate period of time.

Consequences of Mobile Device Misuse

- If a student is found to be using their phone on campus, it will be confiscated and stored in the Vice Principal's office where it can be collected by the student at the end of the school day. Parents will be notified when a student's phone has been confiscated. For any repeat occurrences, phones must be collected by a parent.
- Any use of mobile phones at school will be recorded on the student's file. Repeat occurrences will result in disciplinary action in line with the School Behaviour Policy.

10. Privacy

It is expected that all students at Fairgreen International School act in a responsible and legal manner at all times, in accordance with the school standards and the country laws. Should any students not act in accordance with this, the school reserves the right to

have oversight of internet access, emails and documents created via a school account. Permission must be sought from the school Director before access to these systems can be given.

11. References

Fairgreen Behaviour Management Policy
Fairgreen Academic Honesty Policy
Fairgreen Prevention and Management of Bullying Policy
Fairgreen International School Mobile Device Policy
UAE Federal Decree-Law no. 5, 2012
UAE Federal Decree-Law no. 7, 2002

11. Further Information

Questions regarding the content of this Policy can be directed to the Principals/Director.

12. Record of Approval

This Policy was approved by Fairgreen's Secondary Senior Leadership Team.
This Policy will next be reviewed in June 2025.