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. Our Commitment to Meaningful Technology Use

At Fairgreen, we are deeply committed to supporting the digital wellbeing of our students. This year, we have taken important steps to strengthen our approach to technology integration across the school. At the start of the academic year, we worked with an external consultant to carry out a full digital audit of our practices. This process led to the creation of our Digital Governance Team, a group of staff tasked with refining and implementing a whole-school digital strategy focused on purposeful, safe, and balanced technology use. Since then, we have made considerable progress in many areas, for example, in providing ongoing professional development for staff, more robust MDM and firewall restrictions for students, student workshops to encourage reflection on digital habits and goal setting for healthy device use, providing Tech Clinic support for our parent community, the introduction of Fairgreen Unplugged Days, and more.

These efforts reflect our belief that while technology can play a powerful role in education, it must be used with intention, care, and balance.

5. Student Technology Requirement

Fairgreen adopts a Bring Your Own Device (BYOD) approach to technology. From Grade 6 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.

Mobile Device Management System (MDM)

Fairgreen uses a Mobile Device Management (MDM) system to support the safe, secure and effective use of student iPads and MacBooks. All student devices used for learning at school must be enrolled in the school's MDM system and comply with its device management requirements.

The MDM system allows the school to configure devices for educational use, manage applications, apply security settings and content restrictions, and provide technical support when needed. These measures help maintain a safe digital learning environment, minimise distractions and support purposeful technology use.

School-imposed restrictions are active only during school hours and are automatically disabled at the end of each school day. Outside school hours, parents and students retain control over their devices, including application use and content access, subject to any parental controls independently configured by families.

Student Privacy

Fairgreen respects students' privacy and recognises that student devices are personally owned. The MDM system allows the school to access certain technical information, such as device details, operating system versions, installed applications and security settings.

The school's MDM system does not provide access to the contents of students' personal photographs, messages or emails through its standard device management functions. Device management capabilities are used for educational, technical support and safeguarding purposes, in accordance with the school's privacy and data protection policies.

6. 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.

7. 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 44 of UAE Federal Decree-Law No. 34 of 2021 on Countering Rumours and Cybercrimes, students must respect the privacy of others when using technology. Students must not take photographs, videos or audio recordings of others without their permission, or share such recordings without appropriate consent. All photography and recording during the school day must be authorised by a teacher, and any sharing or publication must follow the school's consent and safeguarding procedures.

- 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 must not deliberately access or share inappropriate content, including material that is offensive, obscene, violent, discriminatory or promotes illegal activities. If students accidentally encounter inappropriate content, they should inform a teacher or another trusted adult as soon as possible. Students will not be penalised for accidental exposure when they report it appropriately.
- 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.
- Students must protect their own and others' personal information online. They should not share private details, such as home addresses, phone numbers or locations, without guidance from a parent or teacher, and must never share passwords. When using school-approved platforms, students should only share information necessary for learning.
- Cyberbullying is the use of digital technology to bully, threaten, harass, humiliate or deliberately hurt another person. It can occur through messaging, social media, online games or other digital platforms, and includes spreading harmful rumours, sending hurtful messages, or sharing someone's personal information or images without permission. Cyberbullying is not tolerated at Fairgreen. Students who experience or witness cyberbullying are encouraged to report it to a trusted adult. All incidents will be taken seriously and addressed in accordance with the school's Prevention and Management of Bullying Policy. Serious incidents may also constitute offences under UAE Federal Decree-Law No. 34 of 2021 on Countering Rumours and Cybercrimes.
- ‘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.
- Students must respect the work and ideas of others, including books, images, music, videos, software and other creative content protected under UAE Federal Decree-Law No. 38 of 2021 on Copyright and Neighbouring Rights. When using someone else's work, students must ensure they have permission or are otherwise permitted to use it, and acknowledge the original creator or source. Students must not present the work or ideas of others as their own (see Fairgreen Academic Integrity 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.

8. 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 your Fairgreen email account be used for signing up to any non school related platforms. This email address is for school purposes only.
- 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.
- 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.

- Students must not use email to send, forward or share inappropriate content, including material that is threatening, violent, discriminatory, offensive or otherwise harmful. If students receive an email containing inappropriate or concerning material, they should not reply to or forward it, but must report it to a teacher or another trusted adult as soon as possible. Students who promptly report unsolicited inappropriate messages will not be penalised for receiving them.

9. Mobile Devices and Wearable Technology

- 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.

  In line with our responsible approach to the use of technology, we aim to reduce the amount of distractions to students throughout the school day to promote an environment conducive to learning. As such, mobile phones and various forms of wearable technology are not permitted during the school day without explicit permission from their teacher. This includes, but is not limited to:
  - Smart watches
  - Earphones/headphones
  - Smart glasses

- Students do not have permission to use mobile phones for any reason when on the school campus.
- If students choose to bring their phone to school, they 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.

10. 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.

11. 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.

12. References

Fairgreen Behaviour Management Policy
Fairgreen Academic Integrity Policy

Fairgreen Prevention and Management of Bullying Policy
Fairgreen International School Mobile Device Policy
UAE Federal Decree-Law No. 34 of 2021 on Countering Rumours and Cybercrimes
UAE Federal Decree-Law No. 38 of 2021 on Copyright and Neighbouring Rights

13. Further Information

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

14. Record of Approval

This Policy was approved by Fairgreen's Secondary Senior Leadership Team.
This Policy will next be reviewed in June 2027.