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| <b>POLICY TITLE:</b> | Digital IT Policy      |
| <b>DEPARTMENT:</b>   | Information Technology |

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|----------------------------------------------|---------------------------|
| Policy Contact: Mr. Karthik Balasubramaniyan | Issue Date: 12/09/2019    |
| School: Al Ain Juniors School                | Revision Date: 26/12/2027 |
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## Introduction

This Digital IT Policy outlines the guidelines and protocols for the use of digital technologies within our school. It aims to ensure that technology is used responsibly, safely, and effectively to enhance the learning experience for students and the operational efficiency of the school.

## Purpose

The purpose of this policy is to:

- Define the appropriate use of digital resources.
- Ensure the security and privacy of users.
- Promote responsible and ethical behaviour in the digital environment.
- Support the educational goals of the school through effective use of technology.

## Scope

This policy applies to all students, staff, and visitors using the school's digital resources, including but not limited to computers, tablets, networks, software, and internet access.

## Acceptable Use

- Educational Use: Digital resources must be used primarily for educational purposes.
- Personal Use: Limited personal use is permitted provided it does not interfere with educational activities and adheres to this policy.

## User Responsibilities

- Students: Use technology in a respectful and responsible manner. Follow teachers' instructions and report any issues or inappropriate content to a teacher or staff member.
- Staff: Integrate technology effectively into the curriculum, supervise student use, and model appropriate digital behaviour.
- Parents: Support the school's IT policies and encourage responsible use of technology at home.



## Data Protection and Privacy

- **Personal Information:** Collect, store, and process personal data in compliance with UAE data protection laws.
- **Access Control:** Implement strong passwords and authentication measures to protect user accounts and sensitive information.
- **Monitoring:** Monitor digital activities to ensure compliance with this policy and to protect users from online threats.

## Cybersecurity

- **Network Security:** Maintain secure network configurations, including firewalls, antivirus software, and regular updates.
- **Incident Response:** Develop and implement a response plan for cybersecurity incidents, including reporting, containment, and recovery procedures.
- **Training:** Provide regular cybersecurity training for staff and students to enhance awareness and preparedness.

## Digital Citizenship

- **Respectful Communication:** Encourage respectful and courteous online communication. Bullying, harassment, and inappropriate language are prohibited.
- **Digital Footprint:** Educate users about the long-term impact of their online activities and the importance of maintaining a positive digital footprint.

## Software and Applications

- **Approved Software:** Only use school-approved software and applications for educational purposes.
- **Licensing:** Ensure all software used is properly licensed and up-to-date.

## Responsible Use of Devices

- **School-Owned Devices:** Use school-owned devices for educational activities and take care of them to prevent damage or loss.
- **Personal Devices:** Follow the Bring Your Own Device (BYOD) policy if applicable, ensuring devices meet security and compatibility standards.

## Internet Use

- **Filtering:** Implement web filtering to block access to inappropriate content.
- **Supervision:** Ensure students are supervised while using the internet to prevent exposure to harmful content.



## Digital Wellbeing

- **Balanced Use:** Encourage balanced use of technology to promote physical and mental well-being.
- **Breaks:** Ensure students take regular breaks from screen time to reduce the risk of digital fatigue.

## Policy Enforcement

- **Violations:** Address violations of this policy promptly and take appropriate disciplinary action.
- **Review:** Review and update this policy regularly to ensure it remains relevant and effective.

## Contact Information

For any questions or concerns regarding this policy, please contact the IT Department.

### Conclusion

This Digital IT Policy is designed to support a safe, productive, and respectful digital environment within our school. By adhering to these guidelines, we can ensure that technology enhances learning while protecting the rights and well-being of all users.