



DELHI PRIVATE SCHOOL, AJMAN

PB No: 21900, Al Tallah 2, Ajman, U.A.E, Phone: 06-747 1111,

email: info@dpsajman.com, website: www.dpsajman.com

ACCEPTABLE USE POLICY

Reviewed & revised by OSG

on April 6, 2022

(to be reviewed in the beginning of each academic year and whenever required)

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Acceptable Use Policy

The Acceptable Use Policy of Delhi Private School Ajman is developed primarily aims to promote safe and responsible use of information and communication technology facilities provided by Delhi Private School, Ajman and to safeguard our students, staff and the stakeholders using the IT facilities provided by the school. This policy is drawn up by the Online Safety Group in conjunction with the School Leaders.

AUP deals with many topics in relation to the use of emails, students and staff members data, devices, internet facilities, social media and the usage of information related to school. All stakeholders (students, staff, parents and visitors) must respect and protect the integrity, by using technology safely and responsibly, and ensuring security of all electronic resources provided by the school.

Objectives of the Policy

- Familiarizes students, parents, staff members and all other stakeholders with the acceptable use of technology, networks and information and communication facilities provided by the school to ensure the safety of all stakeholders
- Sensitize our students, parents, and staff members to be digital citizens of the 21st century.
- Provide guidance to parents and teachers to enhance digital safety for their children at home and in the e-learning environment.
- Produce a set of protocols for students, staff members and parents that will allow them to use information and IT equipment responsibly.
- Protect the integrity of all members of the school community from online abuse.
- Outline behavior which is unacceptable and the sanctions for such unacceptable behavior.
- Provide protocols in order to maximize learning opportunities and reduce risks associated with the Internet.
- Safe implementation of BYOD programme (phase wise implementation w.e.f. May/June 2022)

A. Using the Internet/Wi-Fi Facility at School and on School Devices

The school provides high speed internet connection through Wi-Fi to all the staff members, students and the visitors. All the technologies provided by DPSA are for educational purposes. All

users are required to connect to the network services using their unique IDs provided to them. It is mandatory for all the staff members to read and sign Acceptable Use Policy for Staff Members (**ANNEXURE- 5**) regarding the acceptable use of technology and information and communication facilities for staff. Students are allowed to use the internet for educational purposes only in the school premises under the guidance of respective subject teachers and are not allowed to visit internet sites that contain obscene, illegal, or otherwise objectionable materials. The school has also taken steps to filter such content as per the Filtering Policy.

B. Using Devices in School Premises

Unacceptable use of personal devices in the school can interfere with a students or staff members right to privacy and can affect the safe learning environment and the teaching and learning process. Students are not permitted to bring personal devices to the school, unless authorized by the school. The permission to the same can be taken by filling **ANNEXURE- 10**. *(The school will start with phase wise implementation of BYOD w.e.f. May/June 2022 to ensure the best use of technology inside the classrooms)*

Teachers are required to bring their personal laptops to school for accessing educational information, applications and services in order to support learning. Teachers are required to sign the Acceptable Use Policy for Staff Members (**ANNEXURE- 5**), to comply with certain protocols framed by the schools' Online Safety Group. Teachers are not permitted to use their mobile phones in the classes and corridor. No stakeholder should take the pictures or videos in the school premises without their authorization. The pictures of activities and functions will be taken by the designated staff using the school camera.

C. Using the Devices Provided by the School

The school has provided laptops, desktops, mobile phones with SIM cards to a few staff members as per their job description for enhancing productivity and improving operational efficiency. The staff members are not allowed to download any additional software or tamper with software included in the device. The IT in-charge has been designated to administer and implement the issuance of the technology devices to the staff members once it is approved by the Principal. The staff members shall be required to sign the Acceptable Use Policy for Laptops and Desktops (**ANNEXURE- 6**)/ Acceptable Use Policy for SIM card and Mobile Devices (**ANNEXURE- 7**), to comply with certain protocols.

D. Respecting Each Other's Privacy

It is the responsibility of staff, students, parents and all other stakeholders to respect the rights of each other in and around the school. All the data that we acquire from the parents, students and

staff are used, shared, copied, and stored securely as per the Data Protection Policy. Students, parents and staff must not capture and circulate, share or upload pictures, videos, or audios of anyone without his/her consent which will be considered as a violation of AUP, Data Protection Policy and UAE Cyber Laws.

E. Digital Citizenship

The school promotes digital citizenship to all the stakeholders of the school to encourage responsible use of technology, and to teach digital citizenship to students which is essential to help students achieve and understand digital literacy, as well as to prevent cyberbullying and ensure online safety, digital responsibility, and digital health and wellness. The OSG along with the e-cops will ensure the awareness among the stakeholders. Students are encouraged not to copy information, pictures, resources from the internet to their assignments and are expected to express their original ideas and resources from the internet that can only be used for research and reference. In case they are giving any external reference, the source must be mentioned and acknowledged. (plagiarism and copyright infringement).

F. Maintaining Professional Standards while Communicating

At Delhi Private School Ajman, we make sure that professionalism is maintained in the appropriate use of electronic communication and social media. Students, staff and parents are encouraged to communicate electronically via tools such as email, google chat and zoom or google meet video conferencing rather than using social media apps/websites. Students are denied access to send emails to other recipients outside the organization with the school email ID provided to them. Teachers are refrained from accepting friend requests from the students of the school on any social networking platform.

Review and Revision of the Policy

The policy document is reviewed and revised yearly, or when required.



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Acceptable Use Policy for Students of Grade 4- 5

Acceptable Use Policy (AUP) of Delhi Private School Ajman aims to ensure the safe learning environment and the responsible use of technology by the students during e-learning, blended classes and using technology in the school during physical classes. This policy aims to sensitize our students to be digital citizens of the 21st century.

By signing this document, the students accept the following protocols:

- 1.1. Students will login to the online learning platform and school networks with their own credentials provided to them by the school. Students will not intentionally visit any unnecessary or inappropriate website that is not part of their curriculum in school.
- 1.2. Students will report accidental access of inappropriate materials in the school to their respective class teachers/subject teachers.
- 1.3. Students will use the internet for educational purposes only in the school premises under the guidance of respective subject teachers.
- 1.4. Students will not copy the information, picture, or resources from the internet to their assignments as it is. Students are expected to express their original ideas and resources from the internet can only be used for research and reference. In case they are using any resource, they need to give the external reference & the source must be mentioned and acknowledged. (plagiarism and copyright infringement).
- 1.5. Students will not share the personal data of their classmates, teachers or any other staff member to a third party without their written consent as per the Data Protection Policy.
- 1.6. Students will not download any material, image, software, video, etc., which is not relevant to their studies using the school systems, school network, using the official email ID or the school wi-fi network provided by the school.
- 1.7. Students should not try to send emails to other recipients outside the organization (to which the access has already been denied by the IT department) with the school email ID provided to them.
- 1.8. Avoiding spam, chain letters or other mass unsolicited mailings.
- 1.9. Students should not bring personal devices on school premises, unless authorized by the school or till the BYOD is implemented. The permission to the same can be taken by filling **ANNEXURE- 10**.
- 1.10. Capturing images, videos or audio in the school premises or during the online classes is a direct breach of the school's AUP.
- 1.11. Students should not share pictures of classmates, teachers or any other person without his/her consent.

1.12. Students will be given the opportunity to publish projects, artwork or school work in the school newsletter and magazine provided it is not copyright violation or plagiarism.

Sanctions

Sanctions will be as per the behavior policy and online safety policy

Undertaking by the Parent

I , _____ parent of _____
Admission number _____, of Grade _____ Section _____ of Delhi Private School, Ajman
have read and understood the Acceptable Use Policy given by the school. I am committed to
sensitize my ward and abide by the guidelines provided and accept the repercussions in case of
any violation.

Signature:

Date:



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Acceptable Use Policy for Students of Grade 6-8

Acceptable Use Policy (AUP) of Delhi Private School Ajman aims to ensure the safe learning environment and the responsible use of technology by the students during e-learning, blended classes and using technology in the school during physical classes. This policy aims to sensitize our students to be digital citizens of the 21st century.

By signing this document, the students accept the following protocols:

- 2.1 Students will login to the online learning platform and school networks with their own credentials provided to them by the school. Students will not intentionally visit any unnecessary or inappropriate website that is not part of their curriculum in school or attempt to circumvent protective software in school.
- 2.2 Students will report accidental access of inappropriate materials in the school to their respective class teachers/subject teachers.
- 2.3 Students will use the internet for educational purposes only in the school premises under the guidance of respective subject teachers.
- 2.4 Students will not copy the information, picture, or resources from the internet to their assignments as it is. Students are expected to express their original ideas and resources from the internet can only be used for research and reference. In case they are using any resource, they need to give the external reference & the source must be mentioned and acknowledged. (plagiarism and copyright infringement).
- 2.5 Students will never disclose or publicize data of their classmates, teachers or any other staff member to a third party without their written consent.
- 2.6 Students will not download any material, image, software, video, etc., which is not relevant to their studies using the school systems, school network, using the official email ID or the school wi-fi network provided by the school.
- 2.7 Students should not try to send emails to other recipients outside the organization (to which the access has already been denied by the IT department) with the school email ID provided to them.
- 2.8 Avoiding spam, chain letters or other mass unsolicited mailings.
- 2.9 Students should not bring personal devices on school premises, unless authorized by the school or till the BYOD is implemented. The permission to the same can be taken by filling **ANNEXURE- 10**.

- 2.10 Capturing images, videos or audio in the school premises or during the online classes is a breach of the school's AUP.
- 2.11 Students are not allowed to play online games during the school hours of e-learning unless the games are designed for educational purpose and with the consent of the respective teacher.
- 2.12 Students should not share pictures of classmates, teachers or any other person without his/her consent.
- 2.13 Students will be given the opportunity to publish projects, artwork or school work in the school newsletter and magazine provided it is not copyright violation or plagiarism.

Sanctions

Sanctions will be as per the behavior policy and online safety policy

Undertaking by the Parent

I , _____ parent of _____
Admission number _____, of Grade _____ Section _____ of Delhi Private School, Ajman
have read and understood the Acceptable Use Policy given by the school. I am committed to
sensitize my ward and abide by the guidelines provided and accept the repercussions in case of
any violation.

Signature:

Date:



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Acceptable Use Policy for Students of Grade 9-12

Acceptable Use Policy (AUP) of Delhi Private School Ajman aims to ensure the safe learning environment and the responsible use of technology by the students during e-learning, blended classes and using technology in the school during physical classes. This policy aims to sensitize our students to be digital citizens of the 21st century.

By signing this document, the students accept the following protocols:

- 3.1 Students will login to the Virtual Learning Platforms and the school networks only through the credentials provided to them. Students will not intentionally visit internet sites that contain obscene, illegal, or otherwise objectionable materials or attempt to circumvent protective software.
- 3.2 Students will report accidental access of inappropriate materials in the school to their respective class teachers/subject teachers.
- 3.3 Students will use the internet for educational purposes only in the school premises under the guidance of respective subject teachers.
- 3.4 Students will not copy the information, picture, or resources from the internet to their assignments as it is. Students are expected to express their original ideas and resources from the internet can only be used for research and reference. In case they are using any resource, they need to give the external reference & the source must be mentioned and acknowledged. (plagiarism and copyright infringement).
- 3.5 Students are not allowed to join any social media accounts using the email ID provided by the school.
- 3.6 Students are not allowed to post pictures of classmates, teachers or any other person in the social media without his/her consent.
- 3.7 Students will never disclose or publicize data of their classmates, teachers or any other staff member to a third party without their written consent.
- 3.8 Avoiding spam, chain letters or other mass unsolicited mailings.
- 3.9 Students will not download any material, image, software, video, etc., which is not relevant to their studies using the school systems, school network, using the official email ID or the school wi-fi network provided by the school.
- 3.10 Students should not try to send emails to other recipients outside the organization (to which the access has already been denied by the IT department) with the school email id provided to them.

- 3.11 Students should not bring personal devices on school premises, unless authorized by the school or till the BYOD is implemented. The permission to the same can be taken by filling **ANNEXURE- 10**.
- 3.12 Capturing images, videos or audio in the school premises or during the online classes is a direct breach of the school's AUP.
- 3.13 Students are not allowed to play online games during the school hours of e-learning unless the games are designed for educational purpose and with the consent of the respective teacher.
- 3.14 Students should not share pictures of classmates, teachers or any other person without his/her consent.
- 3.15 Connecting or attempting to connect to the school's network system (wired or wireless) without authorization is in direct breach of the school's AUP.
- 3.16 Students will be made aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.
- 3.17 Students will be given the opportunity to publish projects, artwork or school work in the school newsletter and magazine provided it is not copyright violation or plagiarism.

Sanctions

Sanctions will be as per the behavior policy and online safety policy

Undertaking by the Parent

I , _____ parent of _____
 Admission number _____, of Grade _____ Section _____ of Delhi Private School, Ajman
 have read and understood the Acceptable Use Policy given by the school. I am committed to
 sensitize my ward and abide by the guidelines provided and accept the repercussions in case of
 any violation.

Signature of Parent:

Signature of Student

Date:



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Advisory for the Parents

Advisory to the parents is to help the children and school to promote safe and responsible use of information communications facilities. It will also help to ensure the safe learning environment and the responsible use of technology by the students during e-learning, blended classes and using technology in the school during physical classes and after the implementation of BYOD. This policy aims to sensitize our students to be digital citizens of the 21st century.

- 4.1 Sensitize your ward(s) so that they do not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials or attempt to circumvent protective software. And also monitor the same at home.
- 4.2 Monitor your wards' online behavior and search histories on a regular basis to keep them safe from cyber bullies and any other cyber-crime.
- 4.3 Ensure that your wards do not copy the information, picture, resource from the internet to their assignments. Students are expected to express their original ideas, and resources from the internet can only be used for research and reference. In case they are giving any external reference, the source must be mentioned and acknowledged. (plagiarism and copyright infringement).
- 4.4 Ensure that they do not disclose or publicize school information that can cause threat to any student or staff.
- 4.5 Students should not share or circulating pictures/videos/audios of other students, teachers or any other person without his/her consent.
- 4.6 Students should not bring personal devices on school premises, unless authorized by the school. The permission to the same can be taken by filling ANNEXURE- 10. *After the implementation of BYOD, they will be permitted to bring their devices as per the policy.*
- 4.7 Kindly sensitize your wards not to connect or attempting to connect to any network including the school's network system (wired or wireless) without authorization.

- 4.8 In case any student damages the school property, a fine will be charged based on the cost of the equipment and a necessary action as per the Behavior Management Policy will be taken.

Sanctions

Sanctions will be as per the behavior policy and online safety policy



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Acceptable Use Policy for Staff

Acceptable Use Policy (AUP) for staff at Delhi Private School Ajman aims to promote safe and responsible use of information and communication facilities operated by DPS or on its behalf among all the stakeholders. The purpose of the policy is to ensure the safe learning environment and the responsible use of technology by the staff members during e-learning, blended classes and using technology in the school during physical classes. The implementation of the policy will help the staff members to ensure the safe learning environment to the learners in this digital era.

By signing this document, the staff members accept the following protocols:

- 5.1 Ensure that no staff member intentionally visits internet sites that contain obscene, illegal, hateful or otherwise objectionable materials or attempt to circumvent protective software.
- 5.2 Monitor their students' online behavior on a regular basis to keep them safe from cyber bullies and any other cyber-crime.
- 5.3 Promote the culture of Digital Citizenship among the students. Sensitize them regarding the issues like plagiarism and copyright infringement and practice the same while giving research, projects, assignments, etc.
- 5.4 Ensure that they do not disclose or publicize school information that can cause threat to any student or staff.
- 5.5 Pictures/videos of the events/functions organized by the school will be covered only by the person who will be assigned the official responsibility for the same. The person will ensure that the photographs taken are shared only with the IT in-charge.
- 5.6 Sharing or circulating pictures/videos/audios of students, teachers or any other person without his/her consent is a violation of AUP, Data Protection Policy and UAE Cyber Laws.
- 5.7 Refrain from accepting friend requests of students on social media websites and apps.
- 5.8 The students' information provided to respective class teachers and subject teachers should only be used for educational purposes and no staff member will use it for their personal use or share it with any third party.
- 5.9 The communication with the parents, students and staff members has to be very professional and ethical.
- 5.10 The mode of communication in the school with other staff members and heads should only be through emails or google chat using their official email ID.
- 5.11 Staff members are expected to use technology and the school network responsibly.
- 5.12 The unauthorized capture of images, video or audio is in direct breach of the school's AUP and UAE Cyber Laws.

- 5.13 In lessons where the internet is used, it is best practice that students should be guided to sites checked as suitable for their use and that the teachers should report it to the IT in-charge to block/filter such unsuitable material that is found in internet searches.
- 5.14 Students may need to research topics (e.g. racism, drugs, discrimination) for educational reasons, that would normally result in internet searches being blocked. In such a situation, staff members can request that the IT in-charge to temporarily remove those sites from the filtered list for the period of study. Any request to do so, should be auditable, with clear reasons for the need.
- 5.15 Connecting or attempting to connect to the school's network system (wired or wireless) without authorization is in direct breach of the school's AUP.
- 5.16 When school property or equipment are damaged or lost by any staff member intentionally or due to carelessness, a fine will be charged based on the cost of the equipment and the staff member will be asked to give a written explanation on the same.
- 5.17 Staff members will not download any material, image, software, video, etc., which is not for education purposes using the school systems, network or using the official email ID provided by the school as it is in direct breach of the school's AUP.
- 5.18 Staff members must practice keeping strong passwords (at least 8 characters including numbers, letters and special characters) on their laptops which should not be shared with anyone. They should also regularly change their passwords at least once in three months.

Noncompliance of the AUP for Staff Members

Staff should be aware that a failure to comply with the policy, including any arrangements which are put in place under it, will be investigated by the Online Safety Group and may lead to disciplinary action being taken as follows depending upon the severity of the violation:

- 1. Verbal warning
 - 2. Written warning
 - 3. Withdrawal of the ICT facilities provided
 - 4. Suspension from services
 - 5. Inform the Police/Law Enforcement in case of any illegal activity as per the UAE Law.
-

Undertaking by the School Staff Members

I, _____ working as _____ at Delhi Private School, Ajman have gone through the AUP for staff members and I am committed to abide by the guidelines provided and accept the repercussions in case of any violation of the policy.

Signature:

Date:



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Acceptable Use Policy for School Laptops and Desktops

Acceptable Use Policy for school laptops and desktops is developed primarily to promote safe and responsible use of school laptops and desktops provided to the staff members of Delhi Private School, Ajman. The school provides laptops to the SLT team, IT manager, Counsellor and Special Educator. Principal can recommend in providing laptops for any other staff members as per the requirement. The school also provides desktops to the admin staff as per their job profile.

AUP deals with many topics in relation to the use of emails, student's data, staff data and the usage of information related to school. All staff members must respect and protect the integrity, availability, and security of all electronic resources provided by the school.

By signing this document, the staff accept the following protocols:

- 6.1 Staff members will use only assigned users and accounts.
- 6.2 Users will keep strong passwords (at least 8 characters including numbers, letters and special characters) on their laptops and desktops which should not be shared with anyone and should regularly change the passwords, at least once in three months (follow password protection policy)
- 6.3 Users will edit, view, use, or copy only that data, or networks to which they are authorized.
- 6.4 Users will not share student's or staff's personal information to any external agency or third party (follow data protection policy).
- 6.5 The school has Filtering Policy, certain web pages have been blocked which shows obscene content, child abuse, extreme ideology, Torrent, betting, dating, gaming etc. Users must respect and abide by the school Filtering Policy.
- 6.6 Users should not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the IT in-charge through the SLT members.
- 6.7 Users will take responsibilities in case of physical damage of the laptop/desktop caused by the user, he/she will be liable to bear the cost of the repair/replacement.
- 6.8 Users will notify the IT in-charge of any laptop/desktop or network malfunctions.
- 6.9 Users should follow copyright laws (not making illegal copies of music, games, or movies).
- 6.10 Users should not intentionally access, transmit, copy, or create any material that violates the school's Online Safety Policy and is against UAE culture and heritage.
- 6.11 Users should not mishandle/lend the laptops/desktops to a third party.
- 6.12 Users should avoid spam, chain letters, or other mass unsolicited mailings.
- 6.13 Users must refrain from advertising, or otherwise conducting business, unless approved as a school project.
- 6.14 For school work, users are allowed to take the laptops home, provided the users abide by the following:

- a. In case of physical damage, the users will be liable to bear the cost of the repairs/replacement.
 - b. Mishandling/Lending the laptops to a third party will lead to serious implications from the school management
 - c. Visiting filtered websites mentioned under the Filtering Policy, under a different network, will lead to repercussions as mentioned in this Policy.
- 6.15 Users must return back the laptops during summer and winter vacations to IT in-charge and can only be taken with special approval from the Principal.
- 6.16 Users must return the laptop/ hand over the desktop back to the IT in-charge after the completion of the tenure of the employee, without deleting any content/data relating to the school.

Users may, if in accord with the policy above:

- 1. Design and post web pages and other material for school resources as per the other school policies including Online Safety Policy and Data Protection Policy.
- 2. Communicate electronically via tools such as email, google chat and zoom or google meet videoconferencing.
- 3. Install or download of software or making any, has not been provided to the users but will remain solely on the IT in-charge.
- 4. Use the resources for any educational purpose during school hours.

Noncompliance of the AUP for Laptops

Staff should be aware that a failure to comply with the policy, including any arrangements which are put in place under it, will be investigated by the Online Safety Group and may lead to disciplinary action being taken as follows depending upon the severity of the violation:

- 1. Written warning
- 2. Withdrawal of the laptop facility provided
- 3. Suspension from services
- 4. Inform the Police/Law Enforcement in case of any illegal activity as per the UAE Law.

Undertaking by the School Staff

I , _____ working as _____ at Delhi Private School, Ajman has received _____ (laptop/desktop) with serial no. _____ from _____ on _____. I have gone through the AUP for laptops/desktops and am committed to abide by the guidelines provided.

Signature:

Date:



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Acceptable Use Policy for SIM Card and Mobile Phones

Acceptable Use Policy for SIM cards and Mobile Phones is developed primarily to promote responsible use of SIM cards provided to the staff of Delhi Private School, Ajman. AUP deals with many topics in relation to the use of SIM cards and mobile phones and the usage of information related to school. All staff must respect and protect the integrity, availability, and security of all electronic resources provided by the school.

By signing this document, the staff accept the following protocols:

- 7.1 Users must use only the assigned SIM card in the phone provided.
- 7.2 Users must keep strong passwords on their mobile devices which should not be shared with anyone and will connect to network with their own credentials provided by school.
- 7.3 Users will only view, use, or copy data, or networks to which they are authorized.
- 7.4 Users must refrain from distributing students or staff's information about others to an external agency (Data Protection Policy)
- 7.5 Users must observe all school internet filters as per The Filtering Policy of the school.
- 7.6 Users should not destroy or damage data, networks, or any other resources that do not belong to them, without clear permission of the IT in-charge through the SLT members.
- 7.7 Users must take responsibility in case of any physical damage of the mobile device caused by the user, he/she will also be liable to bear the cost of the repair/replacement.
- 7.8 Users must notify the IT in-charge of any mobile or network malfunctions.
- 7.9 Users must follow copyright laws (not making illegal copies of music, games, or movies).
- 7.10 Users should not intentionally access, transmit, copy, or create any material that violates the school's Online Safety Policy and is against UAE culture and heritage.
- 7.11 Users must not use the service to make fraudulent offers to sell or buy products, items or services.
- 7.12 Users must not use the device to access or to attempt to access the accounts of others.
- 7.13 Users must not use the device for personal use.
- 7.14 Users must not use the device to collect or attempt to collect personal information about students or staffs without their knowledge or consent (Data Protection Policy)
- 7.15 Users must not use the device to transmit, distribute or store any material that contains explicit or graphic descriptions or accounts of sexual acts (including but not limited to sexual language of a violent or threatening nature directed at another staffs)
- 7.16 Users must not use the device to impersonate any other staff.

- 7.17 Users should be responsible for protecting their own SIM card and mobile device.
- 7.18 Users must not provide the SIM card and the mobile device to a third party that will lead to serious implications from the school management
- 7.19 Users must refrain from advertising, or otherwise conducting business, unless approved as a school project.
- 7.20 Users must refrain from photographing staffs or students' pictures without the consent
- 7.21 Users must return the SIM card along with the Mobile Device to the IT in-charge after the completion of the tenure of the employee, without deleting any content/data relating to the school.

Users may, if in accord with the policy above:

1. Contact and send messages to staff, parents and any other stakeholders or third parties for school purposes.
2. Communicate electronically via tools such as email, google chat and zoom or google meet videoconferencing.
3. Use the resources for any educational purpose.

Noncompliance of the AUP for SIM card and Mobile devices

Staff should be aware that a failure to comply with the policy, including any arrangements which are put in place under it, will be investigated by the Online Safety Group and may lead to disciplinary action being taken as follows depending upon the severity of the violation:

1. Written warning
2. Taking back the Mobile Devices Along with the SIM
3. Suspension from services
4. Inform the Police/Law Enforcement

Undertaking by the School Staff

I , _____ working as _____ at Delhi Private School, Ajman has received a SIM card with number _____ and Mobile Device with serial no. _____ from _____ on _____. I have gone through the AUP for SIM cards and Mobile Devices and I am committed to abide by the guidelines provided.

Signature:

Date:



DELHI PRIVATE SCHOOL, AJMAN

PB No: 21900, Al Tallah 2, Ajman, U.A.E, Phone: 06-747 1111,
email: info@dpsajman.com, website: www.dpsajman.com

Acceptable Use Policy for Handling Social Media Account

The school has Social Media Accounts on Facebook, Instagram, Twitter and YouTube. The school IT in-charge is the admin for all these accounts. In order to manage these accounts, the IT in-charge is required to add editors as per the names in the social media committee. All the editors along with the IT in-charge owns the great responsibility of using these accounts appropriately and professionally.

By signing this document, the staff members handling the social media accounts accept the following protocols:

- 8.1 It is the sole responsibility of the media handler uploading the post in the social media that it does not violate UAE law (Federal Law 5 of 2012 on Combating Cybercrime).
- 8.2 Social Media Editor should ensure that the pictures/videos that are uploaded on social media are of those students/ staff/ parents whose consent has already been taken at the time of admission or through ANNEXURE- 9 of AUP.
- 8.3 The Social Media Editors will post the content only after taking permission from their respective head (SLT member).
- 8.4 It is the sole responsibility of the editor who has posted on the social media network, to keep track of the comments. In case of any inappropriate comment the editor will delete the comment after taking a screenshot and the matter will be brought to the notice of the OSG to take appropriate action.
- 8.5 IT in-charge will ensure that after completion of services of the employee who also happens to be the editor should not be able to access the social media accounts.

Undertaking by the School Staff

I , _____ working as _____ at Delhi Private School, Ajman have been given the access to _____ social media account(s). I have also gone through the AUP for Handling Social Media Accounts and I am committed to abide by the guidelines provided.

Signature:

Date:



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Consent Form to Use Pictures/Videos on Social Media/Website

I, _____ parent of _____,

Admission Number _____ of Grade _____ Section _____ give my consent to my ward to participate in _____ and I also give my consent to take and use my ward's, picture/ video for the school's social media accounts.

Name: _____

Signature: _____

Date: _____



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Request Letter for bringing Mobile Devices to School

Dear Sir/Ma'am,

I would like to request permission to allow my ward _____ of
Grade _____ Section _____ to bring mobile device to the school for the purpose of

I have read and understood the Acceptable Use Policy, Data Protection Policy, Online Safety Policy and all other related policies and will take full responsibility for any repercussions that come with the violation of these policies. I accept that the school will not be responsible for the loss and damage of the mobile device.

Parents Name: _____

Parents Signature: _____

Date: _____