E-Safety Policy

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1. Introduction

At Reigate Grammar School Riyadh, we recognise the importance of providing a safe and secure online environment for our students, staff, and community. This E-Safety Policy outlines our commitment to safeguarding individuals while using digital technologies within our school.

2. Scope

This policy applies to all members of the school community, including students, parents, staff and visitors, who access or utilise the school's digital resources, equipment or networks. It includes all digital technologies, including computers, laptops, tablets, mobile devices, and networked systems.

3. Policy Statements

3.1. Digital Citizenship
We promote responsible and ethical use of digital technologies and encourage all users to practice good digital citizenship. This includes respecting intellectual property rights, maintaining respectful online behavior, and using technology for positive purposes.

3.2. Data Protection
The school is committed to ensuring the confidentiality, integrity, and availability of personal data in compliance with relevant data protection laws. Users are required to follow data protection guidelines and report any data breaches immediately.

3.3. Internet Safety
We provide internet access for educational purposes and implement appropriate filtering and monitoring measures to protect users from accessing harmful content. Students are educated on the importance of safe online behavior.

3.4. Passwords and Account Security
Users are responsible for keeping their login credentials confidential. Passwords must be strong, unique, and regularly updated. Sharing of login details is strictly prohibited.

3.5. Cyberbullying Prevention
Cyberbullying is unacceptable and will not be tolerated. Students are encouraged to report any incidents of cyberbullying to a member of staff (typically his or her homeroom teacher, as the first point of contact). The school will investigate and take appropriate action in such cases.

3.6. Social Media Use
The school promotes responsible and respectful use of social media platforms. Students and staff are encouraged to be mindful of the content they share and its potential impact.

3.7. Online Learning
During online learning, students and teachers will adhere to the same expectations for conduct and academic integrity as in physical classrooms. Students must engage appropriately in virtual classrooms and respect the privacy of others.

3.8. BYOD (Bring Your Own Device)

When using personal devices on school premises or for school-related activities, users must adhere to this policy and any additional guidelines provided by the school. Students must deposit their mobile phone(s) with their homeroom teacher during morning registration time. They can collect their mobile phone(s) at the end of the school day from their homeroom teacher, or in the case of an emergency, or when they are being collected early from school.

3.9. Incident Reporting

All users are encouraged to report any incidents, concerns or violations of this policy to designated school staff or through established reporting channels.

3.10. Education and Training:

We provide ongoing e-safety education and training to students, staff, and parents to raise awareness of potential risks and promote safe practices.

4. Monitoring and Compliance

The school reserves the right to monitor and audit digital activities to ensure compliance with this policy. Non-compliance may result in disciplinary actions as outlined in the school's code of conduct or relevant staff and student handbooks.

5. Review

This E-Safety Policy will be reviewed regularly to reflect changes in technology, emerging threats, and best practices in e-safety. Feedback from the school community is encouraged to improve the effectiveness of this policy.

6. Conclusion

By adhering to this E-Safety Policy, Reigate Grammar School Riyadh aims to create a secure online environment that promotes digital literacy, responsible behavior, and the well-being of all users.