



Middle & High Acceptable Use Policy



What is an AUP (Acceptable Use Policy)?

It explains what we can and can't do when using our devices and school internet.

It helps protect everyone by providing the correct rules for technologies.



As an AMPS technology user, it is the students' responsibility to follow the AUP both online, offline, at school and at home. Access to the Internet is a privilege and not a right.

AMPS values privacy, safety, responsibility and respect of self and others; therefore, I will:

- Understand that anything I do online is not private and can be monitored by the school.
- Use personal devices during lessons ONLY with the clear permission from the classroom teacher and respect the teacher's instructions.
- Switch off mobile phones during class time and follow classroom/section expectations.
- Use appropriate language for academic work and social postings.
- Be careful of how my words are understood by others and follow the U.A.E. laws.
- Ask for help if I feel unsafe, bullied or witness unkind behavior.
- Respond thoughtfully to the opinions, ideas and values of others.
- Keep devices (tablets, iPads, mobiles, etc.) in lockers or in a safe place when not in use.
- Understand that AMPS is not responsible for the loss of my devices.
- Understand that confiscation/removal of my electronics may occur for inappropriate use or without permission.
- Use school resources appropriately and not download/play non-school related materials, such as network games or videos.
- Handle AMPS devices with care and ensure that there is no damage to the equipment.
- Not copy or transfer any software under copyright to or from computers on the AMPS Network without the permission.
- Not share personal information about myself, family, friends, staff or school.
- Not upload or post personal information, private communications or photos of other people without permission, or send and share inappropriate emails, texts, photos, etc. as per UAE law.

Violation of this policy- The school will use available monitoring and blocking software to filter inappropriate material on the Internet. Student violations of this policy may result in loss of access as well as other disciplinary or legal actions, which may include:

- Financial payment to repair/replace lost/damaged equipment/systems/data/services.
- Loss of privileges - email, network, system account, iPad/laptop/computer/mobile use, etc.
- Suspension from school (for severe violations)
- Expulsion from school and/or legal action and action by the authorities (for severe violations)



In any specific incident, the school administration makes the final decision as to what is and is not a violation of the AUP and also decides when school expulsion and/or legal actions by the authorities are the appropriate course of action.



I understand that it is my responsibility to follow the AUP online, offline, at school and at home.
I have read & understood the AUP and agree to follow the above guidelines.
I will receive access after signing and returning this agreement.

Student name (print): _____ Signature: _____

Grade & section: _____ Date: _____

Elementary Acceptable Use Policy

(Grades 2-5)

What is an Acceptable Use Policy (AUP)?

It explains what we can and can't do when using our devices (computer, laptop, Ipad, mobile, etc.) and school internet. It helps protect everyone by providing the correct rules for technologies.

- AMPS has rules for the ways students act in school and the classroom. There are also rules to follow when students use the school laptops, tablets & internet.



Rules to show that we are responsible, respectful and stay safe when using our devices in school:

- ☐ I will ask my class teacher first before using my computer, laptop, ipad or mobile.
 - ☐ I will only use sites, links, programs and activities that my teachers tell me to use.
 - ☐ I will take care of the school computer, Ipad and other ICT equipment.
 - ☐ I will ask for help from the teacher if I am not sure what to do or if I think I have done something wrong.
 - ☐ I will tell an adult immediately if I receive threatening, not kind, or strange messages.
 - ☐ I will only send messages that are friendly and polite.
 - ☐ I will never share my name and address with people I don't know.
 - ☐ I will never share my password with anyone.
 - ☐ I will not browse, download or share things that are bad or hurtful to me or others.
 - ☐ I will not copy anything from the internet like computer games, pictures, movies or text files unless I have my teacher's permission.
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- ✓ If I don't follow the school AUP rules, then I will not be allowed to use the school internet and resources or my devices.
 - ✓ If I don't follow the school AUP rules, the school administration will make the final decision on the proper actions to take for my specific incident.
 - I have read and understood the school AUP rules listed above and agree to follow them.

Student name: _____ Date: _____



Staff Acceptable Use Policy

Al Maaref Private School AMPS provides school staff with information technology resources such as computers, software, networks, Internet access, E-mail, etc. to support the educational mission of the school and to enhance the curriculum and learning opportunities for students and school staff.

- ✓ This AUP and guidelines have been developed to ensure that school staff uses school information technology in a responsible and legal manner.
- ✓ This AUP shows respect for the use of a shared resource, software and intellectual property rights, ownership of information and system security. Use of school information technology that is opposing to this Policy or guidelines is prohibited.

Access to Computers, Networks, Internet, E-mail and Telephone Services:

- The school reserves the right to monitor or block all computers, Internet, E-mail activity by staff and other system users if they are considered to be harmful or not school related.
- The level of access that staff has to school information technology is based upon specific employee job requirements and need.
- Access to school information technology is provided to staff as a privilege, and not a right.
- Staff should utilize school information technology only for purposes related to the school and the performance of their jobs.
- Incidental personal use of school information technology is permitted as long as such use does not interfere with the staff's job duties and performance, system operations or other system users. "Incidental personal use" is defined as use by an individual staff member for occasional personal communications. Any personal use by employees must comply with this Policy and guidelines.

Acceptable Use:

- School information technology will be used in a manner consistent with the school's educational mission.
- Expectations for professional behavior and communication apply to use of school information technology.
- It is highly recommended that staff keep AMPS related social media accounts separate from personal accounts.
- It is highly recommended that all staff avoid publishing, posting or releasing any personal information or pictures that are considered private or not appropriate for public view. Keep personal accounts "private".

Unacceptable Use:

Each employee is responsible for his/her actions involving school information technology and for his/her computer files, passwords, and accounts. General examples of unacceptable uses of school information technology that are expressly prohibited include, but are not limited to, the following:

- Any use that violates the UAE law or regulation, including copyright laws.
- Any use to harass, discriminate, threaten, defame, demean, or intimidate others.
- Any use involving materials or language that is obscene, sexually explicit or suggestive, vulgar or inappropriate.
- Any use to persuade or advocate the views of an individual or non-school sponsored organization, including but not limited to, political or religious interests.
- Fund-raising for any non-school sponsored purpose, whether profit or not-for-profit.
- Obtaining confidential information about student or employees for non-school related activities, or sharing confidential information about students or employees for non-school related activities.
- Downloading or loading software or applications without permission.
- Opening or forwarding any E-mail attachments from unknown sources.
- Sending mass E-mails to school users or outside parties for school or non-school purposes without the permission.



Staff Acceptable Use Policy



- Any misuse or disruption of school information technology, including intentional physical misuse or damage, or any breach or attempt to breach the security features of school information technology.
- Revealing one's password to anyone else, using anyone else's password, or pretending to be someone else when sending information over school information technology.
- Accessing or attempting to access unauthorized sites on the Internet.
- Any unauthorized attempts to modify, delete, erase, or otherwise hide any information that is stored on school information technology, including someone else's work or data.
- Any communication that violates generally accepted rules of E-mail or computer etiquette and/or professional conduct.

Confidentiality of Information:

- AMPS staff are expected to use appropriate judgment and caution in communications concerning students and staff to ensure that information remains confidential.
- Staff should use their best judgment in posting material that is neither inappropriate nor harmful to AMPS its employees, customers.

Compensation for Losses, Costs, and/or Damages:

- ✓ Staff members are responsible for any loss, costs, or damages caused to the school technology resources.
- ✓ Any AMPS staff member who violates this Policy on the use of school information technology may be subject to removal of access privileges, disciplinary action, up to and including dismissal and/or referred to the proper authorities for the appropriate course of action.
- ✓ Each staff member having access to AMPS information technology is required to sign this AUP form, stating that they have read it carefully. It will be kept in the HR file.
- I understand that it is my responsibility to follow the staff AUP online, offline, at school and at home. I have read & understood the AUP and agree to follow the above guidelines.

- **Name(print):** _____ **Signature:** _____
- **Section:** _____ **Department:** _____ **Date:** _____