




# ABU DHABI INDIAN SCHOOL, BRANCH 1 ONLINE SAFETY & WELL BEING POLICY

Name of Policy	: Online Safety & Well Being Policy
Purpose of Policy	: To promote safe and good internet practice amongst the staff and students.
Approval for this Policy given by	: Principal
Responsibility for its update	: Principal
Policy applies to	: To all the staff and students of Abu Dhabi Indian School, Branch 1
Date of Approval	: 10/10/2015
Proposed Date of Review	: 01/01/2020
Updated Policy	: 13/04/2020
Principal's Signature	: 





## ABU DHABI INDIAN SCHOOL, BRANCH-1, AL WATHBA.

### AIM

We at ADIS, Al Wathba are firmly committed to providing high quality education to our students at all levels. With the increased use of the Internet for education, the safety of the children using the Online applications is a priority with the school. The school recognizes three main stakeholders in the process of distance education. These are the Students, Staff (teachers) and Parents.

### POLICY

ADIS Al Wathba promotes safe and good internet practice amongst its staff and students. While the safety of all the concerned stakeholders is of prime importance to the school, the below are the responsibilities of each of the stakeholders.

#### Students:

- The school has various platforms through which instruction is imparted. Students are required to use these platforms exclusively for the purposes of their study. These are Zoom Meetings, Microsoft Teams, Class Dojo and Google Classroom. (These are subject to change based on the utility of the platform).
- Students are required to use IDs provided by the school for logging into these platforms.
- In case IDs have not been provided, students will log into platforms using their correct names, so that the teacher can identify them as a member of her class.
- On whichever platforms video facility is available, students will keep their videos on so as to be clearly visible in the classroom.
- Students will not share their Class IDs and passwords with anyone.
- Students will maintain decorum during the Online Class. They should abstain from using unparliamentary language, playing music, videos or creating any noise. Students found to be disrupting class will be disciplined as per the Behaviour Management Policy of the school.
- If there is any content, application, software, language that makes the student uncomfortable, they will be reported immediately through channels set up by the school.
- Students will ensure that they are well dressed and groomed for Online classes.
- Students will not make comments on Social Media or any other public platforms about the individual teachers.
- Students are not allowed to record, or photograph any online lessons, interactions or activities.

#### Staff:

- Staff will use authorized school platforms only for the purpose of Distance Education. These include Zoom Meetings, Microsoft Teams, Class Dojo and Google Classroom. (These are subject to change based on the utility of the platform).
- Only authorized IDs and passwords issued or approved by the school will be used.
- Staff will not share IDs and passwords issued by the school.
- Class will be conducted in a respectful and courteous manner, ensuring that no foul language is used.



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- Teachers will check any resources being used in the classroom to ensure that it does not contain any objectionable, offensive or obscene content.
- All the Security measures available on the platform will be used judicially, to ensure that class can be conducted in a smooth and disciplined manner.
- Any untoward incidents and discipline issues experienced during online class will be brought to the notice of the management.
- Teachers will communicate with parents through designated channels set by the school only.
- Teachers are expected to ensure that a parent or carer is present at all times if they are having a One on one conversation / class / session with the students.
- Teachers will bring to the notice of the management of the school any parents who are uncooperative, unavailable or disrupting the proceedings of the class.
- Teachers will ensure that they are professionally dressed and well-groomed for their Online Classes.

### Parents:

- It is recommended that parents find out what their wards are doing online when they are not in the Class.
- Use Parental Controls on the sites that are regularly used.
- It is recommended that parents use Children Safe search engines or remain present at the time that their children are conducting a search on the internet.
- Limit your child's time online after Class.
- Parents will not disrupt class by discussing any school related issues during class hours. They are requested to go thru the channels set up by the school to request a meeting with the teacher for the same.
- Parents are requested to provide a peaceful and nondisruptive environment for their children during school hours. They are also requested to ensure that their wards / children attend class as per the timetable in a disciplined way.
- It is recommended that incase one-to-one classes are being taken for the student; the parents be present for the same.
- Parents are requested to monitor their child / ward's classes.
- Parents will ensure that their children are well dressed and well-groomed for the classes.
- Parents will not record or photograph any of the Online interactions, lessons or activities.
- Parents will report any untoward, inappropriate or disruptive incident experienced during online classes to the school.

In case there is a need to reach the school, below are the contact details:

School Hotline Number: +971 52 1733656 (Available from 9:00 a.m. to 4:00 p.m. Sunday to Thursday)

School Email Ids: [helpline@adiswathba.com](mailto:helpline@adiswathba.com) or [info@adiswathba.com](mailto:info@adiswathba.com).

**OR**

Kindly send an email to the following email addresses depending on your query:



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1. General Queries: [info@adiswathba.com](mailto:info@adiswathba.com)/ [helpline@adiswathba.com](mailto:helpline@adiswathba.com)
2. Fee related issues: [accounts@adiswathba.com](mailto:accounts@adiswathba.com)
3. Digital Campus related issues: [ict@adiswathba.com](mailto:ict@adiswathba.com)
4. TC/ ESIS issues: [sithara@adiswathba.com](mailto:sithara@adiswathba.com)
5. Admissions/ TASJEEL issues: [admissions@adiswathba.com](mailto:admissions@adiswathba.com)
6. Distance Learning IT issues: [sathya@adiswathba.com](mailto:sathya@adiswathba.com)
7. Any issues concerning the distance learning classes, kindly contact the respective supervisors as follows:
  - Kindergarten- [kgsupervisor@adiswathba.com](mailto:kgsupervisor@adiswathba.com)
  - Grades 1 & 2- [supervisor\\_preprimary@adiswathba.com](mailto:supervisor_preprimary@adiswathba.com)
  - Grades 3 & 4- [supervisor\\_primary@adiswathba.com](mailto:supervisor_primary@adiswathba.com)
  - Grade 5 (GIRLS)- [supervisor\\_primary@adiswathba.com](mailto:supervisor_primary@adiswathba.com)
  - Grades 5 to 7 (BOYS)- [supervisor\\_middleboys@adiswathba.com](mailto:supervisor_middleboys@adiswathba.com)
  - Grades 6 to 10 (GIRLS)- [supervisor\\_middlegirls@adiswathba.com](mailto:supervisor_middlegirls@adiswathba.com)
  - Grades 8 to 10 (BOYS)- [supervisor\\_secondary@adiswathba.com](mailto:supervisor_secondary@adiswathba.com)
  - Grades 11 & 12 (GIRLS)- [viceprincipal\\_girls@adiswathba.com](mailto:viceprincipal_girls@adiswathba.com)
  - Grades 11 & 12 (BOYS)- [viceprincipal\\_boys@adiswathba.com](mailto:viceprincipal_boys@adiswathba.com)
8. If you would like to contact the Principal for any concerns: [principal@adiswathba.com](mailto:principal@adiswathba.com)