

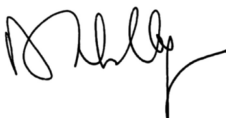





Title: **Policy for Managing Acceptable use of ICT and the Internet - Students in QatarEnergy Schools**

Status: **New**

Approval Date: **January 2021**

Department	Prepared by		Reviewed by	Approved by
Human Capital Education				 Digitally signed by ABDULAZIZ MOHAMMED A E AL-MANNAI Date: 2022.04.18 11:52:44 +03'00'
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"Our vision is for our students to be high achieving, healthy and happy individuals, well prepared to take their place as global citizens and leaders of the future."

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FOREWORD

This document has been developed by the Education Section (VHE) of the Human Capital Directorate (VH) and circulated for review by stakeholders before endorsement for use by the Executive Vice President (EVP) for Human Capital.

This document is published for use by the Education Section of the Human Capital Directorate. This policy is an operational/business level policy which is aligned with the QatarEnergy Values. The policy document should be read alongside the QatarEnergy Schools Procedure document for managing the acceptable use of ICT and the Internet for students in schools. For acceptable use of ICT by Staff, refer to QatarEnergy ICT Policy and Procedure and the QatarEnergy Code of Conduct.

This document in its present form reflects, as far as possible, the current corporate requirements.

This document is subjected to periodic review to re-affirm its adequacy or to conform to any changes in the corporate requirements or to include new developments on its subject matter.

All comments/views, recommendations etc. regarding this document should be forwarded to the Head, Education Section.

POLICY STATEMENT

At QatarEnergy Schools we are committed to prioritising the safety and wellbeing of all students and ensuring they are fully aware of risk and the need to exercise good decision making. This policy and procedure guidance aims to ensure students are aware of the risks associated with using a range of devices in a manner that minimizes risk of harm for themselves and for other internet users.

1. PURPOSE

- 1.1 QatarEnergy acknowledges the importance of ensuring students are aware of acceptable use of ICT and the Internet in schools. The purpose of this policy is to ensure students are safeguarded and are aware of appropriate security regarding use of the Internet and ICT.
- 1.2 The policy is also aimed at ensuring students are aware of the need to report and unacceptable use of ICT and the Internet and that these reporting mechanisms are clear.
- 1.3 The policy will also outline the importance of Copyright and clarify to students the sanctions that are in place should there be deliberate misuse of ICT and the Internet in school.

2. SCOPE

- 2.1 This policy applies to all students in QatarEnergy Schools, staff use of ICT and the Internet needs to be line with guidance within QatarEnergy ICT Policy and Procedure.
- 2.2 Other ICT and Internet users such as volunteers in schools must be supervised by teaching staff at all times.
- 2.3 The policy applies to acceptable use within QatarEnergy Schools, use of the Internet and social media outside of school shall be the responsibility of parents. Any alleged cyber-bullying should be reported to school leaders at the earliest opportunity.
- 2.4 The use of mobile phones in school is also covered by this policy, unacceptable use would include bullying text messages, videos or images of a sexual nature or images taken of students or adults without consent.
- 2.5 This policy covers the use of equipment or devices owned by staff, staff are not allowed to use their own equipment unless permission from the principal is given. Schools will always check with families prior to the use of any images and the sharing of images will only occur after permission has been given. Any photographs or video clips uploaded should not have a file name of a child, especially where these may be uploaded to a school website. Photographs should only ever include the student's first name.

3. DEFINITIONS/ABBREVIATIONS

- | | | |
|-----|-------------------------------------|---|
| 3.1 | Schools | - QatarEnergy schools at Dukhan and Mesaieed |
| | Principal | - Principal of a QatarEnergy School |
| | Head of School | - Designated Head of Primary/Secondary School |
| | Senior Leader | - Member of school senior management team |
| | Unacceptable use
Of the Internet | - access of material that is illegal or offensive to others, this includes indecent images, extremist or discriminatory material or promotes religious or racial hatred |
| | Cyber-bullying | - This is defined as bullying that takes place online, such as through social networking sites, messaging apps or gaming site |
| | E-safety | - an approach to ensuring children and young people are aware of how to keep themselves and others safe whilst using online applications. |

4. RESPONSIBILITIES

- 4.1 The School Principal is responsible for ensuring that the procedures outlined in this policy are followed appropriately with due regard for the safeguarding of all students.
- 4.2 All staff must take responsibility for their own use of technologies and the internet, making sure that they are used legally, safely and responsibly.
- 4.3 All staff must ensure that students in their care are protected and supported in their use of technologies so that they can be used in a safe and responsible manner. Students should be informed about what to do in the event of an e-Safety incident.
- 4.4 All staff must report any e-Safety incident, concern or misuse of technology to the school Principal, including the unacceptable behaviour of other members of the school community.

5. COMPLIANCE

Any matters concerning the implementation of this Policy in any particular school should be raised with the Principal with a view to reaching a mutually workable solution. Any matters of non-compliance should be raised with the Head of Education.