



Nurture
Lifelong
Learning

Acceptable Use of Technology

Subject Area	Subject Lead	Date Reviewed
Digital Learning	Tom Gayler	January 2024

Introduction

At Arcadia School, we are committed to providing a world-class British education that nurtures lifelong learning and leverages the latest technological advancements to enrich our students' educational journey. As an institution that prides itself on fostering a warm, friendly, and inclusive community, we recognise the integral role technology plays in facilitating a modern, dynamic learning environment. Our dedication to embracing innovative educational strategies and the importance of student-centred learning demands a responsible, respectful, and safe approach to technology use.

This policy is designed to support our educational objectives, safeguard our students' well-being, and promote digital citizenship. It outlines the standards for responsible use of technology resources. This policy applies to all members of the Arcadia School community, including students, faculty, and staff, ensuring that technology is used in a way that is consistent with our values of respect, positivity, compassion, tolerance, creativity, and independence. By adhering to these guidelines, we can collectively ensure that technology acts as a bridge to knowledge, a tool for innovation, and a means to connect us more deeply with the world around us.

Policy Links

- [Digital Learning Policy](#)
- [Online Safety and Cyberbullying Policy](#)
- [Innovation Policy](#)
- [Artificial Intelligence Policy](#)



JVT, Dubai, UAE



+971 4 552 2600



info@arcadia.sch.ae
<https://arcadia.sch.ae/>



- **Promote Digital Citizenship:** Encourage responsible use of technology, emphasising respect, ethics, and integrity in digital interactions to foster a positive online community.
- **Enhance Educational Outcomes:** Leverage technology to enrich the learning experience, facilitate access to information, and support innovative teaching and learning practices.
- **Safeguard the School Community:** Protect students, faculty, and staff from cyber threats and harmful online content while ensuring the privacy and security of personal information.
- **Encourage Responsible Use:** Establish clear expectations for the appropriate use of technology resources, including the internet, digital devices, and software applications, to prevent misuse.
- **Foster Digital Literacy:** Equip students with the necessary skills to navigate the digital world effectively, including critical thinking, online research, and digital ethics.
- **Support Equity and Access:** Ensure equitable access to technology resources for all students, removing barriers to digital inclusion and supporting diverse learning needs.

Scope of Policy

The scope of the Acceptable Use of Technology Policy at Arcadia School applies to all students, staff, and visitors utilising school technology resources or personal devices on the school site or at school events. It governs the use of the internet, networks, digital platforms, software, and electronic communications, regardless of location or time when such use affects the school community or its reputation. This concise framework ensures a unified approach to responsible technology uses within our educational environment.

Guidelines for Acceptable Use

General Use of Technology

- **Respect School Equipment:** Use all technology equipment and resources, including iMacs, iPads, and interactive boards, with care and respect.
- **Authorised Access Only:** Access only those systems, networks, and information that are relevant to educational tasks and for which you have permission.
- **Proper Usage:** Utilise technology tools for educational purposes during school hours, adhering to teacher instructions and school policies.





Internet Use

- **Educational Purposes:** Use the internet for academic research, learning activities, and school-related communication only.
- **Safe Browsing:** Avoid visiting inappropriate websites or downloading unauthorised materials that could violate content restrictions or compromise the school's network security.
- **Digital Footprint Awareness:** Be mindful of the information shared online and understand that digital footprints are lasting.

Email and Digital Communication

- **Professional and Respectful Communication:** Use email and other digital communication tools in a respectful, professional manner, suitable for school context.
- **Privacy Respect:** Do not share personal information about yourself or others without consent. Be cautious with sensitive data.
- **No Cyberbullying:** Engage in positive, respectful interactions, refraining from any form of cyberbullying or harassment.

Software and Applications

- **Authorised Software Only:** Install or use only software that is authorised by the school on school devices, during the school day. BYOD devices should not contain software that could be harmful or disruptive to the school network.
- **Licence Compliance:** Adhere to the licensing agreements of all software and digital content used within the school.
- **Security Updates:** Ensure that personal devices used in the school environment are updated with the latest security software to protect against malware and viruses.

Responsibilities

Students

- **Adhere to Guidelines:** Follow all guidelines for acceptable use of technology as outlined in the policy.
- **Report Concerns:** Immediately report any cyberbullying, security breaches, or inappropriate content to a teacher or staff member.





- **Respect Privacy:** Keep personal and others' information private; do not share logins or passwords.

Teachers and Staff

- **Model Responsible Behaviour:** Demonstrate exemplary use of technology, embodying the principles of digital citizenship and ethical use.
- **Monitor Use:** Supervise students' use of technology to ensure compliance with the acceptable use guidelines.
- **Educate and Enforce:** Provide instruction on digital literacy and safety, and enforce the policy's guidelines consistently.

Parental Involvement

- **Support School Policy:** Reinforce the importance of responsible technology use at home, echoing the school's guidelines.
- **Monitor Online Activity:** Keep an eye on children's technology use at home, guiding them towards safe and productive online habits.
- **Communicate with the School:** Stay in communication with teachers and staff regarding any concerns or observations related to technology use.

Digital Citizenship

By adhering to these principles of digital citizenship, the Arcadia School community commits to using technology in ways that are respectful, responsible, and aligned with the school's values and educational goals. This commitment supports a digital environment conducive to learning and personal development, ensuring that students are prepared to navigate the digital world both within and beyond the school setting.

- **Ethical Use of Information:** Recognise and respect copyright laws and intellectual property rights. Use and share digital content ethically and legally.
- **Online Safety:** Understand and practise safe online behaviours, including safeguarding personal information and recognising potential online risks.
- **Digital Footprint Awareness:** Be aware of the permanence of online actions and communications. Make informed decisions that contribute positively to one's digital footprint.
- **Respectful Communication:** Use digital platforms to communicate respectfully and constructively. Avoid engaging in or promoting cyberbullying, harassment, or discriminatory behaviour.





- **Critical Consumption of Information:** Develop skills to evaluate the reliability and credibility of online information. Practice discernment in distinguishing between factual content and misinformation.
- **Positive Digital Presence:** Contribute positively to digital communities. Use digital platforms to support educational objectives and promote positive interactions.

Safety and Security

Cybersecurity Measures

- **Secure Network:** Ensure that the school's network is protected with up-to-date security protocols to guard against unauthorised access, cyber threats, and data breaches.
- **Regular Updates:** Maintain and regularly update security software, web browsers, and operating systems to protect against malware and other cyber threats.
- **Password Security:** Promote the use of strong, unique passwords for all school accounts and the regular changing of these passwords to enhance security.

Online Safety Practices

- **Filtered Internet Access:** Utilise Internet filtering tools to block access to inappropriate, harmful, or unsafe websites and content.
- **Monitoring and Supervision:** Monitor online activities within the school to prevent and address inappropriate or unsafe behaviour.
- **Digital Literacy:** Incorporate digital literacy education into the curriculum, teaching students how to stay safe online, recognise potential risks, and protect their personal information.

Reporting and Responding

- **Incident Reporting System:** Establish a clear and accessible system for reporting cyberbullying, online abuse, or security concerns, ensuring timely and appropriate responses.
- **Support and Intervention:** Provide support for victims of cyberbullying or online abuse, including counselling and intervention services, and take disciplinary action against perpetrators as necessary.





Data Privacy and Protection

- **Personal Information Protection:** Implement measures to protect the privacy of students' and staff members' personal information stored on school systems.
- **Responsible Data Use:** Ensure that personal data is used and shared in compliance with legal and ethical standards, emphasising the importance of consent and the minimal sharing of sensitive information.

Monitoring and Enforcement

Monitoring of Technology Use

- **Activity Monitoring:** Implement systems to monitor the use of school technology resources, ensuring they are used in accordance with the policy. This includes the tracking of internet access and digital communications when necessary and appropriate.
- **Transparency:** Inform students, staff, and parents about the extent and reasons for monitoring to maintain trust and transparency within the school community.

Enforcement of Policy Guidelines

- **Clear Consequences:** Establish clear consequences for violations of the policy, ranging from warnings to suspension of technology privileges, or disciplinary actions in severe cases.
- **Consistent Application:** Apply the policy and its consequences consistently and fairly to all members of the school community, ensuring that actions are proportionate to the violation.
- **Review Process:** Provide a process for reviewing and appealing decisions related to policy violations, ensuring that individuals have the opportunity to present their cases.

Reporting Violations

- **Easy Reporting:** Facilitate easy and accessible ways for students and staff to report violations of the technology use policy, including anonymous reporting mechanisms if necessary.
- **Supportive Response:** Ensure that reports of policy violations, especially involving cyberbullying or online safety concerns, are responded to promptly and with sensitivity to the needs of those affected.





Policy Review and Updates

- **Regular Review:** Periodically review the Acceptable Use of Technology Policy to adapt to new technological developments, educational practices, and emerging online safety issues.
- **Community Involvement:** Involve students, parents, and staff in the review process to gather feedback and foster a sense of ownership and responsibility towards the policy.

Reporting a concern

Establishment of Reporting Channels

- **Dedicated Reporting System:** Set up a dedicated email address, online form, or platform where students, staff, and parents can report concerns or violations of the technology use policy.
- **Anonymity Option:** Offer an option for anonymous reporting to encourage reporting of sensitive issues without fear of retaliation.

Awareness and Education

- **Communication:** Regularly inform the school community about the reporting mechanisms available, emphasising the importance of reporting inappropriate use of technology or cyberbullying incidents.
- **Training:** Include information on how to report concerns as part of digital literacy and online safety training for students, staff, and parents.

Response and Follow-Up

- **Timely Response:** Ensure that all reports are acknowledged promptly and investigated in a timely manner.
- **Supportive Measures:** Provide support and resources to individuals affected by the reported incidents, including counselling or mediation services as needed.
- **Feedback Loop:** Offer feedback to the reporting individual, if appropriate, on the actions taken in response to their report, respecting privacy and confidentiality constraints.





Documentation and Review

- **Record-Keeping:** Maintain records of reports and the outcomes of investigations to monitor patterns of behaviour and identify areas for improvement in the school's technology use practices.
- **Policy Review:** Use the insights gained from reported incidents to regularly review and update the Acceptable Use of Technology Policy, ensuring it remains effective and relevant.

Review and Updates

Regular Review Schedule

- **Annual Review:** Commit to an annual review of the policy to consider changes in technology use, educational strategies, and feedback from the school community.
- **Ad Hoc Updates:** Allow for ad hoc reviews in response to significant technological developments, emerging online safety concerns, or incidents within the school community.

Involvement of Stakeholders

- **Community Feedback:** Engage students, parents, teachers, and staff in the review process to gather a broad range of perspectives and experiences. This may include surveys, focus groups, or feedback sessions.
- **Expert Consultation:** Consult with technology experts, educational professionals, and legal advisors to ensure the policy reflects best practices in digital safety, privacy, and pedagogy.

Updating Process

- **Transparent Updates:** Clearly communicate any changes to the policy to all members of the school community through appropriate channels, such as email, school meetings, and the school website.
- **Implementation Plan:** Develop a plan for implementing updates, including any necessary training for students and staff, to ensure the community understands and adheres to the revised guidelines.





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Documentation and Accessibility

- **Accessible Policy:** Ensure the updated policy is easily accessible to all members of the school community, including publishing it on the school's website and making printed copies available upon request.
- **Historical Versions:** Keep a record of previous versions of the policy to document its evolution and rationale for changes over time.

Appendices

[Key Stage 2 iPad Contract](#)

[High School iPad Contract & Parent Guidance](#)

[High School MacBook Contract & Parent Guidance](#)



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