



Rashid School for Boys

Respect and Kindness ♦ Always Learning ♦ Ready for Leadership

Email and Internet Access Policy

Policy Summary

The policy gives guidance to students and staff on the safe use of the Internet.

Email and Internet Access Policy

Whether at school, college, home or in business we are all increasingly able to benefit from resources and information available over the internet. Future employers or higher education establishments will expect students from good schools to know how to use the internet and to have developed the skills required for lifelong learning.

Just a few of the positive uses of email and the internet for pupils of Rashid School include:

- learning the information seeking skills required to compete in the modern world;
- accessing good quality educational programs to extend and support student learning;
- using research skills in subjects such as science, technology, geography or history;
- gaining access to local sites to support student understanding of U.A.E. history and culture;
- communicating with pupils from other countries / cultures as part of our social studies courses.

In addition to information coming into the school, students will also be involved in producing a Rashid School for Boys web site so that parents, past students and friends of the school can be kept up to date with our achievements.

The responsibilities of the school

At Rashid School we undertake to develop a curriculum which will encourage both teacher-led and individual learning using the internet.

The internet, however, does contain some unsuitable and dangerous material. It is therefore vital that students learn to use it in a safe, controlled and responsible way.

Our access to the internet is through the Etisalat Server and this provides an excellent screen for blocking most unsuitable sites. This will include chat-lines and some external e-mail services. It is also the responsibility of all our staff to be vigilant when supervising students who are using the internet.

Access to email and the internet will only be allowed to students who have signed and returned this policy agreement.

The responsibilities of the student

All students are expected to use email and internet services only for educational reasons.

At all times students must respect the social cultural, political and religious values of the United Arab Emirates. Students should never download, store or send any images or material which may offend others or show a lack of respect towards these values.

For their own safety students must never give personal details to anybody in emails or over the internet and should report to a member of staff any requests for personal information that they receive.

Students must respect the privacy of other students and must not try to gain access to or alter the work of others.

Students must never bring into school any material or software from other sources, as this could damage the school network.

The responsibilities of staff

The Internet and e-mail systems are for school use. They should not be used for personal activities within the school day. Personal use may occur after 3:30pm as long as the system is not being heavily used by students or staff on school business.

When using the e-mail please remember that all correspondence is sent and received from the RSB address. This is similar to writing a letter on Rashid School stationery. Staff should also be aware that the e-mail system is not confidential and communication could be accessed via the network manager or members of the school management team. All e-mail and internet use are subject to the laws of the UAE and staff employment contracts.

Guidelines

1. Do not open any e-mail attachments unless you are sure of the source and its legitimacy, even server based anti-virus systems cannot be aware of the very latest viruses.
2. Do not subscribe to any mailing lists without checking with the Network Manager. Too many mailing lists can clog the school e-mail box.
3. Do not send large attachments. Mail may appear to go quickly because the school server sends the mail and not the work station, however the receiver may not be so lucky – they might have a slow connection or an ISP (internet service provider) which has an e-mail size limit.
4. E-mail forms of addresses and styles are often casual, be on guard for casual / sloppy correspondence particularly with external RSB parties; an enquiry may be misconstrued as an order for example. Watch spelling and grammar - we are a school!
5. If you receive unsuitable mail for the school environment from someone you know then ask them to refrain from sending such material to the school e-mail address. If you receive the same from an unknown or commercial source speak to KAS - do not reply, it just confirms your e-mail address exists!
6. Be careful who you supply your e-mail address to on the internet, by form filling for example, it can lead to a deluge of mail. Always check the "I do not want to receive information" box.