



IDEAL ENGLISH SCHOOL , RAK

ROLES AND RESPONSIBILITIES

ONLINE SAFETY COMPUTING COORDINATOR : Mrs. Gomathi & Mrs. Shalini

The IT Manager as E- Safety Coordinator is responsible for ensuring that:

- (a) The School's Technology infrastructure is secure and, so far as is possible, is not open to misuse or malicious attack.
- (b) The user may only use the School's Technology if they are properly authenticated and authorized.
- (c) The School has an effective filtering policy in place and that it is applied and updated on a regular basis.
- (d) The risks of students and staff circumventing the safeguards put in place by the School are minimized;
- (e) The use of the School's Technology is regularly monitored to ensure compliance with this policy and that any misuse or attempted misuse can be identified and reported to the appropriate person for investigation; and
- (f) Monitoring software and systems are kept up to date to allow the ICT team to monitor the use of email and the internet over the School's network and maintain logs of such usage.
 - ❖ The IT Manager will provide details on request outlining the current technical provision and safeguards in place to filter and monitor inappropriate content and to alert the School to safeguarding issues.
 - ❖ The IT Manager will report regularly to the SLT on the operation of the School's Technology. If the IT Manager has concerns about the functionality, effectiveness, suitability or use of Technology within the School, s/he will escalate those concerns promptly to the appropriate members(s) of the School's Senior Leadership Team (SLT).
 - ❖ The IT Manager is responsible for maintaining the Technology Incident Log and bringing any matters of safeguarding concern to the attention of the Designated Safeguarding Lead in accordance with the School's Child Protection & Safeguarding Policy and Procedures.
 - ❖ Leads the e-safety committee.
 - ❖ Takes day to day responsibility for e-safety issues and has a leading role in establishing and reviewing the school e-safety policies / documents .

- ❖ Ensures that all staff are aware of the procedures that need to be followed in the event of an e-safety incident taking place .
- ❖ Provides training and advice for staff .
- ❖ Liaises with the KHDA / relevant body
- ❖ Liaises with school technical staff
- ❖ Receives reports of e-safety incidents and creates a log of incidents to inform future e-safety developments
- ❖ Meets regularly with E-Safety Governor to discuss current issues, review incident logs and filtering / change control logs
- ❖ Attends relevant meeting / committee of Governors
- ❖ Reports regularly to Senior Leadership Team.

Educating students and parents Ensuring that students and parents are well aware of the online safety norms and all related policies is part of the mission of the Eminence e-safety initiative. For this the school embeds e-safety into its year plan (reference e-safety year plan) and runs programs, events and workshops throughout the year. The programs have clearly set learning outcomes and built-in feedback and/or assessment systems that ensures that the outcomes are met with. In case there is a gap, follow up programs are done to bridge the same. Some initiatives to ensure awareness are:

- ❖ All relevant policies updated on the school's website.
- ❖ Induction program for parents and students on e-safety at the beginning of the academic year.
- ❖ Periodic posters, tips and articles sent to parents and students (age appropriate) on digital safety.
- ❖ Classroom activities and events that involve students so that they learn about e-safety hands on.
- ❖ Minimum of 3 student workshops every year.
- ❖ Minimum of two parental workshops in a year.
- ❖ Incorporating e-safety in other subjects where chapters enable the same.
- ❖ Introduce and run a PHSE curriculum that incorporates strands of e-safety.
- ❖ Ensure that students are given due classes on digital citizenship.
- ❖ Distribution of updated student handbooks to both parents and students at the beginning of every academic year.
- ❖ The important helpline numbers provided on the website.
- ❖ Oath taken by students at the beginning of every year on e-safety (reference e-Safety oath of the school).
- ❖ Acceptable usage agreement is signed by every parent on behalf of their wards when they join the school.
- ❖ Parents are explained the relevance of the Media Release Consent Form and they sign the same at the beginning of the academic year.
- ❖ Reminders sent to parents to read up and understand e-safety guidelines posted on website.
- ❖ Updates on policies and guidelines communicated to parents and students when such updates occur.
- ❖ School newsletter and blog which highlights e-safety as well.
- ❖ Student council active involvement in educating their peers about e-safety