



IDEAL ENGLISH SCHOOL , RAK

ROLES AND RESPONSIBILITIES

DATA PROTECTION OFFICER

The managed service provider is responsible for helping the school to ensure that it meets the E-Safety technical requirements outlined by aqdar.

The managed service provides a number of tools to schools including, Smart cache servers, Secures (optional), Safety Net Universal, which are designed to help schools keep users safe when online in school Update a range of Acceptable Use Policies and any relevant Local Authority E-Safety policy and guidance. These can be accessed either on micro soft team or via the E-Safety interest space on the portal

- ❖ Ensure that the technical infrastructure is secure and is not open to misuse or malicious attack.
- ❖ See to it that the digital infrastructure meets required e-safety technical requirements and/or other relevant points from varied policies.
- ❖ Ensure that the school has proper age-appropriate filters in place, and these are monitored, reviewed and updated regularly.
- ❖ Take measures to ensure that users may only access the networks and devices through a properly enforced password and all such passwords are subject to change based on the requirements of the password policy of the school.
- ❖ Develop rubrics, structures and schedules for the monitoring, auditing and reviewing digital infrastructure and ensure that online safety leader and other relevant authorities are informed of any incidents or breaches.
- ❖ Ensure that all infrastructure related audits reports, incidents, breaches and the actions taken are properly documented,
- ❖ Stay connected to contracted and other agencies for digital infrastructural maintenance and the addressing of issues that cannot be solved from within the organization.
- ❖ Ensure that the online safety leader and group members are updated regarding any changes or improvements brought about in the system.
- ❖ Provide the online safety leader/ school management / school leadership half yearly reports on the digital infrastructure of the school.
- ❖ Be up to date with new developments with regard to digital infrastructure and e-safety so as to effectively advice the management and online safety group, update the systems and ensure there is no redundancy.
- ❖ The school's policy on web filtering is applied and updated on a regular basis.
- ❖ Developing a parental awareness programme, in consultation with the parent–teacher association, as appropriate.
- ❖ Maintaining a log of all incidents relating to internet safety in school.
- ❖ Meeting regularly with the head teacher to discuss internet safety issues and review progress.

- ❖ Liaising with outside agencies, which may include the local schools, city learning centre, or national agencies, as appropriate
- ❖ To maintain a professional level of conduct in your personal use of technology at all times.
- ❖ To support the school in providing a safe technical infrastructure to support learning and teaching.
- ❖ To ensure that access to the school network is only through an authorized, restricted mechanism.
- ❖ To ensure that provision exists for misuse detection and malicious attack.
- ❖ To take responsibility for the security of the school ICT system.
- ❖ To liaise with the local authority and other appropriate people and organizations on technical issues.