

## AAM Child Protection Policy

### **KEY CONTACTS WITHIN THE SCHOOL:**

#### **AAM CHILD PROTECTION OFFICERS**

Althea Edmondson (Head of elementary) [aedmondson@americanacademy.ae](mailto:aedmondson@americanacademy.ae)

Sara Noble (Head of Secondary) [snoble@americanacademy.ae](mailto:snoble@americanacademy.ae)

#### **DEPUTY CHILD PROTECTION OFFICERS**

Bridget Justen (Principal) [bjusten@americanacademy.ae](mailto:bjusten@americanacademy.ae)

#### **SCHOOL COUNSELLOR**

Whitney Horsham [whorsham@americanacademy.ae](mailto:whorsham@americanacademy.ae)

#### **NOMINATED PERSON FROM TAALEEM CENTRAL OFFICE**

Dima Alloush [dalloush@taaleem.ae](mailto:dalloush@taaleem.ae)

### **Key contacts within the local area:**

Ministry of Interior Confidential Child Protection Hotline and Website:

Contact by	With in State	Outside State
Phone Number :	+971 2 333 3999	+971 2 333 3999
Fax :	+971 2 333 3998	+971 2 333 3998
SMS :	4444	with in the country only 4444
Email :	<a href="mailto:jmcauley@Moi-CPC.gov.ae">jmcauley@Moi-CPC.gov.ae</a>	<a href="mailto:Childprotection@Moi-CPC.gov.ae">Childprotection@Moi-CPC.gov.ae</a>
Website	<a href="http://www.Moi-CPC.gov.ae">www.Moi-CPC.gov.ae</a>	<a href="http://www.safechild.ae">www.safechild.ae</a>

**Dubai Police Al Ameen Confidential Child Protection Hotline and Website:**

Contact by	With in State	Outside State
Toll Free :	800 4888	+ 971 800 4888
Fax :	800 4888	+971 800 4888
SMS :	4444	with in the country only 4444
Email :	<a href="mailto:alameen@alameen.ae">alameen@alameen.ae</a>	<a href="mailto:alameen@alameen.ae">alameen@alameen.ae</a>
Website	<a href="http://www.alameen.ae">www.alameen.ae</a>	<a href="http://www.alameen.ae">www.alameen.ae</a>

**PURPOSE**

The American Academy in Al Mizhar (AAM) takes child welfare seriously and has implemented an effective whole- school child protection policy that provides clear direction to staff and others about expected behavior when dealing with child protection issues.

An effective policy clearly defines the school's commitment to the development of good practice and sound procedures to ensure that child protection concerns, referrals and monitoring may be handled sensitively, professionally and in ways which support the needs of the child.

This policy applies to all students, AAM staff, AAM and Taaleem employees, volunteers and visitors to the school. AAM recognizes it is an agent of referral and not of investigation, and all incidents need to be submitted in a timely manner to KHDA/ Dubai Governing Authorities.

**CONTEXT**

We recognize that children have a right to feel secure and cannot learn effectively unless they do so. Parents, caregivers and other people can harm children either by direct acts or failure to provide proper care or both. Children may suffer neglect, emotional, physical or sexual abuse or a combination of such types of abuse. All children have a

right to be protected from abuse. While the school will work openly with parents as far as possible, the school reserves the right to contact the Police, without notifying parents if this is in the child's best interests.

### **AIMS**

The aims of the policy are:

1. **Prevention** through the creation of a positive school atmosphere and positive teacher student relationships, and pastoral support offered to all students.
2. **Protection** by following policy procedures, ensuring staff are trained and supported to respond appropriately and sensitively to child protection concerns.
3. **Support** to students who may have been abused.

### **SCHOOL POLICY:**

At American Academy in Al Mizhar (AAM) we recognize that when our students have a high self-esteem, confidence, supportive friends and clear lines of communication with a trusted adult, it helps to prevent abuse.

Our school will therefore:

- Establish and maintain an environment where students feel safe and secure and are encouraged to talk, and are listened to.
- Ensure that students know that there are adults within the school who they can approach if they are worried or are in difficulty. (AAM Child Protection Team)
- Include in the curriculum activities and opportunities for awareness on child protection issues such as abuse and anti-bullying, which provides students with the skills they need to stay safe from abuse.
- Ensure that wherever possible every effort will be made to establish effective working relationships between staff, students, parents and the community.

## CHILD PROTECTION FRAMEWORK AS PER UAE LAW (KHDA AND ADEC):

Child protection is the responsibility of all adults and especially those working with children. The development of appropriate school procedures and the monitoring of good practice are the responsibilities of the Person for Child Protection and Safeguarding.

In Dubai and the United Arab Emirates the infrastructure of Educational Safeguarding and/or Social Care Services is under development and growth. Following cases which caused concern in the Emirati community, Sheikh Mohammed, the Ruler of Dubai, supported the drafting of a Federal law on child protection “to ensure a secure and stable future for children in the U.A.E.”

In April 2012, it was reported that Dubai had “embraced a new policy to protect children against all forms of violence, abuse, exploitation and neglect and offer support and care for those in need.” The policy “aims to provide protection to Emirati and expatriate children under the age 18 who live permanently or temporarily in Dubai.” The Dubai Strategic Plan 2015 calls for the provision of “proper social services to meet the requirements of the local community.”

In November 2012, the UAE Cabinet approved a draft of “Wadeema’s Law” to “protect children in the UAE. The law includes creating special units that intervene when children are at risk and stresses that all children have rights regardless of religion and nationality.”

December 2015 - The Childs Rights Law (previously Wadeema’s Law) was passed by the Federal National Council. It’s anticipated that this will be signed and in effect March 2016.

### ROLES AND RESPONSIBILITIES:

All **teachers and staff member** at AAM working with or on behalf of children have a responsibility to protect them. AAM’s Child Protection Team will meet throughout the school year to review the policy, provide professional development to staff, and create and implement curriculum to promote awareness within the student body. They are also the key contact for any child protection issues that arise.

All **adults** working with or on behalf of children have a responsibility to protect them. There are, however, key people within the school who have specific responsibilities under child protection procedures. The names of those carrying out these responsibilities for the current year are listed on the cover sheet of this document.

It is the **role of the Child Protection Officers (CPO’s)** to ensure that all of the child protection procedures are followed within the school, and to make appropriate, timely referrals if practicable. If for any reason the Child Protection Officer (see cover sheet) is unavailable, the Deputy Child Protection Officer has been identified who will act in their absence (see cover sheet). Additionally, it

is the role of the Child Protection Officers to ensure all staff employed including temporary staff and volunteers within the school are aware of the school's internal procedures, to advise staff and to offer support to those requiring this.

**Taaleem Central Office** and the school leadership team are responsible for ensuring that the school follows safe recruitment processes. As part of the schools recruitment and vetting process, enhanced Disclosure and Barring Services (DBS), where relevant, and other statutory lists and local intelligence checks will be sought on all staff that have substantial and unsupervised access to children.

The role of the Taaleem Central Office for Child Protection is to ensure that the school has an effective policy, that the Guidelines are complied with and to support the school in this aspect. The Child Protection Officers and the Principal provide an annual report for Taaleem Central Office detailing any changes to the policy and procedures; training undertaken by all staff and governors and other relevant issues.

**Whole Staff Responsibilities** - AAM recognizes that because of their day to day contact with children, the school staff is well placed to observe the outward signs of abuse. The school will therefore:

Establish and maintain an environment where children feel secure, are encouraged to talk and are heard.

- Ensure children know that there are adults in the school whom they can approach if they are worried about any problems.
- Include opportunities in the curriculum for children to develop the skills they need to recognize and stay safe from abuse.
- Follow the procedures set out by the Ministry of Education and take account of guidance issued by the Ministry of Interior.
- Treat all disclosures with the strictest confidence.
- Ensure that parents have an understanding of the responsibility placed on the school and its staff for child protection by setting out its obligations in an annual school report and that parents are offered a copy of this policy on request.
- Notify the Ministry of Interior Child Protection Centre of any cases of alleged or suspected child abuse.
- Inform parents of any concerns, and provide them with opportunities to change the situation, where this does not place the child at greater risk.
- Notify the school counselor if there is an unexplained absence of more than two days.

## **PROCEDURES:**

All staff members are kept informed about child protection responsibilities and procedures through induction, briefings and awareness training. To be included and not limited to:

- Teaching Staff/ Supply Teachers
- Cleaners/ Nannies
- Drivers
- Administration
- Volunteers
- Visiting members including parents

Any member of staff, volunteer or visitor to the school who receives a disclosure of abuse, an allegation or suspects that abuse may have occurred **must** report it immediately to the **Child Protection Officers (Head of Elementary and Head of Secondary)** or in their absence, the **Deputy Child Protection Officer (School Principal)**. In the absence of either of the above, the matter should be brought to the attention of the **Counselor**.

The Child Protection Officers or the Deputy will immediately refer cases of suspected abuse or allegations, in accordance with the procedures outlined within this policy, to the proper authorities.

The School Principal will inform the parents of the students concerned, KHDA, and Taaleem Board within **24 hours of receiving complaint**.

Any staff member accused of abuse will be immediately suspended pending outcome of an investigation.

The School Principal and Child Protection Team will carry out an internal investigation obtaining written statements from the adults involved and submit written report to KHDA/governing entity within 24 hours of incident.

Any staff member found guilty of negligence or abuse will immediately be dismissed.

In the case of external child abuse, incidents must be reported immediately to the Child Protection Team and the School Principal. The school will always undertake to refer the incident concerning the child to the parents unless to do so could place the child at greater risk of harm or impede a criminal investigation. On these occasions advice will be taken.



### **TRAINING AND SUPPORT:**

The School Principal and all other staff who work with children will undertake appropriate child protection awareness training to equip them to carry out their responsibilities for child protection effectively, that is kept up to date by refresher training at the beginning of each school year. All new staff hired in the middle of the school year will be required to take mandatory training before any contact with students can begin.

The school will ensure that the Child Protection Officers also undertakes training and refresher training at yearly intervals to keep knowledge and skills up to date. Temporary staff and volunteers who work with children in the school will be made aware of the school's arrangements for child protection and their responsibilities.

Support will be available for staff from the School Principal in the first instance, and from members of the school's leadership team where there are concerns about queries about child protection. All staff should have access to advice and guidance on the boundaries of appropriate behavior and conduct. These matters form part of staff induction and are referred to in the staff handbook.

### **SAFE WORKING PRACTICES AND PROFESSIONALISM:**

**Staff Concerns** - It is essential that all staff working in school are aware of how to pass on any concerns about other members of staff or volunteers and be conscious of how they should conduct themselves to minimize the risk of finding themselves as the subject of any child protection processes:

**In dealing with allegations or concerns against an adult in the school all staff, governors and volunteers should:**

- Report any concerns about the conduct of any member of staff or volunteer to the Child Protection Officers (Head of Elementary and Head of Secondary) as soon as possible and within 24 hours of incident.
- If an allegation is made against the School Principal, the concerns need to be raised with Taaleem as soon as possible and within 24 hours.

**Professionalism** – All Staff members should:

- Work in an open and transparent way, avoiding any actions that would lead a reasonable person to question their motivation and/or intentions.
- Dress appropriately for your role.
- Avoid unnecessary physical contact with children. If physical contact is made:
  - ensure you are aware of and understand the rules concerning physical restraint
  - where it is essential for educational or safety reasons, gain student's permission for that contact wherever possible
  - to remove a pupil from a dangerous situation or an object from a pupil to prevent either harm to themselves or others, then this should be recorded on the correct form and reported to the Heads of School
  - it should not be secretive, even if accidental contact was made, it should be reported.
  - understand their position of power and influence over children and not misuse it in any way. This includes but is not limited to:
    - accepting regular gifts from children
    - giving personal gifts to children
- Recognize their influence and not engage in activities out of school that might compromise their position within school.
- Not establish or seek to establish social contact with pupils outside of school. This includes;
  - communication with pupils in inappropriate ways, including personal e-mails and mobile telephones.
  - passing your home address, phone number, e-mail address or other personal details to pupils/children.
  - the transportation of pupils in your own vehicle without prior management approval
  - contact through social networking sites.
- Avoid volunteering to house children overnight.
- Only use e-mail contact with pupils via the school email.
- Be careful about recording images of children and do this only when it is an approved educational activity. This can only be done when parents have given their express permission.
- Ensure that areas of the curriculum that may involve sexually explicit information are taught in accordance with school policies.
- Allow children to change clothes with levels of respect and privacy appropriate to their age, gender, culture and circumstances.



- Avoid working in one-to-one situations or conferring special attention on one child unless this is part of an agreed school plan or policy.
- Only arrange to meet with pupils in closed rooms when senior staff have been made aware of this in advance and given their approval.
- Not access inappropriate material via the internet.
- Not allow boundaries to become blurred and unsafe in more informal settings such as trips out, out of school activities etc.
- Never use a physical punishment of any kind.
- Not attribute touch to their teaching style.

**Confidentiality** - is an issue which needs to be discussed and fully understood by all those working with children, particularly in the context of child protection. The only purpose of confidentiality in this respect is to benefit the child. A member of staff must never guarantee confidentiality to a student nor should they agree with a student to keep a secret, where there is a child protection concern this must be reported to the School Principal and Child Protection Officers, the respective (Elementary Head or Secondary Head) and may require further investigation by appropriate authorities.

Staff will be informed of relevant information with respect to individual cases regarding child protection on a “need to know basis” only. Any information shared with a member of staff in this way must be kept confidentially to themselves.

#### **RECORDS AND MONITORING:**

Well-kept records are essential to good child protection practice. AAM is clear about the need to record any concern held about a child or children within our school, the status of such records and when these records should be passed over to other agencies. Please see attached forms.

Any member of staff receiving a disclosure of abuse or noticing signs or indicators of abuse, must make an accurate record as soon as possible noting what was said or seen, putting the event in context, and giving the date, time and location. All records will be dated and signed and will include the action taken.

These file notes are kept in a confidential file, which is separate to other files, and stored in a secure place by the Child Protection Officers. In the same way notes must be kept of any student who is being monitored for child protection reasons. This file will be known as the Child Protection Register and will be kept up to date and monitored by the Child Protection Officers.

### **CHILD PROTECTION TEAM CONFERENCES:**

When a child is placed on the Child Protection Register and is, therefore, a child with a plan, it is the Child Protection Officers responsibility to ensure that the child is monitored regarding their school attendance, welfare and presentation.

The Child Protection team will meet regularly to update the status of students on the register, discuss policy updates, and plan professional development and curriculum reviews.

### **SUPPORTING STUDENTS AT RISK:**

The American Academy in Al Mizhar recognizes that children who are abused or who witness violence may find it difficult to develop a sense of self-worth or view the world as a positive place. This school may be the only stable, secure and predictable element in the lives of children at risk. Nevertheless, while at school their behavior may still be challenging and defiant or they may be withdrawn.

AAM will endeavor to support students through:

- The curriculum to encourage self-esteem and self-motivation.
- The school mission statement which promotes a positive, supportive and secure environment and which gives all students and adults a sense of being respected and valued.
- The implementation of the school's behavior management policies (See AAM Student handbook).
- A consistent approach agreed by all staff which will endeavor to ensure the student knows that some behavior is unacceptable but s/he is valued.
- Regular liaison with other professionals and agencies who support the students and their families.
- A commitment to develop productive, supportive relationships with parents, whenever it is in the child's best interest to do so.
- The development and support of a responsive and knowledgeable staff group, trained to respond appropriately in child protection situations.
- Recognition that statistically children with behavioral difficulties and disabilities are most vulnerable to abuse so staff who work in any capacity with children with profound and multiple disabilities, sensory impairment and / or emotional and behavioral problems will need to be particularly sensitive to signs of abuse.
- Recognition that in a home environment where there is domestic violence, drug or alcohol abuse, children may also be vulnerable and in need of support or protection.

- Only authorized agencies may investigate child abuse allegations (Currently, in Dubai this would mean the Police only). While it is permissible to ask the child(ren) simple, non-leading questions to ascertain the facts of the allegation, formal interviews and the taking of statements is not.

### **STAFF RESPONSIBILITY:**

It is essential that the high standards of concern and professional responsibility adopted with regard to alleged child abuse by parents are similarly displayed when members of staff are accused of abuse.

All staff are expected to fully comply, at all times, with the School's Professional Code of Conduct.

All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues. If necessary they should speak to a member of the School's Leadership Team.

If a member of staff has concerns about the conduct of a member of the School's Leadership Team (other than the School Principal) they should contact the School Principal.

If a member of staff has concerns about the conduct of the School Principal they should contact the school governing body (TAALEEM) directly.

### **USE OF THE SCHOOL PREMISES BY OTHER ORGANISATIONS**

Where another body provides services or activities separately, using the school premises, Taaleem will seek assurance that the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection.

### **WHISTLEBLOWING**

We recognize that children cannot be expected to raise concerns in an environment where staff fails to do so.

All staff are expected to fully comply, at all times, with the School's Professional Code of Conduct.

All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues. If necessary they should speak to the CPO or a member of the School's Leadership Team.

If a member of staff has concerns about the conduct of a member of the School's Leadership Team (other than the Principal) they should contact the Principal. If a member of staff has concerns about the conduct of the Principal they should contact Taaleem Central Office.

## AAM Social Media and Digital Device Acceptable Use Policy (2017-18)

### Introduction

- American Academy Al Mizhar recognizes that access to technology in school gives students, parents and teachers greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.
- To that end, this **Acceptable Use Policy** outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.
- Students, parents and teachers are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of social media can result in disciplinary action.
- AAM makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from misuse of social media technologies.

We encourage teachers, students, staff, and other school community members to use social networking/media in a responsible manner. We encourage parents to keep a close monitoring of their children devices and do not allow apps which have little or no educational benefits.

We've created these social networking/media guidelines for you to follow when representing the school in the virtual world.

## **Please do the following:**

### **Use good judgment**

- We expect you to use good judgment in all situations.
- You must know and follow the school's Code of Conduct and Privacy Policy.
- Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information.

### **Be respectful**

- Always treat others in a respectful, positive and considerate manner.

### **Be responsible and ethical**

- If you are approved to represent the school, unless you are specifically authorized to speak on behalf of the school as a spokesperson, you should state that the views expressed in your postings, etc. are your own. Stick with discussing school-related matters that are within your area of responsibility.
- Be open about your affiliation with the school and the role/position you hold.

### **Be a good listener**

- Keep in mind that one of the biggest benefits of social media is that it gives others another way to talk to you, ask questions directly and to share feedback.
- Be responsive others when conversing online. Provide answers, thank people for their comments, and ask for further feedback, etc.
- Always be doing at least as much listening and responding as you do "talking."

## **Don't share the following:**

### **Confidential information**

- Do not publish, post or release information that is considered confidential or not public. If it seems confidential, it probably is. Online "conversations" are never private. Do not use your birth date, address, and cell phone number on any public website.

### **Private and personal information**

- To ensure your safety, be careful about the type and amount of personal information you provide. Avoid talking about personal schedules or situations.
- NEVER give out or transmit personal information of students, parents, or co-workers
- Don't take information you may receive through social networking (such as e-mail addresses, customer names or telephone numbers) and assume it's the most up-to-date or correct.



- Always respect the privacy of the school community members.

**Please be cautious with respect to:**

**Images**

- Respect brand, trademark, copyright information and/or images of the school (if applicable).
- You may use photos and video (products, etc.) that are available on the school's website.
- It is generally not acceptable to post pictures of students without the expressed written consent of their parents.
- Do not post pictures of others (co-workers, etc.) without their permission.

**Other sites**

- A significant part of the interaction on blogs, Twitter, Facebook and other social networks involves passing on interesting content or linking to helpful resources. However, the school is ultimately responsible for any content that is shared. Don't blindly repost a link without looking at the content first.
- Pay attention to the security warnings that pop up on your computer before clicking on unfamiliar links. They actually serve a purpose and protect you and the school.
- When using Twitter, Facebook and other tools, be sure to follow their printed terms and conditions.

**And if you don't get it right...**

- Be sure to correct any mistake you make immediately, and make it clear what you've done to fix it.
- Apologize for the mistake if the situation warrants it.
- If it's a MAJOR mistake (e.g., exposing private information or reporting confidential information), please let someone know immediately so the school can take the proper steps to help minimize the impact it may have.

**Netiquette**

- Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.
- Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.
- Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is



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 Al-Mizhar American Academy

online, it's out there—and can sometimes be shared and spread in ways you never intended.

### **Personal Safety**

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

- Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission.
- Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.

### **Cyberbullying**

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained by others.

### **Examples of Acceptable Use**

I will:

- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat social media carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening/bullying, inappropriate, or harmful content (images, messages, posts) online.
- Be cautious to protect the safety of myself and others.
- This is not intended to be an exhaustive list. Users should use their own good judgment when using social media

### **Examples of Unacceptable Use**

I will not:

- Use social media in a way that could be personally or physically harmful to myself or others.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others--staff or students.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use language online that would be unacceptable in the classroom.

This is not intended to be an exhaustive list. Users should use their own good judgment when using social media.

### **Limitation of Liability**

- AAM will not be responsible for damage or harm to persons, files, data, or hardware.

### **Violations of this Social Media Acceptable Use Policy**

Violations of this policy may have disciplinary repercussions, including:

- Suspension of volunteer privileges
- Removal from positions of leadership within AAM, Dubai.
- Removal of student from AAM, Dubai.
- Additional consequences determined by Senior Team.

### **The Agreement**

I acknowledge that I am responsible for my actions on my device, in school, at home and elsewhere, and for following the specific rules established for the use of the hardware, software, labs, and networks throughout the school and beyond. I understand that failure to do so could result in a loss of technological privileges.

I agree I will not share my passwords or account details with anyone and will have full responsibility for the use of my account. I will not use another's account or represent myself as someone else.

I agree I will not engage in illegal activities on the school network or any other digital environment (e.g. plagiarism, bullying, harassment, tampering with hardware, software or documents, vandalism, unauthorized entry or destruction of files or deliberate introduction of computer viruses).

I agree I will obey procedural safeguards to maintain the performance of the school's network and digital devices.

I agree I will respect the rights of others, use appropriate language and avoid offensive or inflammatory material. I will bring incidents of offensive or inflammatory material directed to myself or others to the attention of a staff member.

I agree I will not share, make, or post online personally identifying information about any members of the (Name of School) community without permission (addresses, phone numbers, email addresses, photos, videos, etc.).

I agree I will access only those resources that are appropriate for school and those resources for which I have specific authorization.

I agree I will obey copyright laws and licence agreements. Text material, music, software, and other media are protected by law.

I agree I will not install software on the school's network or digital devices without permission of the system administrators.

I agree I understand that system administrators and teachers may access my files during system maintenance or as a directed action.

I agree that students who are issued school devices are responsible for

their care. Charges related to repair and replacement caused by abuse, misuse, negligence or loss as determined by school administration will be the responsibility of the student and her parents.

#### **For Parents:-**

I agree I accept full responsibility of supervision when my child is using any digital device, at home or in other non-school settings. I will keep a careful monitoring of the usage of any app that allows following and/or followed by others such as Musically, Instagram etc. I understand that the school will not be responsible for any misuse of social media during after school hours.

In the case of a personal device purchased under a Bring Your Own Device initiative, I understand that I, as the parent, am responsible for insuring the device and its maintenance/security settings.

I agree violation of this Acceptable Use Agreement may result in:

- Loss of school provided technology and network privileges
- Sanctions as prescribed by The School's student handbook
- Monetary reimbursement to The AAM or other appropriate sources