INTERNATIONAL SCHOOL OF MOROCCO

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Cyber Safety Policy

The International School of Morocco (hereby referred to as ISM) has a statutory obligation to maintain a safe physical and emotional environment, and a responsibility to consult with the community. In addition, the ISM Board of Directors (hereby referred to as BoD) has a responsibility to be a good employer.

These three responsibilities are increasingly being linked to the use of the Internet and Information Communication Technologies (ICT), and a number of related cyber safety issues. The Internet and ICT devices/equipment bring great benefits to the teaching and learning programmes, and to the effective operation of the school.

The BoD of ISM places a high priority on providing the school with Internet facilities and ICT devices / equipment which will benefit student learning outcomes and the effective operation of the school.

However, the BoD recognises that the presence in the learning environment of these technologies (some provided partly or wholly by the school and some privately owned by staff, students and other members of the school community), can also facilitate anti-social, inappropriate and even illegal material and activities. The school has the dual responsibility to maximise the benefits of these technologies, while at the same time to minimise and manage the risks.

The BoD thus acknowledges the need to have in place rigorous and effective school cyber safety practices which are directed and guided by this cyber safety policy.

Policy

ISM's rigorous and effective cyber safety practices aim to maximise the benefits of the Internet and ICT devices/equipment to student learning and to the effective operation of the school, while minimising and managing any risks.

These cyber safety practices aim to not only maintain a cyber safe school environment, but also to address the needs of students and other members of the school community to receive education about the safe and responsible use of present and developing information and communication technologies.

Policy guidelines

Associated issues the school will address include: the need for on-going funding for cyber safety practices through inclusion in the annual budget; the review of the school's annual and strategic plan; the deployment of staff, professional development and training; implications for the design and delivery of the curriculum; the need for relevant education about cyber

safety for the school community; disciplinary responses appropriate to breaches of cyber safety; the availability of appropriate pastoral support, and potential employment issues.

To develop a cyber safe school environment, the BoD delegates to the Head of School the responsibility of developing, implementing and maintaining the appropriate management procedures, practices, electronic systems and educational programmes. The Head of School will report to the BoD annually the progress of such procedures, practices and programs.

In recognition of its guardianship and governance role in the cyber safety of the school, the BoD will also develop a policy relating to use of ICT devices/equipment. This will cover all use of school-owned/leased and privately owned/leased ICT devices/equipment containing school data/information on or off the school site.

Guidelines for ISM cyber safety practices

- No individual may use the school Internet facilities and school-owned/leased ICT devices/equipment in any circumstances unless the appropriate use agreement has been signed and returned to the school. Use agreements also apply to the use of privately-owned/leased ICT devices/equipment on the school site, or at/for any school-related activity, regardless of its location. This includes off-site access to the school network from school or privately-owned/leased equipment.
- The ISM BYOD User Chart will cover all employees, all students, and any other individuals authorised to make use of the school Internet facilities and ICT devices/equipment, such as teacher trainees, external tutors and providers, contractors, and other special visitors to the school.
- The ISM BYOD User Chart is also an educative tool and should be used as a resource for the professional development of staff.
- Use of the Internet and the ICT devices/equipment by staff, students and other approved users at ISM is to be limited to educational, professional development and personal usage appropriate to the school environment, as defined in the ISM BYOD User chart agreement.
- Signed use agreements will be filed in a secure place, and an appropriate system devised which facilitates confirmation that particular individuals are authorised to make use of the Internet and ICT devices/equipment.
- The school has the right to monitor, access and review all use. This includes personal emails sent and received on the school's computers and/or network facilities at all times.
- The school has the right to audit at any time any material or equipment that is owned or leased by the school. The school may also request permission to audit privately owned ICT devices/equipment used on the school site or at any school related activity.
- Issues relating to confidentiality, such as personal student or staff information, reasons for collecting data and the secure storage of personal details and information (including images) will be subject to the provisions of the ISM BYOD user chart.
- The safety of children is of paramount concern. Any apparent breach of cyber safety will be taken seriously. The response to individual incidents will follow the procedures developed as part of the school's cyber safety practices. In serious incidents, advice will be sought from an appropriate source and/or a lawyer with specialist knowledge in this area. There will be special attention paid to the need for specific procedures

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regarding the gathering of evidence in potentially serious cases. If illegal material or activities are suspected, the matter may need to be reported to the relevant law enforcement agency.

Acceptable Use Policy (AUP)

This policy is in place to protect students and staff from inappropriate use of devices which could harm someone emotionally or socially through cyber bullying. It also ensures that students understand their responsibility with devices and when interacting with others online. The International School of Morocco will work with parents to ensure students understand how to use devices appropriately and with respect in order to be responsible digital citizens.

- Users will not use any devices without teacher's permission (devices are not to be used during breaks or before and after school while on school premises)
- The teacher must know the purpose for which the device is being used.
- Technology will be used specifically for approved educational purposes.
- Users will not use the Internet or other technology to send private messages during school hours.
- Users must follow all guidelines for proper use of devices and equipment.
- Users will not use another person's computer resources without authorization.
- Users will not post information about themselves or others publicly online while in school.
- Users will never arrange to meet in person with anyone that they have met online without the school's knowledge and parent/guardians' permission.
- If any user suspects a breach in security, they will immediately contact a teacher.
- Users will not be abusive in messages, or otherwise bully another person online.
- Users will not use school or personal technology (while at school) to access material that is profane or obscene, advocates illegal or violent activities, or advocates discrimination towards other individuals or groups. If a user inadvertently accesses inappropriate material, they should immediately notify their teacher or a member of the Leadership Team.

(*adapted from EdtechReview…)

ISM BYOD User Chart

The International School of Morocco (hereafter referred to as ISM) strongly believes in the educational value of electronic services and recognises their potential to support its curriculum and student learning by facilitating resource sharing, innovation and communication.

Your child will be granted special permission to bring their own laptop and/or iPad and connect it to the ISM internet network.

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As a user of this service, your child will be expected to abide by the following rules of network etiquette.

You and your child's signatures will indicate acknowledgment and understanding of the following standards.

Network Guidelines

Personal Safety

- I will not post personal contact information about myself or other people without the permission of my parents and teacher. Personal contact information includes but is not limited to my photo, address or telephone number. *(Safety violation)*

- I will not agree to meet with someone I have met online without my parent's approval. *(Safety violation)*

- I will promptly disclose to my teacher or other school employee any message I receive that is inappropriate. *(Safety violation)*

Illegal Activities

- I will not attempt to gain unauthorized access to ISM network resources or to any other computer system to go beyond my authorised access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing." *(Theft)*

- I will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal. *(Vandalism)*

- I will not use ISM networks to engage in any other illegal act, such as arranging for illegal sales and/or purchases, engaging in criminal activity, or threatening the safety of a person. *(Drug and safety violation)*

- I will not read, move, rename, edit, delete or in any way alter the files that have been created or organised by others. *(Vandalism)*

- I will not install software on any ISM computers or on the ISM network without direct supervision of ISM network administrator. *(Vandalism)*

- I will not alter hardware or software setups on any ISM computer resources. *(Vandalism)*

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Security

- I am responsible for my individual account and should take all reasonable precautions to prevent others from being able to use my account. *(Safety violation)*

- I will immediately notify a teacher or the school network administrator if I have identified a possible security problem with the network or peripheral computers. I will not go looking for these security problems, because this may be construed as an illegal attempt to gain access. *(Safety violation/theft)*

- I will take all precautions to avoid the spread of computer viruses. *(Vandalism)*

- I will not attach non-ISM computer equipment or peripherals to the ISM network or its infrastructure without school network administrator consent. This is not to include data storage devices such as USB drives, flash drives, floppy disks or CDs. *(Safety)*

Inappropriate Language

- Restrictions against inappropriate language apply to public messages, private messages and material created for assignments or to be posted on web pages. *(Derogatory statements/disruption of education)*

- I will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language. *(Derogatory statement/sexual harassment)*

- I will not engage in personal attacks, including prejudicial or discriminatory attacks. *(Derogatory statements/disruption of education)*

- I will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If I am told by a person to stop sending them messages, I will stop. *(Disrespecting others' rights/disruption of education)*

- I will not knowingly or recklessly post false or defamatory information about a person or organization. *(Derogatory statements/disruption of education)*

Respect for Privacy

- I will not repost a message that was sent to me privately without permission of the person who sent me the message. *(Disrespecting others' rights)*

- I will not post private information about another person. *(Disrespecting others' rights)*

Respecting Resource Limits

- I will use the technology at my school only for educational and career development activities. *(Disruption of education)*

- I will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people. *(Disruption of education)*

- I will not download or use games, pictures, video, music, instant messaging, e-mail or file sharing applications, programs, executables or anything else unless I have direct authorisation from a teacher, it is legal for me to have the files and it is in support of a classroom assignment. *(Disruption of education)*

- I understand that ISM personnel may monitor and access any equipment connected to ISM network resources and my computer activity. ISM personnel may delete any files that are not for a classroom assignment. *(Security)*

Plagiarism and Copyright Infringement

- I will not plagiarize works that I find on the Internet or on the computers at my school. Plagiarism is taking the ideas or writings of others and presenting them as if they were my own. *(Theft)*

- I will respect the rights of copyright owners. Copyright infringement occurs when I inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, I will follow the expressed requirements. If I am unsure whether or not I can use a work I will request permission from the copyright owner. If I am confused by copyright law I will ask a teacher to answer my questions. *(Theft)*

Inappropriate Access to Material

- I will not use school network resources to access or store material that is profane or obscene (pornography), that advocates illegal acts or that advocates violence or discrimination towards other people. *(Disruption of education/safety violation)*

- If I mistakenly access inappropriate information, I will immediately tell my teacher or a member of the Leadership Team and will not attempt to access the inappropriate information again. *(Failure to comply with directives)*

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- My parents will instruct me if there is additional material that they think it would be inappropriate for me to access. ISM fully expects that I will follow my parent's instructions in this matter. *(Respect for others violation)*

- I understand that internet access is provided for support of classroom assignments, and I will not attempt to surf anonymously or modify the computer in any way to allow me access to websites or applications I am not authorized to use. *(Disruption of education)*