# E-SAFETY POLICY

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| **Written by:** | E-Safety Coordinator | **Reviewed:** | November 2025 |
| **Approved by:** | Principal, EAS | **Reviewed:** | February 2026 |

**Purpose**

Emirates American School is committed to ensuring a safe, responsible, and supportive digital environment for all members of the school community. The purpose of this policy is to protect students and staff from online harm, promote responsible digital citizenship, and establish clear procedures for preventing, reporting, and responding to e-safety concerns.

Online safety is an essential component of safeguarding and child protection.

**Scope**

*This policy applies to:*

- All students from Pre-KG to Grade 12
- All teaching and non-teaching staff
- Parents, guardians, contractors, and visitors when using school systems

*All use of:*

- School IT systems
- Personal devices used on school premises
- Online platforms, applications, and communication tools used for school purposes

**Legal and Regulatory Framework**

*This policy aligns with:*

UAE Federal Law No. 3 of 2016 (Wadeema's Law)

UAE Cybercrime Law

MOE Child Protection Regulations

MOE Ministerial Decision No. 851 of 2018 (Student Behavior Policy)

Sharjah Private Education Authority (SPEA) Standards

MOE Code of Conduct for Educational Professionals

EAS Child Protection & Safeguarding Policy

EAS Code of Conduct and Acceptable Use of ICT Policy

**Definitions**

*E-Safety refers to the safe, responsible, and ethical use of digital technologies. E-safety concerns include, but are not limited to:*

1. Cyberbullying or online harassment
2. Sharing or accessing inappropriate or harmful content
3. Online grooming or exploitation
4. Misuse of social media or messaging platforms
5. Unauthorized sharing of images, videos, or personal data
6. Exposure to illegal or extremist material
7. Excessive or unsafe online behavior impacting wellbeing

**Roles and Responsibilities**

<u>E-Safety Coordinator</u>

*The E-Safety Coordinator is responsible for:*

1. Leading e-safety education and awareness
2. Receiving and managing e-safety reports
3. Investigating incidents in collaboration with the DSL
4. Maintaining e-safety incident records
5. Liaising with leadership, parents, and external authorities where required

<u>Designated Safeguarding Lead (DSL)</u>

*The DSL:*

1. Oversees cases where e-safety concerns meet safeguarding thresholds
2. Determines escalation to MOE, SPEA, or external authorities
3. Ensures alignment with child protection procedures

Staff Responsibilities

*All staff must:*

1. Model responsible digital behavior
2. Supervise student use of technology
3. Report e-safety concerns immediately
4. Never investigate incidents independently
5. Never promise confidentiality to students

School Leadership

1. Ensuring a whole-school approach to e-safety
2. Providing clear policies, procedures, and training
3. Supporting effective reporting and response systems

Students are expected to:

1. Use technology responsibly and respectfully
2. Report unsafe or inappropriate online behavior
3. Follow school rules regarding devices and online conduct

Parent Responsibilities

*Parents are encouraged to:*

1. Support responsible online behavior at home
2. Monitor device and internet use
3. Report concerns promptly to the school

**Prevention and Education**

*EAS promotes e-safety through:*

✔ Age-appropriate digital citizenship education

✔ Assemblies, guidance sessions, and classroom discussions
✔ Clear acceptable use expectations
✔ Staff training and awareness
✔ Collaboration with parents
✔ Reporting E-Safety Concerns

**Who Can Report**

→ Students
→ Staff
→ Parents

**All reports are taken seriously, regardless of perceived severity.**

| Pathway One | | Pathway Two |
|---|---|---|
| Concern reported to Supervisor | | Concern reported via link |
| Supervisor informs E-Safety Coordinator | | DSL informs E-Safety Coordinator |
| | **Investigation** | |

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| | 1. **Immediate safety assessment**<br>a. Student safety Categorize concern<br>b. Medical care<br>c. Protective measures<br>d. Parent contact as necessary<br>2. **Initial assessment led by E-Safety Coordinator under direction of DSL**<br>3. **DSL Logs case in dashboard** with relevant names and identifying information such as section/class<br>4. **Initial Investigation** proceeds by Child Protection Team as set forth by the DSL.<br>5. **Evidence collection** (strictly confidential and prohibited for any member of the Child Protection Team to share with staff or students outside of the team unless approved by the principal):<br>▫ CCTV<br>▫ Statements<br>▫ Screenshots<br>6. **Investigation Report review.** Behavior and Welfare Committee (BWC) Meeting to review recommendations<br>7. **Parent Meeting**<br>8. **Closure Review** dependent on case<br>9. **Student Support Plan Monitoring and On-going Review** | |

## Decisions and Actions

*Actions may include:*

1. Counseling and guidance
2. Restorative conversations
3. Parental communication
4. Behavior consequences aligned with MOE policy
5. Referral to safeguarding procedures

## Illegal or High-Risk Content

*If illegal activity or serious risk is identified:*

★ SSH and Principal are informed immediately
★ External authorities are contacted as required

*The school cooperates fully with investigations*

**Documentation and Record Keeping**

All incidents are logged in the E-Safety Incident Register

*Records include:*

✔ Date and nature of incident
✔ Actions taken
✔ Outcomes and follow-up
✔ Records are stored securely and confidentially
✔ Confidentiality
✔ Information is shared strictly on a need-to-know basis
✔ Students are not promised confidentiality
✔ Safeguarding duties override confidentiality

**Monitoring and Review**

*The effectiveness of this policy is monitored through:*

1. Incident data and trends
2. Feedback from staff, students, and parents
3. Review of digital safety practices

**Policy Review**

**This policy is reviewed annually or earlier in response to:**

→ Changes in legislation
→ MOE or SPEA guidance
→ Emerging digital safety risks

Cyber Safety and Digital Security - The official portal of the UAE Government

https://u.ae/en/information-and-services/justice-safety-and-the-law/cyber-safety-and-digital-security