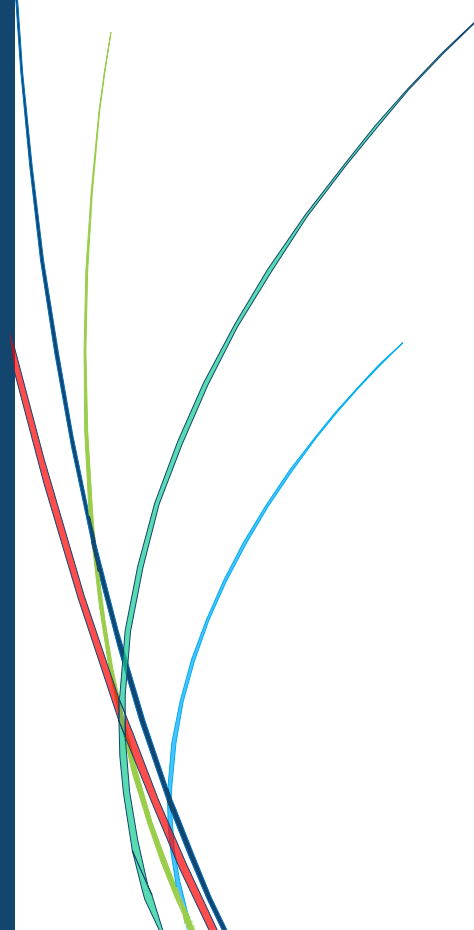




CYBER SECURITY POLICY



Policy Name	Cyber Security Policy	Policy No.	DWS_PLC_058
Effective Date	April 2025	Date of Last Review	26 th March 2025
Date of Next Review	March 2026	Person in-charge	Ms.Neema MG (School Counsellor)

Introduction:

In today's digital age, technology plays an important role in learning and communication at Dewvale School. While technology provides many benefits, it also comes with responsibilities.

This Cyber security Policy is designed to help students use digital tools, social media, and devices safely and respectfully. By following this policy, students will learn how to stay secure online and how to treat others with kindness and respect in the digital world. The policy also aligns with the guidelines set by the Knowledge and Human Development Authority (KHDA) and UAE laws, ensuring a safe and supportive learning environment for everyone at Dewvale School.

Social Media Defamation

Definition:

Social media defamation refers to making false and damaging statements about individuals, groups, or the school on any digital platform, which can harm their reputation.

Policy Statement:

Dewvale School values respectful communication, whether in person or online. All members of the school community—students, staff, and parents—are required to use social media responsibly. Any post, comment, or message that spreads false information, ridicules, or defames a student, teacher, parent, or the school is strictly prohibited. This includes content shared on platforms such as Facebook, Instagram, Twitter, TikTok, and private messaging apps like WhatsApp and Telegram.

The school will not tolerate any form of defamatory behavior on social media. Any individual found responsible for posting or sharing defamatory content will face disciplinary action, which may include suspension, expulsion, or legal proceedings as per UAE Cybercrime Law (No. 5 of 2012). The school will also work with the relevant social media platforms and authorities to have the content removed.

Reporting and Response:

If any member of the school community becomes aware of defamatory posts, they must report the content immediately to school administration. The school will then investigate the report, determine its validity, and take appropriate action. Depending on the severity of the defamation, this may involve contacting legal authorities or seeking legal recourse against the responsible individual.

Cyberbullying Policy

Definition:

Cyberbullying refers to the use of electronic communication to intimidate, harass, or threaten someone. This can occur through social media, emails, texting, or any digital platform and includes activities like spreading rumors, sending threatening messages, or sharing harmful images or videos.

Policy Statement:

Dewvale School has zero tolerance for cyberbullying. All students are expected to treat their peers, teachers, and other members of the community with kindness and respect, both online and offline. Cyberbullying, whether it occurs during school hours or outside of school, will be dealt with seriously.

The school is committed to creating a safe online environment where students can learn without fear of being bullied. Any incidents of cyberbullying will be thoroughly investigated and dealt with immediately. Support will be provided to both the victim and the perpetrator, with the aim of correcting behavior and preventing future incidents.

Preventive Measures:

To prevent cyberbullying, Dewvale School will actively promote responsible online behavior. The school will include lessons on digital citizenship, online safety, and the impact of cyberbullying in its curriculum. Workshops for students and parents on how to stay safe online and how to report bullying will also be held periodically.

In addition, the school encourages open communication between students, parents, and teachers to report any concerns about cyberbullying before they escalate.

Reporting and Response:

Students or parents who witness or experience cyberbullying should report it to a teacher, counselor, or school administrator immediately. All reports will be treated with confidentiality and investigated thoroughly. Depending on the severity of the bullying, consequences may range from counseling and mediation to suspension or expulsion. If necessary, legal action may also be taken in accordance with UAE law.

Device Management Policy

Personal and School-Provided Devices:

Students must take responsibility for the devices they use, whether personal or provided by the school. School-provided devices such as laptops or tablets are meant for educational use only. Any use of these devices for entertainment, gaming, or accessing inappropriate content is not allowed during school hours.

Personal devices, such as mobile phones, must also follow the same guidelines and should only be used when authorized by a teacher for academic purposes. Students must ensure these devices are well-maintained and secure.

Network and Internet Use:

To ensure online safety, students must access the internet only through the school's secure

network during school hours. Attempts to bypass the school's security systems or access restricted sites will be considered a violation of this policy. Inappropriate behavior, such as downloading harmful files or visiting unsafe websites, may lead to restricted network access or other consequences.

Monitoring and Inspection:

Dewvale School reserves the right to monitor students' use of its digital devices and networks to ensure compliance with this policy. Periodic checks of school-issued devices will be conducted by the IT department to ensure they are used appropriately for educational purposes and are free of unauthorized software, apps, or content.

Device Security:

To protect both personal and school-issued devices, students must ensure that their devices are password-protected and stored securely when not in use. Any loss, theft, or damage of school-provided devices must be reported to the school immediately.

Consequences for Policy Violations**Social Media Defamation or Cyberbullying:**

- **First Offense:** A verbal or written warning will be issued, along with mandatory counseling sessions. Parents will be informed, and depending on the severity, students may temporarily lose access to devices or social media.
- **Second Offense:** The student may face suspension, and further counseling will be required. Parents will meet with school authorities to address the behavior, and legal action may be taken depending on the nature of the incident.
- **Severe Cases:** In severe cases, such as persistent cyberbullying or spreading serious defamatory content, students may face expulsion and legal involvement, in compliance with UAE law.

Device Management Violations:

Misuse of school-provided or personal devices will result in disciplinary actions, which may include temporary confiscation of the device, restricted access to the school network, or suspension from using devices in school. Repeated violations may lead to more severe consequences, including suspension or expulsion.

Parental and Student Responsibilities:

Parents: Parents play a key role in supporting the school's efforts to promote online safety. They are encouraged to monitor their children's device usage at home and guide them in following responsible online behavior. Parents are also encouraged to attend school workshops on cyber security and report any concerns to the school immediately.

Students: Students are responsible for adhering to this policy and using technology in a way that enhances learning and respects the rights of others. They must report any misuse of devices, cyberbullying, or defamation immediately and understand the impact of their digital actions.

Review and Updates:

This policy will be reviewed annually or as required to keep pace with evolving cyber security challenges and to remain compliant with KHDA and UAE regulations. Any updates to the policy will be communicated to all members of the school community, including parents and staff.