Environment, Health & Safety Policies

Reviewed by	Date	Signature

2020 -2021

INPSS Mission We at INPS Shakhbout are committed to the intellectual and personal development of our students by providing programs that inspire and empower them to be active national and global citizens.

INPSS Vision To create a generation of heritage guardians and global thinkers.

INPSS Core Values

- ✓ Honesty
- ✓ Tolerance
- ✓ Loyalty
- ✓ Belonging
- ✓ Respect
- ✓ Resilience
- ✓ Empathy

Student Arrival and Dismissal Protocol

Morning Arrival

INPS campus opens daily at 7:15 am. Students should not arrive on campus prior to school opening.

- Students must maintain appropriate conduct and remain in their designated area until the bell rings for morning assembly at 7:35 am. All students gather for the morning assembly, sing the national anthem, salute the UAE flag, and participate in the morning activities.
- Classes begin at 8:00 am sharp.

Late Arrivals

Students arriving late to school must report to the reception office to obtain a permission slip for class. Attendance is taken at least twice during the day. Students with excessive tardiness and/or frequent early dismissals will be addressed in accordance with the **students' Code of Conduct**.

Early Dismissal

Students who need to leave school before regular dismissal time must have a valid excuse accepted by the school administration and through notification by a parent or legal guardian.

- In case of illness, the department supervisor must be notified by the school nurse before the student leaves school.
- No student will be allowed to leave campus without permission from the department principal or letter from the school clinic.
- Students will not be called from class until the parent/guardian reports to the reception office.
- A "**leaving school premises slip**" will be given to the parent/guardian to be handed out to the security so the student can leave the school.

Afternoon Dismissal: 2:30

- Kg Department dismissal time is at 1:15 pm. Parents/guardians have till 1:35 to pick up their children from class. After 1:35, all late students will wait in the activity room with a supervisor.

- All students registered in after-school activities should report to the supervisor to send them to the designated areas.

- Bus students must gather in the "bus line up area" to be accompanied by the assistant to the bus.

- Car students leave from gate no. 5 (for Girls & Primary Sections) and gate no. 9 (for Boys Section). Students are supervised until gate closure at 3:00 pm.

- After 3:00 pm, students are taken to the reception and registered in **late student's log** by the department supervisor.

- Late students will stay at the reception with a supervisor until picked up by a parent/guardian.

School Closings and Delays

Adverse weather conditions or other emergencies may require the school to close, delay start time, or dismiss students early. In any of the above cases, the school Principal/Vice Principal will make the decision to notify parents via SMS message. ADEK will also be updated with the current school closure/delay information.

School Gate Protocol

Purpose:

The school gates are the access areas for entering the school. In INPS we have mainly **8 gates** to serve students from deferent departments, staff, parents / guardians, visitor and school buses, for this reason we set a group of instructions for the security guards, students, staff and visitors, to control the entrance for the building and to insure safety environment in the school.

School security role:

- The security staff duties in INPS are for securing the building / people inside, and the school properties 24 hours /7days from intruders.

- Students riding buses to school should enter the building through the Bus gate No. 4 under supervision of security and other assigned staff.

- Car riders should enter the school from the side **gate No. 6** for (primary & Giles) departments only, and **gate no. 7** for boys from grade 5-12 all kg students and teachers will enter the school form the **gate no. 5**.

- All the people who would like to enter the school after 7:45 am should pass through

the **gate no.1**

- The security will check the visitors' UAE – ID card or their labor card saving it with him and provide them with (Visitor Card) to be returned to the security guard when leaving the school premises and get their ID back.
- The school gates are controlled by certain timings determined by the school administration and announced through staff memos, school website and short messages for the parents.
- The security check book/visitor book will be reviewed by the school administrator/ EHS officer.

- In case of any incidents happened near the school gates the security should inform the school administration / EHS officer immediately (e.g. car accidents, fight ... etc.).
- The security should have clear reports about visitors after the school hours and the time they wear in and out of the premises.
- The security should know the purpose of the visit after school hours he may not allow the visitor/staff to enter the school if there is no clear reason or approval from the school director.
- Teachers who needs to come to work in holidays/ weekends need to obtain a written approval from the director and inform the security about their location and the time they will leave the school.
- Security should check the school premises periodically examining the safety of the building and the gates.
- All school gates will close totally at 6 pm unless other instruction is proceeded to them.
- All school buses should park in the school premises after the 3rd trip, bus keys are kept with the security.
- In case of incidents/ ascendants happened inside the school premises security should call 999 and inform the school administration / EHS officer or call: 0502411753

School Canteen Policy

Purpose: A healthy school food service that:

- makes it easy for students to choose healthy snacks and meals
- offers a variety of nutritious foods
- promotes foods that are consistent with the *ADFCA*

The aim of the canteen is to offer a service to the school community by:

- Providing a range of nutritious, hygienically prepared food for school community at a reasonable price.
- The canteen will support and reinforce the school curriculum regarding health and nutrition.
- The canteen should cover its expenditure, and return some income to the school, but the price structure shall be at a level that serves everyone.

Food types

- The canteen will provide food consistent with the current ADFCA (size ,type , and weight).
- School canteen will offer fresh Fruit, vegetables, and salads.
- Sandwiches will be prepared for the first break.
- Hot snacks and grilled food will be offered in the second break.
- Water, juice, and yogurt.

HYGIENE AND SAFETY

A. The canteen will comply with the current food hygiene legislation.
B. The canteen will comply with the current Occupational Health and Safety regulations.
C. Food Safe standards will be followed in all food preparation, storage and serving of food.
D. All employees will be required to keep their Food Safe training current and all volunteers will be required to follow the same standard procedures as required under these regulations.
E. All new volunteers will be trained in safe food handling on arrival and must follow the same relevant standard procedures as the staff.
F. All canteen staff and volunteers are required to wear hair nets, gloves, and aprons which will be provided by the canteen.
G. All canteen staff and volunteers should wear closed footwear.
H. The EHS Committee shall provide essential, safe equipment and procedures. and ensure it is well maintained, in good repair and used
I. Correctly. Any structural defects within the canteen should be reported to the EHS officer immediately.
J. Only foods prepared in a commercial kitchen will be sold through the canteen.
K. School canteen will be maintained after each break.

CANTEEN MANAGEMENT AND OPERATIONS

A. All KG students' parents will buy food for their children's buy coupons, food will be served for the KG students in the classroom.
B. All Gr. 1 – 12 will buy directly from the canteen, school accountant will be the one who collect the cash from the students (this area under improving and special procedures will be implemented soon)

School Transportation policy

Purpose:

a. Ensuring students' safety when they are using school buses.

b. Meeting UAE Department of Transport (DoT) requirements.

Policy:

a. All bus drivers must be licensed.

b. School buses will only drive on approved routes.

c. All bus personnel must be aware of their duties.

d. All drivers and assistants should be licensed from Abu Dhabi DoT department.

Procedure:

a. All KG – Gr.12 bus students (boys & girls) should be supervised by a female bus assistant.

b. All school busses are equipped with a speed control device and camera

c. Fixed bus routes are pre-identified by the transportation coordinator

d. The time a child is in the school bus should not exceed 75 minutes.

e. Student drop-off points are specified to minimize traffic disruption.

f. Guardians and students should not cross the street upon pick off/drop off.

g. Bus assistants will assist the students in getting on and off the bus.

h. The school bus will wait a maximum of 2 minutes in front of the house for pick-up and drop off before continuing its route.

i. Students under 12 years of age will not be dropped off unless parents/ guardians are present to receive them

j. In case of no parents/ guardians presence at the drop-off point, bus assistant or transportation coordinator will contact the parent for pick up, or the student will be returned to the school.

k. Students are expected to:

    i. Enter the bus from the right side in an orderly and quiet manner.

    ii. Sit in seats calmly and never leave their seats when the bus is in motion.

    iii. Buckle up their seat belts at all times.

    iv. Remain seated and facing front at all times.

    v. Abide by the request of the bus assistant and follow school bus conduct rules.

    vi. Avoid eating and drinking in the bus

    vii. Respect the driver, bus assistant and other students at all times

l. In case of bus accident, the bus driver/bus assistant must inform the transportation coordinator or EHS officer immediately.

Field Trip Policy

The procedures described in this document are intended to protect the safety of students, staff, and volunteers on field trips. All employees with supervision responsibilities during a class trip must be familiar with these procedures and demonstrate commitment to abide by them.

In order for students to participate in field trips, the parent must sign a *Field Trip Permission Form* with all needed information.

Field trips are considered an extension of the INPS classroom with specific learning/ recreational objectives.

GUIDELINES FOR FIELD TRIP DRIVERS (under the supervision of our Safety Officer)

a. Arrive promptly.
b. Run a complete safety check on the bus to ensure that it is in a good working condition
c. Driver and supervisor cell phone numbers should be known by administration.
d. Teachers should have a list of students on board, and should run a check before departure from school as well as the trip site.
e. Lock all bus doors before departure.
f. It is important for all drivers to stay together while traveling. **No one is to travel or arrive ahead of the identified lead bus/vehicle if any is identified as a lead.**
g. Upon arrival to the destination, students must remain seated until the teacher provides direction.
h. Arrange for a safe exit (on the curb side or in a protected parking area or driveway).
i. Avoid carrying or touching students unless it is absolutely necessary for their safety.
j. Follow the teacher's lead at all times. The teaching staff is ultimately responsible for the safety and behavior of all students participating in the trip.
k. Teacher must be contacted in case of any emergency.
l. Upon return to the school, students must remain seated until given instruction from the teacher.

Under NO CIRCUMSTANCE should:

- The trip supervisor makes any unplanned stops. In case of the need to stop, administration should be contacted
- The trip supervisor gives any medication to students
- The trip supervisor allows the student to leave with any other than his/her parent or guardian
- The trip supervisor leave's school while any student is NOT yet picked up by their parent/guardian.

Policy 64: Health, Safety and Environment Corresponding to Article (69) of the Organizing Regulations

DEFINITION(S):

For the purposes of this policy, the term **Health, Safety and Environment** refers to the requirement for Schools to ensure that students and staff are kept safe and healthy in School and when out of School in situations for which the School has a responsibility.

PURPOSE(S):

- To safeguard all students and staff, by requiring Schools to have clear policies, based on good and up-to-date practices, to set high standards for health, safety and environment to ensure that students and staff are not exposed to any danger or disease.
- To set out the Council's clearly defined conditions that all Schools shall meet the health, safety and environment requirements of the Council and all relevant government entities.
- To build a culture where everyone in Private Schools' operations and activities accepts responsibility and accountability toward protection of the environment and health and safety of all individuals and the community.
- To ensure that all Schools provide access to high quality School health services to all students through School-based clinics, without any additional cost to students, while complying with all regulations and mandatory requirements set out by the Council and HAAD.

POLICY:

Schools shall develop, implement and maintain an Environment, Health and Safety Management System ("EHSMS") for their operations in full compliance with the "Abu Dhabi EHSMS Regulatory Framework" and the "Education Sector EHSMS Requirements" and any relevant policies set out by the Council and other government entities.

The Principal, Board of Trustees, and the Owners share ultimate accountability when it comes to offering a safe and healthy environment. The School Principal, in consultation with the Board of Trustees and the Owners, shall prepare, implement and regularly review a Health, Safety and Environment Policy which is aligned with the Council's health and safety regulations, policies and requirements. The School policy must also set out the School's commitments and responsibilities and identify the staff specialized in health and safety matters. It must also set out procedures to ensure the following:

- Maintaining a healthy, safe and risk-free environment throughout the School, and all of its external facilities, taking into account aspects of public health, including the areas where students, staff and visitors use for arrival and dismissal.
- Providing a safe, risk-free and healthy environment for students and staff during

extra-curricular activities (excursions and field trips).

- Complying with policies, procedures, programs and special instructions issued by the Council or any other governmental or regulatory entity regarding School buildings, facilities and equipment used, and their conformity with environmental, health and safety specifications contained therein.

- Obtaining the necessary valid licenses and permits from the Council, Department of Municipal Affairs, Civil Defense Directorate, HAAD, Abu Dhabi Food Control Authority and any other concerned governmental entity, and maintaining the related inspection records carried out by these entities and the observations made in their regard.

- Equipping the School with integrated and effective protection systems, fixed and mobile, for fire protection and detection, including fire sensors and detectors, fire extinguishers, water systems, pumps, taps, hoses, nozzles and sprayers to extinguish fires provided that they fully meet the specifications laid down by the Civil Defense Directorate. The School must obtain the necessary valid licenses and maintain inspection records and notifications on these systems.

- Equipping the School with integrated and effective security and access systems, including procedures and records for entering School buildings, surveillance cameras, and the like, when needed. These must be installed so as to cover School campuses, buildings and facilities, and they must be categorized as sensitive sites to ensure the safety and security of students, employees, visitors and contractors.

- Providing a special clinic for regular and emergency medical services within the School buildings. The clinic must be equipped with qualified and licensed staff, such as a School nurse, as well as the resources and equipment needed to work full time during School working hours, and in full compliance with the requirements and standards of HAAD. The School shall obtain the necessary valid licenses and maintain inspection records as required.

- Promoting and integrating health, safety and environmental education within the curriculum and School extra-curricular activities.

The School shall regard the promotion of health and safety education as essential at all times. It shall be the responsibility of every staff member to ensure that correct health and safety procedures are followed at all times, in accordance with the requirements of the School's Health, Safety and Environment Policy and all other policies and regulations applicableintheEmirate.TheyshallalsoberesponsibleforinformingtheSchool'sPrincipal or his delegated representative and the Council and relevant authorities, within required timeframes, of any health and safety breaches at the School.

SECURITY VIDEO SURVEILLANCE CAMERAS (CCTV)

Schools shall be equipped with integrated and fully functioning access and security systems, including access procedures and logs, security video surveillance cameras and other devices or procedures installed to cover all School buildings and facilities, and classifying these as sensitive locations, to ensure:

- The promotion of a safe learning environment.
- The safety and well-being of students, staff, visitors and contractors while protecting individual privacy at all times.
- The prevention and detection of crime, vandalism, unlawful behavior and

inappropriate conduct.
- The protection of School buildings and their assets.

The security video surveillance cameras (CCTV) comprise a number of fixed cameras located within and around the School buildings, which shall provide coverage of the following areas:

- All entrances and exits of School buildings and grounds.
- All walkways and public areas (corridors, stairs, courtyard, sports hall, sports fields, canteen, libraries).
- Student pickup and drop-off areas (private vehicle and bus).
- Security areas and hazardous areas (control room).
- Exterior areas surrounding the School grounds.

The security video surveillance cameras (CCTV) shall not be installed in classrooms, lavatories, changing rooms or any other of area where there is a reasonable expectation of privacy.

CCTV monitors shall be installed in the office of the School Principal or Vice Principal. Other monitors may be installed as needed for access by security guards for the purpose of monitoring the facilities outside of school hours and overnight. Male security guards shall not have access to viewing CCTV footage of female students and female staff during the school day.

Parents/Guardians, School staff and visitors must be informed that security video surveillance cameras are present with signs in the School stating that the School is under camera surveillance.

Schools must install security video surveillance cameras according to the specifications of the Council's "CCTV Guidelines for Private Schools".

ACCESS TO CCTV RECORDINGS

CCTV recordings are considered confidential. The School Principal and Vice Principal are the only School-based staff authorized to view and retrieve CCTV recordings at their School. CCTV recordings of female students and staff shall only be monitored by female School Principals and Vice Principals. All other School-based staff members are strictly prohibited from accessing recordings.

CCTV records must be retained for a period of 180 days. In the event that an incident captured in a CCTV recording requires clarification beyond the School level, the School Principal or Vice Principal must immediately notify the PSQA Sector, Licensing and Accreditation Division, in order to deal with the incident.

No copy of any recordings may be shared with any person or entity unless requested by a judicial order or by prior written approval from PSQA Sector's Executive Director. Copying or distribution of CCTV recordings is strictly prohibited and punishable by law, in compliance with Federal Law No. (2) of 2006 on the prevention of information technology crimes.

SCHOOL CLINICS

All Schools shall establish School clinics on School premises and adhere to all mandatory requirements set by the Council and HAAD for the establishment and the management of School clinics and the provision of School-based health services.

The Owners, the Principal and the School nurse are responsible for fully understanding and strictly adhere to all of the Council and HAAD regulations, policies, and standards relating, directly or indirectly, to the establishment and management of School clinics and the mandatory provision of School health services to all School students in their Schools.

All Schools must obtain and maintain a HAAD healthcare facility license for School clinics at all times. A copy of the School clinic's valid HAAD healthcare facility license must be displayed at all times in the School clinic along with a copy of the School nurse's valid HAAD healthcare professional license of the category of registered School nurses, and these may never be removed or tampered with.

All Schools shall employ a full-time School nurse that holds a valid HAAD healthcare professional license for registered School nurses. The School nurse shall be available on School premises on a full-time basis, every school day, including exam days, according to the Council-approved School calendar. School nurses shall comply with professional qualifications requirements set for School nurses by HAAD, and meet the expectations for their performance criteria.

Principals shall ensure that the School clinic is never used for any purposes other than the provision of School health services. School clinic furniture and equipment shall not be transferred to other Schools, according to the School clinic requirements set by HAAD.

School clinics shall be designed to maintain the segregation between male and female students at all times. It is mandatory for all Schools to appoint a female School nurse in all-female student Schools and a male School nurse in all-male student Schools. In co-education School environments:

- A female School nurse shall attend to all male and female students in kindergarten (KG 1 and KG 2) or in Cycle 1 (from Grade 1 to Grade 5 (Year 6)).
- A female School nurse shall only attend to female students, in Grade 6 (Year 7) to Grade 12 (Year 13).
- A female or male School nurse may attend to male students in Grade 6 (Year 7) to Grade 12 (Year 13).

ADMINISTRATION OF MEDICATION

School nurses shall ensure that they fully understand and strictly adhere to all HAAD standards that regulate the administration of medications in Schools at all times. Medications shall only be administered by the School nurse as prescribed by a HAAD-licensed physician for acute or chronic conditions or as required in an emergency situation.

The School nurse must procure the consent of Parents/Guardians before administering medications (whether prescribed or in emergency situations). Consent must be renewed annually or every time there is a change in the medication administration requirements.

According to HAAD standards, medications that can be administered by the School nurse in emergency cases are limited to the following:

- Epinephrine for acute allergic reactions.
- Metered-dose Inhalers.
- Paracetamol.
- Antihistamine cream.

All medication administered information and related activities and reactions shall be recorded in the student's medical record. All cases of suspected adverse reactions to medical products and medication errors shall be reported by the School nurse to HAAD, as required by the relevant HAAD policies. For more information, refer to HAAD standards for the administering of medication in Schools.

HEALTH SCREENING

HAAD requires "basic health screening" to be conducted every school year on all students of all grades (Grade 1 to Grade 12). HAAD also recommends "comprehensive health screening" for students in Grades 1, 5 and 9.

It is the responsibility of the School nurse to conduct mandatory health screening on students in accordance with HAAD standards for School health screening. All screening results shall be maintained in the students' health records.

When a case of head lice is detected among students in School and in cases of head lice outbreaks, Principals and School nurses shall adhere to ADEK "Head Lice Detection Flow Chart", for related procedures.

SCHOOL-BASED IMMUNISATION PROGRAMS

The immunization program is mandated by the UAE's Ministry of Health at the national level and is regulated and managed in the Emirate by HAAD.

The School-based Immunization Program is fully funded by HAAD and is free to all eligible students, regardless of their nationality or health insurance coverage.

HAAD appoints health providers to administer vaccinations to all eligible students in Schools.

Schools shall allow access to HAAD-appointed health providers and must facilitate their task of conducting the School-based immunization program to students and their Parents / Guardians.

Schools shall provide the HAAD-appointed health providers with complete and accurate data of students eligible for vaccination as per HAAD's standards, within a deadline set by the health provider, as required. Schools shall ensure that complete vaccination records for all students are kept in the School clinic at all times and are made available to HAAD-appointed health providers, as required.

All Schools shall distribute the "Vaccination Consent Form" and " Pre- vaccination Checklist" provided to the School by the health provider to all eligible students and ensure that they collect the completed and signed forms from all Parents/Guardians within a deadline set by the health provider, as required. The School nurse is responsible for collecting the consent or non-consent forms and for ensuring that they are completed and signed by Parents/Guardians. All Schools shall regularly follow up on behalf of the HAAD- appointed health providers with students and their Parents/Guardians regarding the submission of required documentation and completed and signed consent forms.

Principals or their representatives shall attend mandatory "School-based immunization program" awareness workshops conducted by ADEK or ADEK-appointed health providers, as required.

GENERAL SAFETY MEASURES

Additionally, Schools will ensure that:

- Procedures relating to the secure storage and safe use of potentially dangerous substances and equipment (e.g. laboratory chemicals and equipment, biological materials, cleaning substances, workshop tools and maintenance equipment) are followed scrupulously at all times.
- All equipment used by the School are regularly tested and maintained in safe working condition.
- Relevant staff bear responsibility for all health and safety matters in relation to facilities and have relevant licenses and approvals from relevant entities.
- The School carries out all regular safety assessments (e.g. fire safety) as required by the Council and all other applicable government entities, including emergency evacuation plans.

It is the joint responsibility of the Principal, the Board of Trustees and the Owner to ensure that Schools are equipped with fully functioning and effective fixed and portable protection systems for fire prevention and detection. The School must be fully compliant with the Abu Dhabi Civil Defense General Directorate policies and all other applicable regulations and policies in the Emirate. The School shall obtain appropriate and valid licenses and maintain records for inspections.

CLEANING STAFF

Schools shall ensure that all cleaning staff work on the following schedule:

School Stage	Gender

KG & Cycle 1 (Male / Female students)	Female cleaners only during official working hours
Cycles 2 & 3 (Male students)	Male cleaners only during official working hours
Cycles 2 & 3 (Female students)	Female cleaners only during official working hours

EMERGENCY SITUATIONS

Student safety is the primary concern in any emergency. The Principal has the responsibility for determining what circumstances amount to emergency situations and what action the School should take. Some of these actions include cancellation of School, early dismissal and evacuation of students and staff from the School.

Principals must organize efficient emergency drills at least once a year, as these assist School leaders to assess the preparedness of their School for crises and address potential weaknesses or gaps.

ROLES AND RESPONSIBILITIES:

The Board of Trustees will:

- Approve and oversee the implementation of the School's Environment, Health and Safety Policy and ensure that the School's environment, health and safety provisions conform in full to the standards required by the Council and other relevant government entities.

The Principal will:

- Prepare and implement the School's Environment, Health and Safety Policy and ensure that it conforms in full to the standards required by the Council and other relevant government entities.
- Obtain valid licenses and permits and maintain records of any relevant inspections from relevant government entities.
- Provide medical services to students through a School clinic, staffed with a HAAD-licensed nurse, and which is compliant with HAAD requirements.
- Ensure that all School employees are aware of the School's Environment, Health and Safety Policies.
- Meet all other requirements stated in this policy.

School staff will:

- Ensure that correct environment, health and safety procedures are followed at all times, in accordance with the requirements of the School's Environment, Health and Safety Policy and all other applicable regulations and policies in the Emirate.

School nurses will:

- Ensure the School clinic is staffed at all times during official School operating hours, and provides medical services to students as needed.
- Provide health education and awareness to students, School staff and Parents/Guardians.
- Implement the relevant requirements of this policy and other policies in this Manual.

Policy65: ProtectionfromDangersoftheGlobalInformation Network (the Internet)
Corresponding to Article (70) of the Organizing Regulation

DEFINITION(S):

For the purposes of this policy, **protection from dangers of the global information network** includes the measures taken by Schools to:

- Protect students from exposure to online harmful materials, communications and behaviors, by means that shall include the use of a reliable filtering system that alerts the School's Principal and teachers to inappropriate Internet usage by students and prevents students from gaining access to offensive and other unsuitable websites.
  - Prevent unauthorized persons from gaining access to School data.

Cyber-bullying is defined as the use of electronic and information devices, such as email, instant messages, text messages, mobile phones and websites to send or post messages or images that may harm an individual or a group.

PURPOSE(S):

- To set out the Council's requirement that students are protected from morally offensive, inappropriate or other undesirable content on the Internet and preventing access to websites that contain such materials.
- To educate students on the proper use of the Internet and sharing of personal information.
- To promote good practices in using secure Internet systems.

POLICY:

The School shall use a filtering system for websites in order to monitor students' usage and to ensure that they are protected from morally and socially inappropriate materials. In this regard, Principals shall prepare, implement and regularly review an Internet Security Policy which includes, for example, the following points:

- Installing an Internet filtering and security system in order to monitor students' Internet use and to ensure their protection from online materials that are not consistent with morality, decency or public order.
- Prohibiting the viewing or downloading of any inappropriate material (offensive or immoral remarks, jokes or any other comments that may offend someone based on their physical or mental disability, age, religion, social status, political affiliations, and ethnicity).
- Monitoring Internet usage by the School's IT department.

- Having teachers and librarians take an active role in protecting students from the dangers of the Internet and monitoring websites accessed by students as well as monitoring students during a School trip in case they have access to electronic devices that are connected to the Internet.
- Guiding students in on-line activities that will support learning outcomes, depending on the students' age and maturity.
- Prohibiting the use of the Internet to attempt unauthorized access to other computers, information or prohibited services.
- Not to open e-mails or attachments from unknown sources.
- Prohibiting the downloading or copying of copyrighted material, including software, books, articles, and photographs etc., which are not licensed for use by the School.
- Prohibiting the undertaking of any activity that may introduce viruses or other malicious software to the School's network.

All Schools shall ensure that the personal information placed on the School's Internet and intranet is secure, even for a password-protected website.

Schools should endeavor to communicate with the Council using available technologies (e.g. email, etc.), ensure safe and confidential lines of communication.

ROLES AND RESPONSIBILITIES:

Schools will:

- Ensure that an effective and reliable Internet filtering system is in place.
- Develop and implement an Internet Security Policy that includes, by way of example, the requirements prescribed in this policy.

Principals will:

- Schedule continuing professional development to keep teachers aware of the most recent Internet safety developments.
- Periodically review the School's technology infrastructure with appropriate technology staff, make improvements as needed.

Teachers, librarians and other staff members will, at a minimum:

- Educate students not to open e-mail or attachments from unknown sources.
- Ensure there is an academic purpose before allowing students to go online (students should not be allowed to surf the Internet without a specific purpose).
- Educate students on the types of information that are safe to share with others online, and information that should never be shared as it could put them at risk.
- Teach students to recognize the various forms of cyber-bullying and know what steps to take if confronted with that behavior.
  - Inform students of all aspects of the School's Internet Policy.