

Staff Acceptable Use Policy

2024 - 2025



مدارس دبي
DUBAI SCHOOLS
ند الشبا
NAD AL SHEBA



Dubai Schools: Nad al Sheba Staff Acceptable Use Policy

Dubai Schools Nad Al Sheba (NAS) provides school staff with information technology resources such as computers, software, networks, Internet access, E-mail, etc. to support the educational mission of the school and to enhance the curriculum and learning opportunities for students and school staff.

- ✦ This AUP and guidelines have been developed to ensure that school staff uses school information technology in a responsible and legal manner.
- ✦ This AUP shows respect for the use of a shared resource, software and intellectual property rights, ownership of information and system security. Use of school information technology that is opposing to this Policy or guidelines is prohibited.

1. Access to computers, Networks, Internet, Email and Telephone Services

- ✦ The school reserves the right to monitor or block all computers, Internet, E-mail activity by staff and other system users if they are considered to be harmful or not school related.
- ✦ The level of access that staff has to school information technology is based upon specific employee job requirements and need.
- ✦ Access to school information technology is provided to staff as a privilege, and not a right.
- ✦ Staff should utilize school information technology only for purposes related to the school and the performance of their jobs.



- ✦ Incidental personal use of school information technology is permitted as long as such use does not interfere with the staff's job duties and performance, system operations or other system users. "Incidental personal use" is defined as use by an individual staff member for occasional personal communications. Any personal use by employees must comply with this Policy and guidelines.

2. Acceptable Use

- ✦ School information technology will be used in a manner consistent with the school's educational mission.
- ✦ Expectations for professional behavior and communication apply to use of school information technology.
- ✦ It is highly recommended that staff personal accounts social media accounts private or ensure posts are aligned with the UAE Educator's Code of Conduct.
- ✦ It is highly recommended that all staff avoid publishing, posting, or releasing any personal information or pictures that are considered private or not appropriate for public view. Keep personal accounts "private".

3. Unacceptable Use

Each employee is responsible for his/her actions involving school information technology and for his/her computer files, passwords, and accounts. General examples of unacceptable uses of school information technology that are expressly prohibited include, but are not limited to, the following:

- ✦ Any use that violates the UAE law or regulation, including copyright laws.



- ✦ Any use to harass, discriminate, threaten, defame, demean, or intimidate others.
- ✦ Any use involving materials or language that is obscene, sexually explicit or suggestive, vulgar or inappropriate.
- ✦ Any use to persuade or advocate the views of an individual or non-school sponsored organization, including but not limited to, political or religious interests.
- ✦ Fund-raising for any non-school sponsored purpose, whether profit or notfor-profit.
- ✦ Obtaining confidential information about student or employees for nonschool related activities or sharing confidential information about students or employees for non-school related activities.
- ✦ Downloading or loading software or applications without permission.
- ✦ Opening or forwarding any E-mail attachments from unknown sources.
- ✦ Sending mass E-mails to school users or outside parties for school or nonschool purposes without the permission.
- ✦ Any misuse or disruption of school information technology, including intentional physical misuse or damage, or any breach or attempt to breach the security features of school information technology.
- ✦ Revealing one's password to anyone else, using anyone else's password, or pretending to be someone else when sending information over school information technology.
- ✦ Accessing or attempting to access unauthorized sites on the Internet.
- ✦ Any unauthorized attempts to modify, delete, erase, or otherwise hide any information that is stored on school information technology, including someone else's work or data.
- ✦ Any communication that violates generally accepted rules of E-mail or computer etiquette and/or professional conduct.



4. Confidentiality of Information

- ✦ NAS staff are expected to use appropriate judgment and caution in communications concerning students and staff to ensure that information remains confidential.
- ✦ Staff should use their best judgment in posting material that is neither inappropriate nor harmful to NAS its employees, customers.

5. Compensation for Losses, Costs and/or Damages

- ✦ Staff members are responsible for any loss, costs, or damages caused to the school technology resources.
- ✦ Any NAS staff member who violates this Policy on the use of school information technology may be subject to removal of access privileges, disciplinary action, up to and including dismissal and/or referred to the proper authorities for the appropriate course of action.
- ✦ Each staff member having access to NAS information technology is required to sign this AUP form, stating that they have read it carefully. It will be kept in the HR file.

✓ I understand that it is my responsibility to follow the staff AUP online, offline, at school and at home. I have read and understood the AUP and agree to follow the above guidelines.

Name(print): _____

Signature: _____

Department/Grade Level: _____

Date: _____

