		NEW INDIAN MODEL SCHOOL, AL AIN

NIMS CYBER POLICY 2025-26

Issue Date: April 15, 2025

This procedure is reviewed annually (or whenever change is mandatory) to ensure compliance with current regulations

	Date	Name and Signature
Last reviewed:	March, 2025	Principal
To be reviewed:	March, 2026	Principal

Introduction

This policy exists to ensure that all staff and students follow certain basic rules with regard to internet use and use of IT in general. Its aim is to prevent students or staff coming to harm as a result of others accessing intolerant, extremist or hateful web sites. Also, it is here to protect students and staff from cyber bullying. The person responsible for reviewing and implementing this policy is the Principal, principal@nimsalain.com Use of the internet NIMS will provide Internet access to teachers and students and school visitors for the primary purpose of study, legitimate research, email access and general internet access. The availability and variety of information on the Internet has meant that it can be used to obtain material reasonably considered to be offensive. The use of the Internet to access and/or distribute any kind of offensive material, or material that is not work or study related, leaves an individual (staff and students) liable to disciplinary action which could lead to dismissal.

NIMS Internet and IT provision may not be used for:

- transmitting, retrieving or storing any communications of a discriminatory or harassing nature
- transmitting, retrieving or storing any communications which are derogatory to any individual or group
- obtaining material that would cause offence on the grounds of race, colour, religion, political beliefs, ethnic origin, sexual orientation, gender, age, disability, nationality, marital status,
- engaging in ANY form of cyber bullying
- searching for obscene, offensive, sexually explicit or pornographic material
- obtaining any material for the purpose of harassment of another person
- establishing communications which are defamatory or threatening
- obtaining material that is unlawful or that infringes on another person's legal rights (e.g illegal downloads)

- conducting internet searches and looking at websites which can in any way be regarded as extremist, intolerant of other's faiths and beliefs, or that challenge the rule of law and the right to individual liberty

Monitoring Use of Computer Systems

NIMS has the right to monitor electronic information created and/or communicated by students or staff using NIMS computer systems and networks, including e-mail messages and usage of the Internet.

Remote Access

Only authorized persons may remotely access the NIMS IT network.

Social networking sites

- DON'T search for illegal and inappropriate sites or material.
- DO use the computers for school/study use or to connect with other students in a positive manner.
- DON'T bully anyone through blogs, emails, chatrooms, or any other form of internet use
- DON'T download anything illegally.
- Don't use the internet to give opinions that are extremist, intolerant of other's faiths and beliefs, or that challenge the rule of law and the right to individual liberty

Any work-related issue or material that could adversely affect NIMS, its staff or its students must not be placed on a social networking site at any time and via any medium.

E-mail

The use of the E-mail system is encouraged as its appropriate use facilitates efficiency. Used correctly it is a facility that is of assistance to employees. Inappropriate use however causes many problems including distractions, time wasting and legal claims. The procedure sets out the company's position on the correct use of the E-mail system.

Authorised Use

- Unauthorised or inappropriate use of the E-mail system may result in disciplinary action which could include summary dismissal.
- The E-mail system is available for communication and matters directly concerned with the legitimate business of NIMS.

Employees using the E-mail system should give particular attention to the following points: -

1. All comply with company communication standards;
2. E-mail messages and copies should only be sent to those for whom they are particularly relevant;

3. E-mail should not be used as a substitute for face-to-face communication or telephone contact. Flame mails (i.e. E-mails that are abusive) must not be sent. Hasty messages sent without proper consideration can cause upset, concern or misunderstanding;
4. If E-mail is confidential the user must ensure that the necessary steps are taken to protect confidentiality.
5. Offers or contracts transmitted by E-mail are as legally binding on NIMSS as those sent on paper.

NIMS will not tolerate the use of the E-mail system for unofficial or inappropriate purposes, including: -

1. any messages that could constitute bullying, harassment or other detriment;
2. personal use (e.g. social invitations, personal messages, jokes, cartoons, chain letters or other private matters);
3. on-line gambling;
4. accessing or transmitting pornography

Penalty for Security Violation

NIMS takes the issue of security seriously. Those people who use the technology and information resources of NIMS must be aware that they can be disciplined if they violate this policy. Upon violation of this policy, an employee may be subject to discipline up to and including discharge. The specific discipline imposed will be determined on a case-by-case basis, taking into consideration the nature and severity of the violation of the Cyber Security Policy. Discipline which may be taken against an employee shall be administrated in accordance with the NIMS disciplinary procedure

NIMS Al Ain - E-Learning Expected Standards

Students' Behaviour

- Mutual respect and etiquettes must be kept throughout the class
- Develop constructive learning-based discussions only in the e-class
- Don't misuse your device
- Operate your device only in the presence of your parents
- Don't use any derogative language in the classroom
- Don't bully others verbally or emotionally'
- Don't harass anybody religiously, ethnically, racially etc.
- Don't engage in private chats with others including your teachers
- Be careful about cyber privacy of you
- Don't click any links which are coming from any unidentified source, or which are sent by strangers
- Don't share any personal pictures, videos or audio clips with others
- Don't intrude into other's privacies
- Learn each day's lessons or complete each day's assignments on the same day itself
- Any student who behaves indecently will be suspended from the class

- Keep your text books and note books or e-text books with you during the classes
- Read the next day's topic from home and come ready to the classes the next morning
- Don't mute your video and be indulged in other activities during the cases.
- Invite your parents also to sit with you during the classes.
- Be punctual to be present in the classes
- DON'T search for illegal and inappropriate sites or material.
- DO use the computers for school/study use or to connect with other students in a positive manner.
- DON'T bully anyone through blogs, emails, chatrooms, or any other form of internet use
- DON'T download anything illegally.
- DON'T use the internet to give opinions that are extremist, intolerant of other's faiths and beliefs, or that challenge the rule of law and the right to individual liberty
- Any work-related issue or material that could adversely affect NIMS, its staff or its students must not be placed on a social networking site at any time and via any medium.

Parental Guide

- Parents are advised to be aware of the risks behind the use of internet by their children
- Parents are expected to have a thorough supervision of the e-learning processes of their children
- Keep the learning schedule sent from school with you and monitor if your child is following the same schedule
- Create a high interest in your child about e-learning and make him/her attend all lessons
- Discuss the daily assignments given to your child with his/her teacher daily
- Help your child to learn the subjects taught and complete the assignments on the same day itself.
- Keep your child's e-learning device in a public place and do not allow him/her to take it to their privacies.
- Block the unappreciable and unwanted websites in your child's device
- Have supervision on the child if he/she is engaged in personal chats during the time of learning and during other times.
- Allow the child to contact the school staff only under your supervision.
- Read the school's ICT policy thoroughly
- Contact the authorized school personal in case if you doubt any unappreciable online activities are going on. You can directly report it the concerned Head of Sections
- Beware of online bullying and in case of your child gets bullied or he/she is bullying others you are advised to inform the same to the Head of Sections very soon
- Get information from the school regarding all e-learning resources

- Have daily contact with your child's teachers.
- Put parental control software in your child's device and lock unwanted websites.
- FamiSafe, Qustodio Free, SocialShield, Windows Live Family Safety, Norton Online Family, OpenDNS Family Shield, MinorMonitor, Kidlogger etc. are free parental lock softwares which will allow you to help lock inappropriate contents in web world.
- Always beware of your child's privacy in the virtual world and put strong passwords for the locations where logins credentials are needed.

Learning Tips that parents can use with children

- Know your child's daily/weekly learning schedule and learning objectives beforehand.
- Create a consistent daily schedule of learning and activities with your child (See sample in the appendix).
- Give encouragement and celebrate your child's achievements.
- Give positive feedback about how they are handling their learning.
- Have one-on-one positive conversations and interactions with your child, especially if they are misbehaving.
- Talk about the importance of the activity at hand.
- Expose them to new learning experiences that will excite their interest such as by creating small learning competitions among siblings or classmates.
- Ensure that your child has not exhausted themselves physically early in the day leaving then unable to focus during learning hours.
- Create a schedule for device usage if you do not have enough devices

Tips for working parents

- Understand the distance learning model and schedule of your school, including submission deadlines, virtual classroom timings, and quiz or test dates.
- Maintain routine and create a consistent daily schedule of learning and activities that suits you and your child.
- You may want to allocate some hours in the morning before going to work tolearn with your child.
- Ask your school if they can send activities and assignments ahead of time so parents can know what to expect and to understand when assignments are due.
- Divide monitoring and support duty with your family members.
- Speak to your employer about how they can support during this challenging time.
- Request your school for teacher and administrative support at flexible hours.
- Ask for your school's parent hotline, IT helpdesk contact information.