AL ZUHOUR PRIVATE SCHOOL

Digital Skills Development, E-Safety & Digital Citizenship Policy

JUNE, 2026

ICT & IT DEPARTMENT

Purpose:

This policy outlines the framework for developing students' and staff's digital skills, ensuring their safety online, and promoting responsible digital citizenship. It supports AL ZUHOUR PVT. SCHOOL commitment to preparing learners for a technology-driven global environment in a safe, ethical, and inclusive manner.

Scope:

This policy applies to all students, teaching and non-teaching staff, administrators, and parents involved in the use of digital technologies within AL ZUHOUR PVT. SCHOOL community.

Vision:

To foster a culture of confident, safe, and responsible digital users equipped with the necessary skills to thrive in a modern, interconnected world while upholding the core values of respect, integrity, and inclusivity.

Objectives:

- Equip students with essential digital competencies for learning, communication, and productivity.
- Ensure safe, secure, and ethical use of digital tools and platforms.
- Promote awareness of digital rights, responsibilities, and consequences.
- Encourage respectful and constructive online behavior.
- Support teachers and staff with digital literacy and safety training.

Digital Skills Development:

- Integrate digital skills across subjects, aligned with ISTE (International Society for Technology in Education) standards.
- Provide structured instruction in areas such as digital research, content creation, collaboration, coding, and media literacy.
- Utilize platforms such as Google Workspace, Microsoft 365, Canva for Education, and coding tools to promote digital fluency.
- Encourage student innovation and problem-solving using digital technologies.
- Offer regular digital upskilling workshops for teachers and staff.

E-Safety:

- All digital platforms and devices used in school must comply with UAE child safety and privacy regulations.
- Internet filters and monitoring systems will be implemented to block inappropriate content.
- Students and staff must not engage in cyberbullying, harassment, or sharing of harmful digital content.
- Passwords and personal data must be kept secure; sharing credentials is strictly prohibited.
- Reported breaches of digital safety will be investigated promptly and dealt with under the AL ZUHOUR PVT. SCHOOL disciplinary procedures.

Digital Citizenship:

- Educate students about their digital footprint and responsible social media behavior.
- Promote the "THINK" principle: Is it True, Helpful, Inspiring, Necessary, Kind.
- Respect for intellectual property and citation of sources must be taught and enforced.
- Encourage inclusive and respectful participation in online forums and collaborative tools.
- Celebrate positive digital citizenship through student-led initiatives and campaigns.

Roles and Responsibilities:

- School Leadership: Oversee policy implementation, allocate resources, evaluate effectiveness.
- Teachers: Model good digital behavior, integrate digital skills into lessons, ensure safe use.
- Students: Follow guidelines, protect personal data, report unsafe behavior.
- IT Department: Maintain secure systems, support infrastructure, update safety protocols.
- Parents: Support and monitor students' online activities at home.

Monitoring and Review:

- Annual audits on the use of digital tools, student competencies, and online safety incidents.
- Surveys from students, parents, and staff to gather feedback on digital experiences.
- The policy will be reviewed every year or earlier considering emerging technologies or safety concerns.