United International Private School
Digital Policy 2025-2026

Aligned with: ADEK School Digital Policy, Version 1.1 (September 2025)

1. Introduction

United International Private School (UIPS) recognizes the importance of preparing students to thrive in a digital world. Technology enhances teaching, learning, communication, and school operations. This policy ensures that digital practices at UIPS promote safety, digital fluency, and compliance with ADEK's digital and data protection standards.

2. Purpose

This policy aims to:
- Develop and implement a whole-school **Digital Strategy** aligned with ADEK requirements.
- Integrate **digital skills and competencies** in all learning areas.
- Promote **safe, responsible, and ethical digital behaviour** among students, staff, and parents.
- Ensure **data protection and cybersecurity** compliance with **Federal Decree Law No. (45) of 2021** on the Protection of Personal Data.
- Establish **clear procedures** for responsible digital usage, reporting, and responding to digital incidents.

3. Digital Strategy and Oversight

3.1 Digital Strategy (2024–2029)

UIPS will implement a 5-year Digital Strategy that includes:
- Integration of technology to enhance student achievement and engagement.
- Provision of **assistive technology** for Students of Determination and those with Additional Learning Needs.
- Development of digital literacy and fluency skills by grade level.
- Gradual deployment of digital devices, infrastructure upgrades, and software systems.
- Continuous cybersecurity and data protection mechanisms.
- Staff training on digital teaching tools, safety, and emerging technologies (e.g., AI).
- Investment planning for hardware, learning platforms, and maintenance.

3.2 Digital Oversight

A **Digital Wellbeing Committee** will oversee this policy.

Members: Principal, IT Head, Digital Lead, Section Heads, and Student Council Representative.

Responsibilities:
- Review and monitor implementation of the Digital Strategy annually.
- Conduct risk assessments and evaluate software/platforms.
- Ensure compliance with ADEK data protection and cybersecurity protocols.
- Gather feedback from stakeholders for continuous improvement.

3.3 ADEK Liaison

The school **Digital Lead** will serve as the contact person for ADEK regarding digital competency, safety, and compliance matters.

4. Digital Competencies

4.1 Students

Digital competencies will be integrated into all subjects using ADEK-aligned frameworks.
Expected outcomes include:

- Safe and ethical use of technology.
- Basic coding, research, communication, and productivity tool skills.
- Cyber safety awareness and digital citizenship.
- Application of assistive technology where needed.

4.2 Staff

All staff will undergo annual training in:

- ADEK digital policy requirements.
- Cybersecurity awareness and safe online conduct.
- Data privacy and digital safeguarding.
- Use of digital instructional tools.

5. Responsible Usage and Safeguarding

5.1 Responsible Usage Policy (RUP)

Applies to students, staff, parents, and visitors.
Includes:

- Acceptable use of school devices, Wi-Fi, and platforms.
- Rules for **BYOD (Bring Your Own Device)** for upper grades and staff.
- Prohibition of VPNs or access to inappropriate sites.
- Responsible use of AI and avoidance of plagiarism.
- Password protection and secure account management.
- Guidelines on personal device usage during school hours.
  The RUP will be published in the **Parent Handbook** and on the **school website**.

5.2 Digital Safeguarding

UIPS will:

- Implement **web filters and monitoring systems** to restrict harmful content.
- Conduct **digital safety lessons** from KG to Grade 8.
- Identify and support students showing signs of risky or excessive digital use.
- Ensure **parental supervision** of device use at home.

5.3 Digital Incidents

- All digital incidents (cyberbullying, misuse, breaches) must be reported to the **Principal** and **IT Department**.
- Incidents will be documented, signed, and stored securely.
- Severe cases will be reported to ADEK and/or Abu Dhabi Police if required.
- Restorative actions and counselling will be provided as per the **Student Behaviour Policy**.

6. Digital Infrastructure

6.1 Security Measures

- All devices will have up-to-date antivirus and restricted access controls.
- School Wi-Fi and servers will use **multi-factor authentication** and **firewalls**.
- Regular **data backups** will be maintained onsite and in the cloud.
- Access to sensitive systems is **role-based** and monitored.

6.2 BYOD and Distance Learning

- Staff and senior students may use personal devices if they meet school security standards.
- UIPS maintains readiness for **distance learning** in emergencies.

6.3 Assistive Technology
Students with Additional Learning Needs will be provided with adaptive tools as outlined in their **IEP or ISP**, following the ADEK Inclusion Policy.
6.4 External Providers
All digital vendors will be evaluated based on:
- Data security compliance.
- Educational suitability and age-appropriateness.
- Compatibility with UIPS systems.
- Legal compliance with UAE data protection laws.

7. Data and Cybersecurity
7.1 Data Protection Policy
- UIPS will collect and process personal data **with consent** and only for educational purposes.
- Personal data will not be shared externally without explicit ADEK approval.
- Parents will be informed of all data collection and reporting requirements to ADEK.
- The school maintains **annual data protection audits** and staff training.
7.2 Cybersecurity Protocols
- Encryption for all sensitive data (in transit and at rest).
- Regular penetration testing and incident simulations.
- Physical security of servers and IT equipment.
- Immediate reporting of cybersecurity incidents to ADEK as per protocol.

8. Digital Communication and Media
8.1 Digital Media
- Photos/videos of students will only be taken and shared with **parental consent**.
- Media will be stored securely and used only for authorized purposes.
- Staff are prohibited from using personal devices for recording school events.
8.2 Social Media
- Official UIPS pages will be managed by authorized personnel.
- Content must reflect **UAE cultural values** and positive school representation.
- Inappropriate comments or posts will be moderated and removed.
- Staff must not connect with students or parents via personal social media.
8.3 School Communication
- All official communications must use **ClassDojo or emails.**
- The school website will remain updated with essential information, policies, and achievements (with consent).

9. Review and Compliance
- This policy will be **reviewed annually** by the Digital Wellbeing Committee.
- Compliance will be monitored through audits, digital use reports, and ADEK inspections.
- Non-compliance or breaches will be addressed in accordance with ADEK and UIPS disciplinary policies.

10. Approval
Approved by: Principal, United International Private School
Date: October 2025
Next Review: June 2026