

YAA Digital Safety Policy

ACADEMIC YEAR 2025-26

1.0 Policy Overview

Yas American Academy is committed to ensuring a safe, responsible, and respectful digital environment for all students and staff. In line with the Abu Dhabi Department of Education and Knowledge (ADEK) guidelines, this policy outlines expectations, practices, and procedures to safeguard all users in our community when engaging with digital technology in and beyond the school setting.

2.0 Purpose

The purpose of this policy is to:

- Protect students from online risks and harmful content.
- Promote responsible digital citizenship.
- Support staff in delivering safe and effective digital learning.
- Outline clear procedures for managing digital devices, including mobile phones.

3.0 Scope

This policy applies to all students, staff, parents, and visitors who use or access digital technology and resources on school premises or through school-managed platforms.

4.0 Bring Your Own Device (BYOD)

Yas American Academy supports the integration of personal devices into the learning process through a structured BYOD program. Students are permitted to bring their own devices for educational use under the supervision of teaching staff.

All students must:

- Use devices only when authorized by staff.
 - Access only age-appropriate and teacher-approved content.
 - Ensure their devices are secured, updated, and charged.
- The school reserves the right to monitor device usage and restrict access if misuse is suspected.

5.0 Mobile Phone Use

To promote a focused and respectful learning environment, mobile phones are strictly prohibited during the school day.

- Upon arrival, all mobile phones must be placed in secured magnetic pouches and remain sealed until the end of the school day.
- Only Senior Leadership Team (SLT) members or Heads of Grade may authorize opening of pouches during the school day in exceptional circumstances.

Sanctions for violations are as follows:

- First offense: The phone is confiscated and returned at the end of the school day.

- Second offense: The phone is confiscated and must be collected by an assigned adult or designated school contact.
- Third offense: The phone is confiscated and must be collected by a parent or legal guardian in person.

Repeated violations may result in further disciplinary action in line with the school's behavior policy.

6.0 Online Conduct and Digital Citizenship

Students are expected to act responsibly and respectfully in all digital interactions, including on school platforms and social media.

- Cyberbullying, harassment, or inappropriate language online is strictly prohibited and will result in disciplinary action.
- Students must not post or share images, videos, or content related to staff or students without explicit consent.
- Plagiarism, unauthorized use of copyrighted materials, or academic dishonesty through digital means will not be tolerated.

All students receive guidance on digital citizenship and online responsibility through integrated curriculum content and school-wide initiatives.

7.0 Digital Ambassadors and Awareness Campaigns

Yas American Academy supports student leadership in digital safety through a team of trained Digital Ambassadors. These students lead by example and support their peers by:

- Delivering regular digital safety presentations during assemblies.
- Promoting awareness campaigns on topics such as cyberbullying, safe browsing, and social media use.
- Supporting schoolwide digital literacy initiatives in collaboration with staff and the ICT department.

8.0 Roles and Responsibilities

School staff are responsible for modeling appropriate digital behavior, ensuring the safe use of technology in classrooms, and reporting any concerns.

Parents are encouraged to monitor their children's device usage at home and support the school's efforts to reinforce healthy digital habits.

Students are expected to comply with all aspects of this policy and report any concerns about digital safety to a trusted adult.

9.0 Monitoring and Review

This policy will be reviewed annually by the leadership team to ensure ongoing alignment with ADEK guidelines, technological developments, and the evolving needs of the school community.



Approved by: Principal | **Date:** August 2025

Next Review Date: August 2026

Signed: S. Griffiths
Principal – Ms. Sarah Griffiths