

DOCUMENT CONTROL	
Policy Reference	KGS – Online Safety Policy – 013
Date Adopted	August 2024
Last Review Date	August 2024
Next Scheduled Revision (annually)	August 2025

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## 1.0 Introduction

**1.1 Background:** Khalil Gibran School Rabat (KGS), ensuring a secure online environment is paramount. This policy outlines guidelines for responsible technology use within our school community.

**1.2 Purpose:** This policy sets forth principles that students, staff, and parents must follow to ensure safe and respectful online behavior and should be read in conjunction with the following:

ICT Acceptable Use Policy

[Use of Mobile Phone Policy](#)

**1.3 Scope:** Applicable to all members of the KGS community, whether on or off-campus and using school-owned or personal devices. The purpose of this policy is to ensure the safe and ethical use of technology, including artificial intelligence (AI), to protect the well-being of all individuals associated with Khalil Gibran School Rabat.

## 2.0 Responsible Use of Technology

### 2.1 Acceptable Use

2.1.1 All users must employ technology resources for educational purposes and in accordance with school ICT acceptable use policies.

2.1.2 Respect for copyright and intellectual property rights is expected.

2.1.3 Any form of bullying, harassment, or inappropriate communication is strictly prohibited.

2.1.4 Staff and Students are expected to use technology resources, including AI applications, responsibly and ethically.

2.1.5 Unauthorized access to, or use of, AI tools for malicious purposes is strictly prohibited.

2.1.6 Any use of AI tools for generating or sharing inappropriate content is strictly prohibited.

### 2.2 Social Media and Online Interaction

2.2.1 Students must adhere to guidelines for respectful online behavior on social media platforms

2.2.2 Staff should maintain professional conduct online and avoid sharing confidential information.

2.2.3 Parents are encouraged to engage positively in online discussions related to the school.

## 3.0 Data Privacy and Protection

### 3.1 Personal Data

3.1.1 Collection and processing of personal data will adhere to relevant data protection laws, including GDPR.

3.1.2 Personal data will be collected for specific purposes and kept confidential and secure.

3.1.3 Khalil Gibran School Rabat is committed to protecting the privacy of personal data. Any use of AI tools that involves the collection or processing of personal information must comply with relevant data protection laws, including GDPR.

### **3.2 Consent**

3.2.1 Prior consent will be obtained from parents and students before data collection or processing, especially when sharing with third parties such as examination bodies.

### **3.3 Security Measures**

3.3.1 All users are responsible for safeguarding login credentials and reporting unauthorized account use.

3.3.2 The school will implement technical and organisational measures to prevent data breaches.

## **4.0 Online Safety Education**

### **4.1 Curriculum Integration**

4.1.1 Online safety education will be integrated into the curriculum to equip students with digital literacy skills.

4.1.2 Staff will receive ongoing training on online safety to effectively guide students.

### **4.2 Parent Engagement**

4.2.1 Workshops and resources will help parents understand online risks and support children's responsible technology use.

## **5.0 Reporting and Response**

5.1 Any incidents of cyberbullying, inappropriate content, or online threats should be promptly reported to school authorities.

5.2 This policy will be reviewed annually to address emerging safety concerns and technological changes.

## **6.0 Monitoring and Review**

**6.1** Khalil Gibran School Rabat monitor online activities on school devices to ensure policy compliance.

**6.2** Khalil Gibran School Rabat will respond promptly, providing support to affected individuals and taking necessary actions.

**6.3** Users are encouraged to report any suspicious or inappropriate online behavior to the school's designated authority.

## **7.0 Consequences of Violation**

**7.1** Violations of this Online Safety Policy may result in disciplinary action, including but not limited to the restriction of access to digital resources, counseling, or, in severe cases, legal action.