



# Digital Skills Development, E-Safety & Digital Citizenship Policy 2025-26

Principal: Mr. Mohannad Al Jayousi

**1. Introduction**

RAIS is committed to preparing students as responsible digital citizens by developing essential digital competencies, ensuring online safety, and fostering ethical technology use. This comprehensive policy integrates digital literacy, cybersecurity awareness, and citizenship education across all grade levels.

**2. Policy Objectives**

- Develop age-appropriate digital competencies
- Protect students from online risks
- Promote ethical digital behavior
- Comply with UAE's Cybersecurity Strategy
- Prepare students for future-ready skills

**3. Scope**

Applies to:

- ☒ All students (KG-G12)
- ☒ Staff and faculty
- ☒ Parents/guardians
- ☒ School-owned and BYOD devices

**4. Digital Skills Development Framework**

A. Competency Progression by Grade Level

Grade Band	Key Focus Areas
KG-G2	Basic device operation, educational apps, simple coding
G3-G5	Online research, document creation, block-based programming
G6-G8	Media literacy, spreadsheet analysis, web design basics
G9-G12	Data analytics, computational thinking, digital portfolio development

B. Implementation Strategies

- Integrated across all subject areas
- Dedicated "Digital Literacy."

- After-school coding/robotics clubs
- Annual Tech Innovation Fair

## **5. E-Safety Protocols**

### **A. Protective Measures**

- Web filtering (Lightspeed/Securely)
- Supervised social media use.
- Anonymous reporting system for cyber concerns
- VPN restrictions on school networks

### **B. Incident Response**

1. Immediate isolation of harmful content
2. Digital forensics documentation
3. Counseling support for affected students
4. Parent notification within 24 hours
5. Legal reporting when required

### **C. Prohibited Activities**

- Unauthorized data sharing
- Bypassing security systems
- Cyberbullying/hate speech
- Digital plagiarism

## **6. Stakeholder Responsibilities**

### **A. Students**

- Practice responsible technology use
- Report unsafe online situations
- Maintain academic integrity

### **B. Teachers**

- Model positive digital citizenship
- Embed skills in lesson plans
- Monitor student online activities

#### C. Parents

- Reinforce school policies at home
- Monitor home device use
- Attend digital parenting seminars

#### D. IT Department

- Maintain secure infrastructure
- Provide usage reports
- Conduct security audits

### **7. Professional Development**

#### A. Staff Training

- Annual certification on:
  - Emerging digital threats
  - Assistive technologies
  - Data privacy regulations

#### B. Parent Education

- Quarterly webinars on:
  - Social media monitoring
  - Screen time management
  - Gaming safety

### **8. Monitoring & Evaluation**

#### A. Assessment Tools

- Digital competency rubrics
- E-safety knowledge quizzes
- Anonymous climate surveys

Approval and Review	
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Approved as Policy by:	Principal: Mohannad Al Jayousi 