



Online Safety Policy

Introduction:

Internet and other digital information communication technologies are excellent tools that pave way to new opportunities in the world of education. Online safety plays an essential part in safeguarding children and young people in the digital age, especially in distance learning platform. This policy supports school in meeting statutory requirements as per the educational rules and regulations of MOE.

Our e-Safety Policy has been written by the school ICT has been agreed by the senior management team. The e-Safety Policy will be reviewed annually at the beginning of each academic year.

Aim of Online Safety Policy:

Harvest Private School ensures that:

1. Students can safely access new technology and learn how to participate in the digital world without compromising their safety and security.
2. A planned e-safety curriculum is provided and is regularly revisited.
3. Students are taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet.
4. All students and staff understand the importance of password security and the need to log out of accounts.
5. Staff acts as good role models in their use of the Internet and mobile devices.
6. It has clear and understood arrangements for the security, storage and transfer of personal data.
7. To create awareness among the stakeholders on 'the various initiatives of U A E in relation to child protection.
8. It addresses subjects such as ICT security, invasion of privacy, malicious and illegal activities including hacking, fraud, improper system use, defamation, threats to state security, terrorism, insult to religions, and many more. etc.
9. It will deal with incidents within this policy and associated behavior and cyber bullying policies and will, where known, inform parents / caregivers of incidents of inappropriate e-safety behavior that take place out of school.

E- Safe Education and curriculum

- School recognizes that online safety and broader digital resilience must be embedding throughout the curriculum.
- The education of students in E-safety is an essential part of the school's E-safety provision.
- Students and young people need the help and support of the school to recognize and avoid e-safety risks and build their resilience.
- E-safety should be a focus in all areas of the curriculum and staff should reinforce e-safety messages across the curriculum.
- It is the school E safety education team to identify opportunities to implement online safety through all school activities, both within the curriculum, or supporting curriculum and making the most of unexpected learning opportunities as they arise

Acceptable Usage Policy

We in *Harvest Private School* are pleased to be able to offer our school community members access to computer technology, including access to the internet and educational platforms such as Microsoft office 365. We are dedicated to access and support of appropriate technology which unlocks our potential and connects us locally and globally.

All students, parents, staff & Governors are expected to sign an agreement regarding the acceptable usage policy. Visitors will be expected to read and agree to the school's terms on acceptable use if relevant. Use of the School's internet must be for educational purposes only, or for fulfilling the duties of an individual's role.

Digital Devices

A Digital Device is defined as an electronic device that can receive, store, process or send digital information. The following can be found in Harvest Private School:

- Smartphones/cellular phones
- Tablets
- iPads
- Laptop/notebook/ computers

Appropriate filtering and monitoring will be done BYOD policy

- Keeping Children Safe in Education forces schools to “ensure appropriate filters and appropriate monitoring systems are in place and not be able to access harmful or inappropriate material.
- At the same time to be careful that “over blocking” does not lead to unreasonable restrictions as to what students can be taught with regards to online teaching and safeguarding.”
- Refer to ICT policy for more details.

Device usage

Personal devices and bring your own device (BYOD) policy

- The educational opportunities offered by mobile technologies are being expanded as a wide range of devices, software and online services become available for teaching and learning, within and beyond the classroom. This has led to the exploration by schools of users bringing their own technologies in order to provide a greater freedom of choice and usability.
- In BYOD policy, considerations will need to include; levels of secure access, filtering, data protection, storage and transfer of data, mobile device management systems, training, support, acceptable use, auditing and monitoring. This list is not exhaustive and a BYOD policy should be in place and reference made within all relevant policies.

Handling online-safety Complaints/suggestions/incidents

- The school commits to take all reasonable precautions to ensure online safety, but recognizes that incidents will occur both inside school and outside school (and that those from outside school will continue to impact on students when they come into school. All members of the school are encouraged to report issues to allow us to deal with them quickly and sensitively through the school’s escalation processes.
- Any suspected online risk or infringement should be reported to our complaint & suggestion system and to the Head of e-safety.
- The school will actively seek support from other agencies as needed (i.e. the local authority)
- We will inform parents/carers of online-safety incidents involving their children, and the Police where staff or students engage in or are subject to behavior which we consider is particularly disturbing or breaks the law.

Monitoring and standardization arrangements

The school maintains Digital **safety logs** for behavior and safeguarding issues related to online safety. School has monitoring system on school premises as physical monitoring & CCTV system.

Cyber-bullying

Cyber-bullying takes place online, such as through social networking sites, messaging apps or gaming sites. Like other forms of bullying, it is the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power.

To help prevent cyber-bullying,

- The school will ensure that students understand what it is and what to do if they become aware of it happening to them or others.
- The school will ensure that students know how they can report any incidents and are encouraged to do so, including where they are a witness rather than the victim.
- Teachers will discuss cyber-bullying with their students, and the issue will be addressed.
- Teaching staff are also encouraged to find opportunities to use aspects of the curriculum to cover cyber bullying.
- In relation to a specific incident of cyber-bullying, the school will follow the processes set out in the **“Students Behavior Management”**. Where illegal, inappropriate or harmful material has been spread among students, the school will use all reasonable endeavors to ensure the incident is contained. The OSL will consider whether the incident should be reported to the police if it involves illegal material, and will work with external services if it is deemed necessary to do so.

School Respond to Misuse of school technology

Where a student misuses the School’s IT systems or internet, the School will follow the procedures set out in the Students Behavior Policy.

The action taken will depend on the individual circumstances, nature and seriousness of the specific incident, and will be proportionate.

Where a staff member misuses the School’s IT systems or the internet, or misuses a personal device where the action constitutes misconduct, the matter will be dealt with in accordance with the Employees code of conduct. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident. The school will consider whether incidents that involve illegal activity or content, or otherwise serious incidents, should be reported to the police.

Social media incidents

These are also governed by school Acceptable Use Policies.

Breaches will be dealt with in line with the **“Students Behavior Management Policy”** (for Students) or Code of Conduct. Further to this, where an incident relates to an inappropriate, upsetting, violent or abusive social media post by a member of the school community, The Schools will request that the post be deleted and will expect this to be actioned promptly.

Where an offending post has been made by a third party, the school may report it to the platform it is hosted on, and may contact the Professionals Online Hotline or help to accelerate this process.

Publishing Students’ Images/videos and Work

- Photographs that include students will be selected carefully and will be published (based on parent acceptance)
- Students’ names will be used anywhere on the Website or Blog in association with photographs (based on **Parents’ Consent Form**)

e-Safety Rules

These e-Safety Rules help to protect students and the school by describing acceptable and unacceptable computer use.

- The school owns the computer network and can set rules for its use.
- It is a criminal offence to use a computer or network for a purpose not permitted by the school.
- Irresponsible use may result in the loss of network or Internet access (using the Firewall)
- Network access must be made via the user's authorized account and password, which must not be given to any other person.
- All network and Internet use must be appropriate to education.
- Copyright and intellectual property rights must be respected.
- Messages shall be written carefully and politely, particularly as email could be forwarded to unintended readers.
- Anonymous messages and chain letters are not permitted.
- Users must take care not to reveal personal information through email, personal publishing, blogs or messaging.
- The school ICT systems may not be used for private purposes, unless the headteacher has given specific permission.
- Use for personal financial gain, gambling, political activity, advertising or illegal purposes is not permitted.

Child Protection

A safe school environment by protecting children from all forms of abuse, neglect, and exploitation. It provides clear guidance for prevention, reporting, confidentiality, and professional handling of child protection concerns, in line with **UAE Federal Law No. 3 of 2016 (Wadeema's Law)**.

School Commitments

- Encourage children to speak and ensure they are listened to.
- Ensure students know trusted adults they can approach.
- Teach safety skills, including protection from online abuse.
- Protect all children from physical, emotional, sexual abuse, neglect, and exploitation.

Policy Aims

The policy applies to all staff, governors, and volunteers and focuses on:

- Safe recruitment of staff and volunteers
- Awareness and education on child protection
- Clear procedures for identifying and reporting abuse
- Supporting abused students
- Creating a safe learning environment

Definitions of Abuse

- **Physical Abuse:** Intentional physical harm or neglect causing injury.
- **Corporal Punishment:** Physical punishment by an authority figure (considered abuse).
- **Emotional Abuse:** Persistent emotional harm affecting development and self-worth.
- **Sexual Abuse:** Any sexual activity involving a child, including online exploitation.
- **Neglect:** Failure to meet basic physical, emotional, medical, or educational needs.

Confidentiality

All child protection cases and student data are **strictly confidential** and shared only with authorized personnel and authorities.

Roles and Responsibilities

Leadership Team	Staff	Parents/Guardians
<ul style="list-style-type: none">• Ensure staff understand child protection procedures• Maintain student supervision• Keep records updated• Liaise with parents and external agencies• Support staff and Child Protection Plans	<ul style="list-style-type: none">• Report suspected abuse immediately• Record observations and concerns• Supervise students at all times• Attend child protection training• Maintain confidentiality	<ul style="list-style-type: none">• Cooperate with the school• Attend meetings• Report behavioural changes or concerns

Procedures When Abuse Is Suspected

- Listen carefully and take disclosures seriously
- Record information accurately and promptly
- Do not promise confidentiality
- Do not investigate or ask leading questions
- Report immediately to the designated authority or Principal
- Follow school procedures for referral and protection

Signs of Abuse

Physical Abuse:

Bruises, burns, fractures, untreated injuries, fear of adults, aggression, withdrawal.

Emotional Abuse:

Low self-esteem, fear of mistakes, developmental delays, self-harm, excessive compliance.

Sexual Abuse:

Unusual behavior, physical discomfort, signs in genital or anal areas.

Neglect:

Hunger, poor hygiene, frequent absence, tiredness, untreated medical issues, lack of supervision.

Reporting Contacts

- **Aman Centre (RAK Police):** 07-2356666
- **Ministry of Interior – Child Protection Centre:** 116111
- **Email:** CPU@moe.gov.ae
- **Ministry of Education Child Protection Unit:** 80085

Password

Protection

Creating and using strong passwords

Among the most important ways to ensure the safety of your online interactions is to protect your passwords. The good news is that you can take control of protecting your passwords - you only need to create strong passwords then keep them secret. Follow these tips to keep your passwords out of the wrong person's reach.

Create strong passwords

Password security starts with creating a strong password. A strong password is:

- It is at least 12 characters long, but it is better if it is 14 or more.
- A combination of upper- and lower-case letters, numbers and symbols.
- Not a word that can be found in a dictionary.
- Not the name of a popular person or entity such as a public figure, product, or organization.
- Totally different from previous passwords.
- Consider using a phrase like "6 ^" Monkeys Looking.

Secure your passwords

Once you create a strong password, you must follow these instructions to keep it safe:

- Do not share a password with anyone. Not even a friend or family member.
- Do not send a password via email, instant message, or any other method of reliably insecure communication.
- Use a unique password for each website. If someone steals a password that you use on multiple websites, the information which is protected on all of these sites is at risk.
- If you do not want to remember multiple passwords, you should use a password manager.

Password reset for teachers & students on LMS

The ICT department will do password reset according to the following table

Month	Note
August/September	New accounts & passwords are distributed
February	1 st password rest
May	2 nd password rest

Data Protection :

It explains the general principles that will be used by Harvest Private School in processing data and how an individual may complain if he or she feels that the school has used private data inappropriately. The appendices explain, for specific types of data, how and why personal data will be used and for how long it will be retained.

Data Protection Principles:

Harvest Private School shall comply with data protection law and principles, which means that private data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that are clearly explained and not used in any way that is incompatible with those purposes.
- Relevant to the purposes mentioned and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes mentioned.
- Kept securely.

The school is committed to maintaining these principles and will therefore:

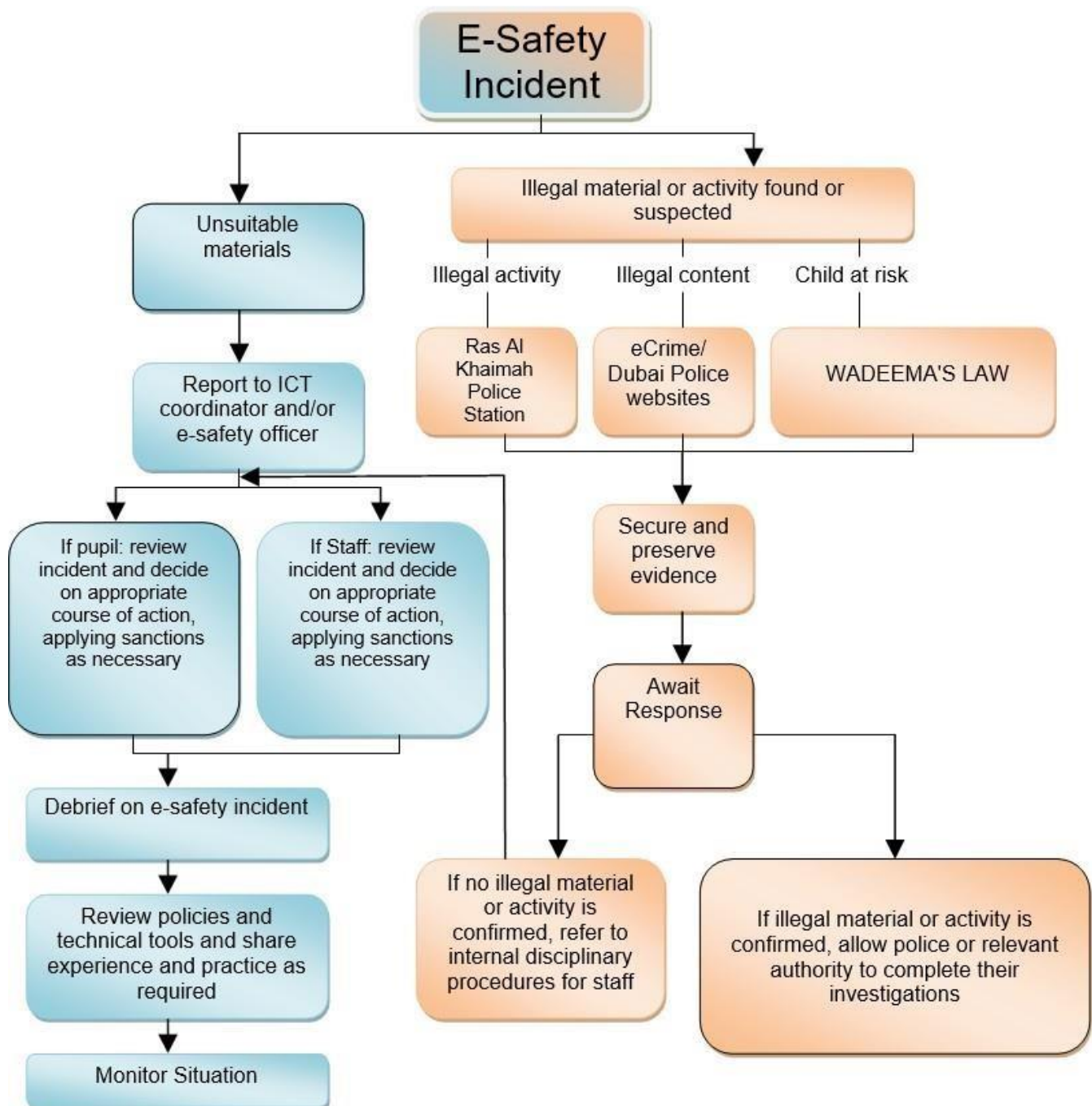
- Inform individuals why the information is being collected when it is collected
- Inform individuals when their information is shared, and why and with whom it was shared
- Check the quality and accuracy of the information it holds
- Ensure the information is not retained for longer than necessary
- Ensure that clear and robust safeguards are in place to protect personal information from loss, theft and unauthorised disclosure, irrespective of the format in which it is recorded
- Share information with others only when it is legally appropriate to do so
- Set out procedures to ensure compliance with subject access requests

Complaints: Complaints will be dealt with in accordance with the school's complaint procedure.

[Complaint/Suggestion](#)

[Anonymous Complaint](#)

Flowchart for responding to e-safety incidents in school



Acceptable Use of Agreement for Staff

HARVEST PRIVATE SCHOOL
Ras Al Khaimah, United Arab Emirates
Email: Harvestp.school@gmail.com



High-Quality learner-centered education by AI



مدرسة هارفست الخاصة
رأس الخيمة - الإمارات العربية المتحدة

Acceptable Use of Agreement for staff - e-safe school اتفاقية الاستخدام المقبول للموظفين - المدرسة الإلكترونية الآمنة

This agreement is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this agreement and adhere at all times to its contents.

تم إعداد هذه الاتفاقية لضمان وعي جميع الموظفين بمسؤولياتهم المهنية عند استخدام أي نوع من تقنيات المعلومات والاتصالات و على جميع الموظفين التوقيع على هذه الاتفاقية والالتزام بمضمونها في جميع الأوقات.

I will only use the school's email/internet/Learning Platform and any related technologies for professional purposes.	سأستخدم البريد الإلكتروني للمدرسة / الإنترنت / منصة التعلم وأي تقنيات ذات صلة لأغراض مهنية فقط.
I will comply with the ICT system security and not disclose any password provided to me by the school or other related authorities.	سألتزم بنظام أمن تكنولوجيا المعلومات ولن أفصح عن أي كلمة مرور مُنحت لي من قبل المدرسة أو أي جهة ذات صلة.
I will ensure that all electronic communications with students and staff are compatible with my professional role.	سأحرص على أن تكون جميع الاتصالات الإلكترونية مع الطلاب والموظفين متوافقة مع دوري المهني.
I will only use the approved, secure email system(s) for any school business.	سأستخدم فقط نظام (أنظمة) البريد الإلكتروني الآمنة والمعتمدة في أي أعمال تخص المدرسة.
I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.	سأحرص على أن تبقى البيانات الشخصية آمنة وتُستخدم بطريقة مناسبة، سواء داخل المدرسة أو خارجها أو عند الوصول إليها عن بُعد.
I will not use or install any hardware or software without permission from the ICT department.	لن أستخدم أو أثبت أي أجهزة أو برامج دون إذن من قسم تكنولوجيا المعلومات.
I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.	لن أتصفح أو أنزل أو أحمل أو أوزع أي مواد يمكن اعتبارها مسيئة أو غير قانونية أو تمييزية.
Images of students and/or staff will be used for professional purposes in line with school policy and with written consent of the parent & carer.	سأستخدم صور الطلاب و/أو الموظفين لأغراض مهنية وفقاً لسياسة المدرسة وبموافقة خطية من أولياء الأمور أو القائمين على الرعاية.
Images will not be distributed outside the school network without the permission of the parent/carer.	لن تُوزع الصور خارج شبكة المدرسة دون إذن من ولي الأمر.
I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request by the Head of section.	أفهم أن جميع استخداماتي للإنترنت والتقنيات ذات الصلة يمكن مراقبتها وتسجيلها ويمكن إتاحتها عند الطلب من قبل رئيس القسم.
I will respect copyright and intellectual property rights.	سأحترم حقوق النشر وحقوق الملكية الفكرية.
I will ensure that my online activity both in school and outside school, will not bring my professional role into disrepute.	سأحرص على أن تكون أنشطتي الإلكترونية داخل المدرسة وخارجها لا تُسيء إلى سمعتي المهنية.
I will support and promote the school's e-Safety policy and help students to be safe and responsible in their use of ICT and related technologies.	سأدعم وأروج لسياسة السلامة الإلكترونية في المدرسة وسأساعد الطلاب على أن يكونوا آمنين ومسؤولين في استخدامهم لتكنولوجيا
I agree to follow this code of conduct and to support the safe use of ICT throughout the school	أوافق على الالتزام بهذا النظام السلوكي ودعم الاستخدام الآمن لتقنيات المعلومات والاتصالات في جميع أنحاء المدرسة.

Name الاسم	Signature التوقيع	Job Title الوظيفي
.....

Acceptable Use of Agreement for Students

HARVEST PRIVATE SCHOOL

Ras Al Khaimah, United Arab Emirates

Email: Harvestp.school@gmail.com



مدرسة هارفست الخاصة
رأس الخيمة - الإمارات العربية المتحدة

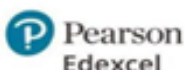
To provide learner based high quality education in order to develop future leaders and innovators in global communities.

Acceptable Use of Agreement for students- e-safe school

اتفاقية الاستخدام المقبول للطلاب - المدرسة الإلكترونية الآمنة

I will take care and use HPS IT equipment properly	سأحافظ بمعدات تقنية المعلومات الخاصة بمدرسة هارفست وأستخدمها بشكل صحيح.
I will only share my user's name and password with trusted adults.	سأشارك اسم المستخدم وكلمة المرور الخاصة بي مع البالغين الموثوقين فقط.
I will tell an adult if I see anything that upsets me	سأخبر شخصًا بالغًا إذا رأيت أي شيء يزعجني.
I will be responsible and polite when I use the internet	سأكون مسؤولًا ومهذبًا عند استخدامي للإنترنت.
I will use a safe name and not my real name on the internet	سأستخدم اسمًا آمنًا وليس اسمي الحقيقي على الإنترنت.
I know that I am allowed to use the internet only if my teacher gives me a permission	أنا على علم أنه يُسمح لي باستخدام الإنترنت فقط إذا منحني المعلم الإذن بذلك.
I will only take photo or video of people if they accept it	سألتقط صورة أو فيديو لشخص ما فقط إذا وافق على ذلك.
I am going to send only polite/kind messages	سأرسل فقط رسائل مهذبة/لطيفة.
I will not intentionally write anything may upset other people	لن أكتب شيئًا قد يزعج الآخرين عن عمد.
I do understand that the school may contact my parent/carer if don't use school IT equipment properly	أفهم أن المدرسة قد تتواصل مع ولي أمري أو الوصي إذا لم أستخدم معدات تكنولوجيا المعلومات المدرسية بشكل صحيح.
I do understand that if I don't follow these rules, I may not be allowed to use my schools account, device or internet for a while, even if it was done outside school premises	أفهم أنه إذا لم أتبع هذه القواعد، فقد لا يُسمح لي باستخدام حسابي المدرسي أو جهازي أو الإنترنت لفترة من الوقت، حتى لو تم ذلك خارج أسوار المدرسة.
The acceptable Use of Agreement has been discussed with a student who agrees to follow the Safety rules and to support the safe use of ICT at Harvest Private School, Ras Al Khaimah.	تم مناقشة اتفاقية الاستخدام المقبول مع الطالب الذي يوافق على اتباع قواعد السلامة ودعم الاستخدام الآمن لتكنولوجيا المعلومات والاتصالات في مدرسة هارفست الخاصة، رأس الخيمة.

اسم الطالب - Students Name	الصف / الشعبة - Class/Section
.....
اسم ولي الأمر / الوصي - Parent's /Carer's name	توقيع ولي الأمر / الوصي - Parent's /Carer's Signature
.....



Parent's Consent – Photography/video

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Photography and Video Recordings: Parent Consent Form
استمارة موافقة الوالدين على التصوير الفوتوغرافي وتسجيلات الفيديو

Name of Child اسم الطفل	Class/section الصف/الشعبة
.....

يرجى إكمال النموذج أدناه والتوقيع ووضع التاريخ

التصوير الفوتوغرافي وتسجيل الفيديو بواسطة المدرسة the school

- I give my permission for my child's image/video to be used to record their learning - Learning Journeys (both paper copies and online)
 • أوافق على استخدام صورة أو فيديو طفلي لتوثيق رحلات التعلم الخاصة به، سواء في النسخ الورقية أو النسخ الإلكترونية، لأغراض تعليمية وتوثيقية.
- I give permission for my child's photo/video to be used on the school website and social media accounts.
 • أعطي موافقتي على استخدام صورة/ فيديو طفلي على موقع المدرسة الإلكتروني وحساباتها على وسائل التواصل الاجتماعي.

التصوير الفوتوغرافي وتسجيل الفيديو بواسطة أولياء الأمور parents

We accept that many parents may wish to photograph or film their child. However, all parents must agree to the following terms and conditions:

نقر بأن العديد من أولياء الأمور قد يرغبون في تصوير أو تسجيل فيديو لأطفالهم. ومع ذلك، يجب على جميع أولياء الأمور الموافقة على الشروط والأحكام التالية:

- All photography and filming is for personal use only and must not be shared with external agencies.
 • جميع التصوير الفوتوغرافي وتسجيلات الفيديو مخصصة للاستخدام الشخصي فقط، ويجب عدم مشاركتها مع أي جهات خارجية.
- Video or photography from school events must not be shared on any form of social media.
 • يجب عدم مشاركة أي فيديو أو صور فوتوغرافية من فعاليات المدرسة على أي من وسائل التواصل الاجتماعي.
- Posting or sharing photos or videos of students wearing the school uniform on any platform is not permitted.
 • لا يُسمح بنشر أو مشاركة صور أو مقاطع فيديو للطلاب وهم يرتدون الزي المدرسي على أي منصة.

Name of Parent/Guardian اسم ولي الأمر / الوصي	Signature التوقيع
.....

سياسة إحضار الأجهزة الشخصية - BYOD Policy

The BYOD (Bring Your Own Device) policy outlines rules for responsible and secure use of personal devices in the school environment.	توضح سياسة (BYOD) إحضار الأجهزة الشخصية قواعد الاستخدام المسؤول والأمن للأجهزة الشخصية داخل المدرسة
Read the following guidelines & sign to indicate your agreement	يرجى قراءة الإرشادات التالية بعناية و التوقيع بالموافقة
Devices must be used only for learning as instructed by teachers.	يجب استخدام الأجهزة فقط لأغراض التعلم حسب تعليمات المعلمين.
Students are not allowed to play any games (online or installed) at any time, including breaks or free periods.	يُمنع الطلاب من لعب أي ألعاب سواء كانت عبر الإنترنت أو مثبتة في أي وقت حتى خلال الفسح أو الحصص الحرة.
Students must turn off and put devices on teacher's desk when not used for learning. Non-compliance is a violation of the Student Code of Conduct and may lead to disciplinary action.	يجب على الطلاب إغلاق الأجهزة ووضعها على مكتب المعلم إذا كانت لا تستخدم بهدف التعلم و عدم الالتزام يعرض الطالب للمخالفة حسب لائحة سلوك الطلبة
Students are responsible for their device's safety and damage; the school is not liable.	يتحمل الطلاب مسؤولية سلامة أجهزتهم وأي ضرر يلحق بها و المدرسة غير مسؤولة عن ذلك
Students must not use other students' devices.	يجب على الطلاب عدم استخدام أجهزة الطلاب الآخرين
Students should come to school with fully charged devices.	يجب على الطلاب الحضور إلى المدرسة بأجهزة مشحونة بالكامل.
Private 3G or 4G connections are not allowed; use only school Wi-Fi.	لا يُسمح بالاتصال عبر شبكات 3G أو 4G الخاصة؛ عليهم استخدام شبكة الواي فاي الخاصة بالمدرسة فقط.
Students are strictly prohibited from using VPNs (Virtual Private Networks), which are used to hide internet activity and bypass network restrictions.	يُمنع منعاً باتاً استخدام الـ VPN (الشبكات الخاصة الافتراضية)، وهي أدوات تُستخدم لإخفاء النشاط على الإنترنت وتجاوز قيود الشبكة.
Devices cannot be used to threaten others' safety or well-being, on or off campus.	لا يمكن استخدام الأجهزة لتهديد سلامة أو رفاهية الآخرين داخل المدرسة أو خارجها.
Signing confirms reading and agreeing to the policy and consequences of misuse.	التوقيع يؤكد قراءة السياسة والموافقة عليها وفهم عواقب سوء الاستخدام.
Parents confirm they discussed the standards and understand misuse may lead to loss of privileges or exclusion.	يؤكد الآباء أنهم ناقشوا المعايير مع أبنائهم ويفهمون أن سوء الاستخدام قد يؤدي إلى فقدان الامتيازات أو الاستبعاد.
Mobile phones	الهواتف المتحركة
Mobile phone use is strictly prohibited during school hours.	يُمنع استخدام الهواتف المحمولة خلال ساعات الدوام المدرسي
If a phone is seen or heard, it will be confiscated & get a violation of the Student Code of Conduct.	إذا تم رؤية الهاتف أو سماعه، سيتم مصادره والمخالفة حسب لائحة سلوك الطلبة
Phones must be switched off & hand over to supervisor	يجب إطفاء الهواتف و تسليمها لمشرف القسم
The school is not responsible for lost or stolen phones and will not investigate such incidents.	المدرسة غير مسؤولة عن فقدان أو سرقة الهواتف ولن تحقق في مثل هذه الحالات

Name of Child اسم الطفل	Class/section الصف / الشعبة
.....
Name of Parent/Guardian اسم ولي الأمر / الوصي	Signature التوقيع
.....