FUTURE LEADERS
International Private School
Madinat Zayed, Muroor Road - Branch 2

# Digital Devices Program Booklet (iPad / Laptop)

**Academic Year 2026–2027**

AIAASC
AMERICAN INTERNATIONAL ACCREDITATION ASSOCIATION OF SCHOOLS AND COLLEGES

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ACCREDITING COMMISSION FOR SCHOOLS

## 1. Introduction

Dear Students,
As part of our school's vision to enhance digital learning in line with the UAE's educational policies, all students from Grade 6 to Grade 12 are required to use their personal digital devices (iPad or Laptop) responsibly. This booklet outlines the rules, expectations, and responsibilities related to device usage at school and home.

## 2. Device Requirements

1. Allowed devices: iPad or Laptop with at least 128GB storage.
2. Second-hand, jailbroken, or non-genuine devices are not permitted.
3. Each device must have a protective case.
4. Devices must be charged to at least 85% before arriving at school daily

## 3. Usage Policies (Aligned with UAE Regulations)

### A. Academic Use

5. **Primary Purpose:** Devices are learning tools and must be used strictly for academic purposes during school hours.
6. **Lesson Alignment:** Only applications, websites, and digital platforms approved by the teacher may be accessed.
7. **Non-Educational Use:** Accessing games, entertainment platforms, or social media during class time is strictly prohibited.
8. **Exams & Assessments:** Devices must only be used for approved testing applications during exams. Any attempt to access unauthorized materials is considered cheating.
9. **Offline Use:** Students must ensure downloaded materials (e.g., e-books, assignments, LMS resources) are available if internet connectivity is limited.

### B. Digital Behavior

- **Respectful Communication:** All digital interactions (emails, Teams chats, Google Classroom, etc.) must use polite, respectful, and professional language.
- **Cyberbullying:** Bullying, harassment, or spreading offensive content (text, images, audio, or video) is prohibited and will be treated as a serious misconduct under UAE cybercrime law.

- **Privacy Protection:** Recording, photographing, or screen capturing classmates, teachers, or school staff without explicit consent is strictly prohibited. Violations may be subject to legal action in the UAE.
- **Online Etiquette:** Students should avoid disruptive behaviors such as spamming, excessive emojis, or flooding chat groups with irrelevant content.
- **Digital Citizenship:** Students must show responsibility and empathy when interacting online, remembering that their digital footprint is permanent.

### C. Cybersecurity & Information Safety

- **Unauthorized Software:** Installing VPNs, proxies, or using device jailbreaking/rooting methods is strictly forbidden. These are considered violations of UAE cybersecurity laws.
- **Password Safety:** Students must protect their login credentials and never share passwords with others. Shared accounts are a security risk and may result in account suspension.
- **Safe Access:** Only the school's secure Wi-Fi/LAN network should be used. Connecting to unauthorized networks inside the school premises is prohibited.
- **Malware & Hacking:** Any attempt to hack, bypass security measures, or spread malware is treated as a federal cybercrime offense in the UAE.
- **Data Protection:** Students must not share personal data (such as home address, phone number, or family details) on public platforms.

### D. Academic Integrity

- **Original Work:** Students must produce and submit their own work unless explicitly instructed to collaborate.
- **Plagiarism:** Copying assignments, downloading essays, or presenting others' work as one's own is strictly prohibited.
- **AI Misuse:** While AI tools can support learning, using them to generate entire assignments, solve assessments, or misrepresent skills is considered academic dishonesty.
- **Copyright Compliance:** All digital resources (images, music, software, e-books) must be used in line with copyright laws. Students should only use copyright-free or teacher-approved resources.

## E. Health & Safety

- **Safe Use:** Devices must be used while seated properly to avoid long-term health issues (e.g., posture, eyesight strain).
- **Breaks:** Students should take a short break from screens every 30–40 minutes. Teachers may schedule "device-free" breaks during lessons.
- **Environment:** Eating and drinking around devices is prohibited to prevent damage.
- **Transport & Care:** Devices must be carried in protective cases and handled responsibly when moving between classes or commuting to/from school.

## F. Digital Skills & Competency Development by Grade Level

As part of the school's commitment to preparing students for a digital future, and in alignment with the requirements of the Abu Dhabi Department of Education and Knowledge (ADEK), students' digital skills and competencies will be progressively developed across Grades 6 to 12 through curriculum integration.

Students are expected to progressively develop the following competencies:

1. Information literacy and responsible research
2. Safe and ethical use of digital tools
3. Online collaboration and communication
4. Basic coding, digital design, and data handling (as integrated within subject areas)
5. Responsible use of Artificial Intelligence (AI) tools to support and enhance learning

**Teachers are required to integrate digital competency learning outcomes into lesson planning, assessments, and project-based learning according to grade-level expectations.**

# 4. Responsibilities

**A. Student Responsibilities**
Students are expected to act as responsible digital citizens. Their responsibilities include but are not limited to:

1. **Daily Preparedness**
    - Bring the device to school every day, fully charged (minimum 85%).
2. **Proper Care & Respect**
    - Handle the device carefully, avoiding drops, scratches, or exposure to liquids.
    - Never tamper with another student's or teacher's device.
    - Keep the device labeled with the student's name and class for easy identification.
3. **Safe & Ethical Use**
    - Use the device only for educational activities approved by teachers.
    - Avoid using inappropriate websites, games, or social media during school time.
    - Report any incidents of cyberbullying, harassment, or technical problems immediately to a teacher or IT department.
    - Protect personal login credentials and respect the privacy of others.
4. **Academic Integrity**
    - Complete and submit original work.
    - Avoid plagiarism, cheating, or misusing AI tools to produce false results.
    - Cite resources correctly when using images, articles, or research from the internet.
5. **Respect for UAE Laws & Culture**
    - Do not record or share images, videos, or voice notes without explicit consent.
    - Understand that misuse of digital platforms that harms others may lead to legal consequences under UAE law.
    - Demonstrate values of respect, tolerance, and responsibility in line with UAE national identity.

**B. Parent Responsibilities**

Parents/Guardians play a crucial role in reinforcing safe and responsible device use. Their responsibilities include:

1. **Supervision at Home**

- Monitor their child's device use at home to ensure it aligns with school rules.
- Set boundaries for device usage (study time vs. leisure time) to promote balance and wellbeing.
- Encourage healthy device habits such as regular breaks and correct sitting posture.

2. **Accountability & Financial Responsibility**
   - Accept financial responsibility for intentional damage, loss, or theft of the device caused by their child.
   - Provide a replacement device promptly if the original device is no longer functional due to negligence or intentional misuse.
3. **Partnership with the School**
   - Support the school in addressing misconduct, policy violations, or disciplinary actions.
   - Regularly check school communication channels (emails, portals, LMS) for updates on digital safety guidelines.

4. **Disciplinary Actions**

- In line with ADEK's updated Student Behavior Policy and the UAE Ministry of Education regulations, disciplinary measures will be applied fairly, progressively, and with the involvement of parents. Consequences depend on the severity and frequency of the violation.

## C. Assistive Technology & Digital Inclusion

The school is committed to ensuring equitable digital access for Students of Determination and students with Additional Learning Needs, in line with ADEK's Inclusion and Digital Policies.

Accordingly:

- Assistive technologies (such as screen readers, speech-to-text tools, and accessibility software) shall be provided when required.
- Digital learning platforms shall be adapted to meet students' individual needs in accordance with approved Individual Education Plans (IEPs/DLPs).
- Students shall not be penalized for using officially approved assistive digital tools.
- Parents, specialists, and the school will collaborate to ensure that appropriate support accommodations are implemented effectively.

**Tier 1 – Minor Misconduct**
Examples: Using device in class without permission, accessing non-educational websites, eating/drinking near devices.
Actions:

1. **Verbal Warning** from the teacher.
2. **Behavioral Note** recorded on the school system.
3. **Parental Notification** (email/phone call).
4. **Restorative Action:** Student reflects on misuse (e.g., writes a digital safety reflection).

# 5. Disciplinary Actions

In line with **ADEK's updated Student Behavior Policy** and the **UAE Ministry of Education regulations**, disciplinary measures will be applied fairly, progressively, and with the involvement of parents. Consequences depend on the **severity and frequency** of the violation.

**Tier 2 – Moderate Misconduct**

Examples: Repeated misuse of devices, refusal to follow teacher instructions, minor misuse of chat functions, low-level disrespect.
**Actions:**

1. **Written Warning** issued and logged in student record.
2. **Formal Meeting** with student, parents, and Head of Department.
3. **Temporary Device** Confiscation (1 day to 1 week).
4. **Restricted** Access to school Wi-Fi or LMS platforms for a set period.

**Tier 3 – Major Misconduct**

Examples: Cyberbullying, recording/sharing photos/videos without consent, use of VPNs or hacking attempts, plagiarism using AI, serious classroom disruption.
**Actions:**

1. **Referral to School Discipline** Committee for investigation.
2. **Signed Behavior** Contract with student and parents.
3. **Device Confiscation** for up to 2 weeks.
4. **Suspension** from digital platforms (Teams, LMS, email) for a period.
5. **Mandatory Counseling** Sessions on digital citizenship and ethics.

**Tier 4 – Critical Misconduct (Level 3 per ADEK policy)**

Examples: Serious cybercrime (hacking school systems), repeated cyberbullying, online harassment, threats, distribution of inappropriate

content, defamation of teachers/students.
**Actions:**

1. **Immediate Referral** to ADEK and the School Discipline Committee.
2. **Official Behavior Report** filed with ADEK (mandatory).
3. **Device Confiscation** & Suspension (up to 10 school days).
4. **Final Warning** issued to the student with parent signature.
5. **Possible Expulsion** in extreme or repeated cases, in line with ADEK regulations.
6. **Referral to UAE Authorities** if the violation constitutes a legal offense under UAE Federal Law (Cybercrime Law).

**Guiding Principles (per ADEK's Policy)**

- **Fairness:** Consequences must match the seriousness of the behavior.
- **Restorative Approach:** Encourage reflection and corrective action rather than only punishment.
- **Parental Involvement:** Parents must be informed and involved at every stage.
- **Student Support:** Counseling, digital citizenship training, or behavior contracts may accompany disciplinary measures.

**6. Acceptable Use Acknowledgment**

This Acceptable Use Acknowledgment confirms that both the student and the parent/guardian have read, understood, and agreed to abide by the rules, responsibilities, and consequences outlined in this **Digital Devices Program Booklet (Grades 6–12).**

**Student Acknowledgment**

I, the student, agree to:

1. Use my device responsibly and strictly for educational purposes during school hours.
2. Respect my teachers, classmates, and school staff in all digital communications.
3. Avoid cyberbullying, online harassment, or any form of disrespectful digital behavior.
4. Protect my privacy and the privacy of others by not recording, photographing, or sharing content without explicit consent.
5. Follow UAE laws regarding online safety, copyright, and cybercrime.

6. Submit my own academic work and avoid plagiarism, cheating, or misuse of AI tools.
7. Keep my device charged, secured in a protective case, and in good working condition daily.
8. Report immediately any misuse, suspicious online activity, or technical issues to a teacher or the IT department.
9. Accept disciplinary consequences if I violate school or UAE regulations.

**Student Name: _____ Grade/Class: _____**
**Date: _____ Student Signature: _____**

**Parent/Guardian Acknowledgment**

I, the parent/guardian, agree to:

1. Supervise my child's device usage at home in line with school rules and UAE laws.
2. Reinforce positive digital behavior, academic honesty, and responsible use of technology.
3. Accept financial responsibility for intentional damage, loss, or misuse of devices caused by my child.
4. Support the school in implementing disciplinary actions where necessary.
5. Communicate with the school promptly regarding any concerns about my child's digital learning.
6. Attend parent orientation sessions, training workshops, or meetings related to the digital program when requested.
7. Encourage my child to balance device use with healthy lifestyle habits (physical activity, rest, family time).

**Parent/Guardian Name: _____ Date: _____**
**Parent/Guardian Signature: _____**

**Elham Al Abed**
**Principal**