



EMINENCE PRIVATE SCHOOL مدرسة أيميننس الخاصة

Cyber Care & Citizenship Tips





Digital Footprint

A person's digital footprint is all the stuff that is left behind when using the internet and connecting on social media. Comments on social media, Skype calls, app use, games, downloads, website visits and email records - it's part of your online history and can potentially be seen by other people or tracked in a database. In fact, many companies have begun to use digital footprint as a way of checking potential employees' track record and nature before they are offered jobs. Hence their significance and impact has repercussions that may affect the future. Managing digital footprint is something that everyone has to be conscious about. Here are few tips:

Think before sharing: It is not new advice but thinking carefully before sending or posting is one of the most important parts of looking after your digital footprint. Instead of just holding back from posting any comments, think about how everything shared fits into an online persona.

Do not overshare: Perhaps the best tip for maintaining privacy across the whole spectrum of social networking tools is "Do not overshare". The only surefire way to minimize digital footprint trouble is to keep quiet about anything that would not want to be shared with everyone in town. This includes usernames, aliases, passwords, last names, full-names-as-usernames, pictures, addresses, telephone numbers, email IDs and other such important information.

Check privacy settings: Most social networking sites have privacy settings to help manage the content shared and who it is shared with; use these settings wisely.

Delete the old: Delete old accounts and profiles completely. Though once on the internet it cannot be completely wiped clean, this does, help to a certain extend.

Do Not Link Accounts: Avoid linking social media accounts to a new site (whatever site that might be). It is safest to use a secondary email address to sign-up for new sites rather than gaining access through social media account links

Understand that searches are also public: Digital footprint is not restricted to social media or emails. It is even affected by the things searched for or the sites visited. Hence, visit only safe sites and sites that do not have content that are harmful, socially unacceptable or detrimental to any community or country in any way.

Make a positive footprint: Being positive on the web means that you should only post, comment or forward something, if you would not mind someone doing the same to you. Because even small quick actions online can have a lasting impact. The best way to keep online reputation in check is to use the time online to get creative and create a positive footprint. For example, why not write a blog to promote interesting hobbies such or write a travelogue, fundraise for a charity using an online sponsorship page or create a video to teach others something new!



Social Media Usage

In a time when the use of social media is something unavoidable and necessary, it is essential to ensure that the same is used with utmost care and ethical standards. Keeping this in mind Eminence Private School sets out the following guidelines for its students, parents and staff.

Student

Eminence Private School do not encourage the use of social media by children. However, in the event of such usage (with the knowledge and permission of parents) students are expected to maintain high ethical standards in their use of social media. Since social media reaches audiences far beyond the community, students must use social sites responsibly and be accountable for their actions. If a student sees anything of concern on a fellow student's social networking page or account, they should immediately contact the class teacher. If the class teacher is not available, they shall escalate to the School Leader and/or any adult.

- Use discretion when posting anything on social media.
- In case of posting pictures/videos of friends or adults who are not family members, ask permission before posting such pictures/videos. Eminence reserves the right to request school-related images or content posted without permission of school to be removed from the internet.
- While using content that are created by others, give the credit where it is due, otherwise it can be construed as plagiarism.
- Refrain from misrepresenting self or use another person's identity.
- Social media venues are public, and information can be shared beyond your control. Hence, it is essential to be conscious of what is posted online as it leaves a long-lasting impression on many different audiences. It is your digital footprint.
- Do not post or link anything (photos, videos, web pages, etc.) on social networking sites that you would not want friends, peers, parents, teachers, school admissions officers to access.
- When responding to others, remember to be respectful and avoid comments that may be hurtful.
- Avoid using profane, obscene, or threatening language on social media.
- Only accept invitations or share information to people you are certain you know. Utilize privacy settings to control access to network, web pages, profile, posts, blogs, etc.
- Online stalkers and identity thieves are a real threat. Hence, avoid revealing private, confidential, or sensitive information that can be used by such people.
- Passwords should be kept secure and should not be shared with others.
- Cyberbullying is considered an act of harassment. Hence, avoid any acts that can be conceived as bullying online.
- Do not use School's Logos or images on any personal social networking sites. If you wish to promote a specific school activity or event, this may be done by sharing the relevant post/link from the official Facebook account, Twitter account, Instagram account or YouTube channel of the School.
- Report any behavior of your friends or schoolmates or an adult on any social media sites that you consider inappropriate.



Parents

Parents are important partners in developing safe and appropriate use of social media. Hence, the support and cooperation of parents are essential when it comes to safety on social media sites. Parents should adhere to the following guidelines:

- Monitor their ward's social media accounts and to be involved and aware of your ward's internet usage.
- Avoid sharing or distributing any information that might be deemed insensitive and confidential for the school.
- Report any inappropriate online behavior you may notice of students/staff/other parents of the school.
- Avoid uploading any information/photographs/videos of the school that does not meet the student guidelines above.

Staff

The school employees are personally responsible for the content they publish online. The online behavior of the staff is expected to reflect the standards of honesty, respect, and consideration and the school's culture.

- When posting on blog or any social media site be sure as the information shared represent only your views and opinions and not the views and opinions of the School.
- Remember that blogs, wikis and podcasts are an extension of the classroom. What is inappropriate in the classroom should be deemed inappropriate online.
- The lines between public and private, personal and professional are blurred in the digital world. By virtue of identifying yourself as an Eminence employee online, you are connected to colleagues, students, parents and the school community. Hence, ensure that content associated with you is consistent with your work at Eminence.
- When contributing online do not post confidential student or staff information. Social media venues are public, and information can be shared beyond control.
- Be conscious of what is posted online as it will leave a long-lasting impression on many different audiences.
- Employees must not "friend" students on personal social media; and must avoid overly personal emails, texts, or communications with students on school related through social media, excepting members of immediate family.



Health and Wellbeing When Online

This guideline is to provide information to support and promote the health and wellbeing of staff and students.

Parental Controls

- Parent/guardian shall set strict time limits for their wards with regard to the time students spend on devices outside the school hours for education and/or entertainment, thereby promoting a healthy balance between online and offline activities.
- Parents are encouraged to monitor the ward's usage of the devices so as to ensure the students are not influenced by malicious content that are available on the internet.
- It is advised to set child passwords on computers/devices that students use so that they can access only the content that are safe for children.
- To know more about parental controls, we recommend the site <https://saferinternetday.ae/how-to-set-up-parental-controls-on-all-devices/>

Basic Ergonomic Guidelines for Computer Use

It is important that all the staff and students use digital devices in a comfortable and efficient position. Following are some useful tips to remember:

- All the devices shall be positioned comfortably including correct chair height, adequate equipment spacing and good desk posture to avoid health related issues.
- Always place the monitor directly in front about an arm's length away (minimum 18 inches from eye). The top of the screen should be at or slightly below eye level. The monitor should be directly behind the keyboard.
- If you wear bifocals, lower the monitor an additional 1 to 2 inches for more comfortable viewing. Place your monitor so that the brightest light source is to the side.
- Use a chair that can be adjusted.
- Lean back in the chair, using the chair's backrest for support. This seated position reduces pressure on the lower lumbar area of the back.
- Maintain the feet flat on the floor or footrest, with the knee angles at or slightly greater than 90 degrees.
- Take a break in between, walk around and avoid other screens, so as to give the body and eyes a break.