AL-MIZAN BEDFORD ISLAMIC SCHOOL

Online Study Policy and Agreement

Last updated by:	Shiraz Butt	Last update date	09 September 2020

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1. Online Study Policy Scope

Al-Mizan recognises tools and resources available online can enhance teaching and learning experience. Insha'Allah, we aim to support positive education and personal development through use of online resources by the students during their time at the School. We also recognise safeguards are required for the safety of students, parents/guardians, tutors and volunteers. This policy highlights expectations and the agreement required to access online tools and resources made available through Al-Mizan.

2. Roles and Responsibilities

Trustees:	Overall responsibility for safeguarding arrangements within the School
Head and deputy head teachers	Overall executive responsibility for the safety and welfare of members of the School community
Tutors and volunteers	Have a responsibility to act as a good role models and share their knowledge of the School's policies and of safe practice with the students
Parent/Guardians:	Ensure students understand how to keep safe online, promote safe practice and assist students with their work
Students:	Utilise the resources provided for a positive learning experience

3. Education and Training

- Providing supervision, support and training for all users about online safety. The frequency, level and focus of training will reflect individual roles and requirements at the School

4. Procedure for Dealing with Incidents of Misuse

- Anyone who has a concern about the misuse of technology by any other user should report it immediately to the relevant tutor and the head teacher
- The School reserves the right to suspend access to the School's network by any user at any time and to report suspected illegal activity
- Review the policy at regular intervals, to ensure any problems are resolved in the long term

5. Monitoring and Review

- The effectiveness of the School's online study policy and the education of students about keeping safe will be discussed by tutors and trustee meetings
- The School we review and update the security of our information systems regularly

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6. School Agreement

- Ensure the safety and wellbeing of all users of Al-Mizan online tools and resources
- Usernames, logins, email accounts and passwords are used effectively and should not be shared
- Personal information about users who are involved with the School will be held securely
- Electronic material, including images and videos are used with permission from parent/guardians
- Developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour by whomsoever
- All material and tools used or created via the resources provided by the School remain the property of the School. Parents/guardians or students can seek access upon leaving and the School will use best endeavours to retrieve all the relevant material.
- Confirm agreement from all users to abide by the requirements detailed herein

7. User Agreement

Note to Parents/Guardians: Please read and discuss this agreement with your child/children each time you register their account and ensure they understand the issues being addressed. Parents/guardians must confirm their child/children will abide by the behaviours and requirements detailed below. When setting up a user account online agreement will be requested for each user.

This policy and agreement apply equally to all students, parents/guardians, tutors and volunteers involved with Al-Mizan's activities and who individually agree to:

- Only use the online resources provided through Al-Mizan for their intended purpose
- Operate within our Islamic values and the law of the UK in terms of using online tools and resources
- Take responsibility to maintain respectful behaviour and language during lessons and other times
- Maximise opportunities for learning and remain safe from potential harm online
- Not to assist, perpetrate or be party to abuse of any kind, whether online or elsewhere
- Not to record or distribute any video material of the lesson without permission of the head teacher
- Not to deliberately seek to access material that could be considered offensive or illegal. Any accidental access to such material will be reported immediately to the tutor or head teacher.
- Not to use any material that could be considered threatening, bullying, offensive or illegal
- Not to share any personal information, usernames, logins, email accounts and passwords of others
- Not to share one's own usernames, logins, email accounts and passwords to anyone
- Not to arrange a face-to-face meeting with anyone unless discussed with a parent/guardian
- At first privately notify and discuss with parents/guardian or the head teacher or deputy head teachers should anything unsuitable or concerning be found online and linked to the use of the online resources provided by the School
- Al-Mizan monitoring online activity for the purposes of the School function only

By accessing Al-Mizan online content I understand and consent to abide by the above rules, which are designed to keep students, parents/guardians, tutors and volunteers safe. If I disregard the rules Al-Mizan may take appropriate action to suspend access to the resources available through the School.

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