

## Edison International Academy – Al Markhiya

### Online Educational Policy 2025 - 2026

#### Rationale:

Edison International Academy - Al Markhiya Online Education Policy is designed to ensure that all students in our school continue to receive a high-quality education during times when physical attendance is not possible. Whether due to health concerns, emergencies, or other disruptions, remote learning must be structured, inclusive, and aligned with the school's curriculum and values.

#### This policy supports:

**Continuity of Learning:** By providing a consistent framework for remote instruction, students can maintain academic progress regardless of location or circumstance.

**Safeguarding and Well-being:** The policy integrates online cyber safety measures and promotes emotional and physical well-being through balanced routines and regular check-ins.

**Curriculum Integrity:** Lessons delivered remotely follow the same standards and objectives as in-person learning, preserving the integrity of the educational experience.

**Community Engagement:** It fosters strong communication between school staff, students, and families, ensuring that learning is a collaborative effort.

**Professional Accountability:** Clear roles and expectations for staff help maintain high standards of teaching and learning, even in a virtual environment.

By implementing this policy, Edison MK demonstrates its commitment to adaptability, resilience, and excellence in education—ensuring that every child continues to thrive, learn, and grow, no matter the circumstances.

#### Scope:

This policy applies to all staff, students, and families involved in online education across Edison International Academy – Al Markhiya.

### Roles and Responsibilities

#### School Leadership:

- Oversee implementation and review of the policy.
- Ensure staff are trained and supported.
- Monitor quality and consistency of online education.
- Evaluate student online attendance

## Teachers

- All lessons provided through Microsoft Teams.
- Passwords to be provided to all students
- Plan and deliver remote lessons aligned with the curriculum.
- Provide feedback and assess student progress.
- Maintain regular communication with students and families.
- Take class register for each lesson.
- All lessons will be recorded.

## Parents/Guardians

- Provide the student with a suitably quiet place to study.
- Ensure that the students have the appropriate apparatus to access online studies.
- Support students in accessing and completing online learning.
- Communicate with teachers regarding any concerns or barriers.

## Students:

- Wear full and correct school uniform.
- Attend online lessons on time.
- Participate actively in online lessons.
- Complete assigned tasks and seek help when needed.
- Follow online safety and behavior expectations.

## Learning Delivery:

### Modes of Learning

- Synchronous: Live lessons via video conferencing.
- Asynchronous: Pre-recorded videos, digital tasks, and independent activities.

### Daily Structure

- A balanced schedule of core and foundation subjects: English, Math, Science, Social, Arabic, Islamic, Qatar History, ICT, Art and Physical Education.
- Opportunities for breaks, physical activity, and offline tasks.
- Lessons are Timetabled.

### Curriculum and Assessment

- All lessons will be provided through Microsoft Teams.
- Lessons will follow the school's curriculum plans and learning objectives.
- Teachers will assess learning through submitted work, quizzes, and online discussions.
- Feedback will be timely, constructive, and supportive.

- Printed materials or alternative formats will be provided where necessary.

### **Safeguarding and Online Safety**

- All online interactions must follow the school's safeguarding and child protection policies as well as Edison MK Online Policy 2025 - 2026 and Edison Cyber Security Policy 2025 - 2026.
- Staff must use approved platforms and maintain professional conduct.
- Students must be supervised during online sessions and follow digital behavior guidelines.

### **Communication**

- Clear communication channels will be maintained between school and home using Microsoft Teams, Class Dojo, Digital Campus, Emails and WhatsApp.
- Weekly updates will be shared with families.
- Teachers will be available during designated hours for queries and support using Class Dojo.

### **Well-being**

- Online learning will include activities that promote mental and physical well-being.
- Staff will monitor student engagement and emotional health by online survey.
- Families will be encouraged to maintain routines and balance screen time.

### **Data Protection**

- All digital platforms used must comply with data protection regulations.
- Personal data will be handled securely and responsibly.

### **Monitoring and Review**

- The policy will be reviewed annually or in response to significant changes.
- Feedback from staff, students, and families will inform improvements.

## Edison MK Online Safety Policy 2025 - 2026

### Rationale:

Edison International Academy MK is fully committed to creating a safe and secure digital environment for all our students and understand that technology usage presents potential risks. Therefore, Edison MK prioritises online safety as a core element of our safeguarding responsibilities.

Edison MK acknowledges that our students today are growing up in a digital world where online platforms are integral to learning, communication, and entertainment and considered a part of normal way of life. While these technologies offer significant educational benefits, they also expose children to risks such as inappropriate content, cyberbullying, grooming, and privacy breaches.

Through proactive education, robust technical measures, and clear policies, we aim to protect children from harmful content, cyberbullying, and online exploitation. By working in partnership with parents, staff, and the wider community, we ensure that every child can benefit from the opportunities of the digital world while staying safe, responsible, and informed.

### Purpose:

The purpose of this policy is to ensure that all children are protected from online risks, including exposure to harmful content, cyberbullying, grooming, and other digital threats. This policy outlines the measures taken by the school to safeguard students while using technology and the internet.

### Aims:

The aim of this policy is to promote safe and responsible use of technology and to educate students, staff, and parents about online risks. In particular, this policy aims to Implement technical and procedural safeguards to prevent harm.

### Edison MK responsibilities:

- **Protect Vulnerable Users:** Children are particularly susceptible to online exploitation and harmful influences. A clear policy ensures proactive measures to safeguard them.
- **Legal and Ethical Responsibility:** Schools have a duty of care to provide a safe learning environment, which includes digital spaces. Compliance with child protection laws and data privacy regulations is mandatory.
- **Promote Digital Literacy:** Teaching students how to navigate the internet responsibly empowers them to make informed decisions and reduces risk.
- **Prevent Long-Term Harm:** Exposure to online risks can lead to emotional distress, academic disruption, and reputational damage. Preventive strategies minimize these impacts.
- **Building Trust:** A robust policy reassures parents, staff, and the community that the school prioritizes student safety in all environments, including online.

## Scope

This policy applies to:

- All students enrolled in the school.
- All staff members, volunteers, and contractors.
- All devices and networks provided by the school.

## Key Risks

- **Inappropriate Content:** Violent, sexual, or extremist material.
- **Cyberbullying:** Harassment or bullying through digital platforms.
- **Online Grooming:** Predatory behavior by adults or older students.
- **Privacy Breaches:** Sharing personal information online.
- **Addiction and Overuse:** Excessive screen time impacting well-being.

## Preventive Measures

- Education and Awareness
  - Integrate online safety into the curriculum.
  - Conduct regular workshops for students, staff, and parents.
  - Teach students about digital footprints, privacy, and reporting mechanisms.
- Technical Controls
  - Use firewalls, filters, and monitoring software on school networks.
  - Restrict access to age-appropriate websites and apps.
  - Ensure secure passwords and multi-factor authentication for school accounts.

## Supervision

- Monitor student internet use during school hours.
- All websites at the school containing inappropriate language, trends, or games are blocked.
- Ensure devices used in school are checked regularly for compliance.

## Reporting and Response

- Using a clear reporting system for online safety concerns.
- Investigate incidents promptly and confidentially.
- Provide counseling and support for affected students.

## Roles and Responsibilities

- **School Leadership:** Ensure policy implementation and review.
- Teachers: Educate students and monitor online activities.
- Parents: Reinforce safe practices at home.
- Students: Follow guidelines and report concerns.

## E-Safety

Edison MK recognizes the benefits of technology and is also aware of the potential risks. Edison MK Aims to ensure that all staff, students and parents/carers associated with the school are able to use technology in a safe and responsible manner.

Some of the potential dangers of using technology may include:

- Access to illegal, harmful or inappropriate images or other content
- Unauthorised access to/loss of/sharing of personal information
- The risk of being subject to grooming by those with whom they make contact on the internet.
- The sharing/distribution of personal images without an individual's consent or
- knowledge Inappropriate communication/contact with others, including strangers
- Cyber-bullying
- Access to unsuitable video/internet games
- An inability to evaluate the quality, accuracy and relevance of information on the internet
- Plagiarism and copyright infringement
- Illegal downloading of music or video files
- The potential for excessive use which may impact on the social and emotional development and learning of the young person.

Many of these risks reflect situations in the offline world but it is important that as a school we have a planned and coordinated approach to ensuring that all involved with the school use technology in a safe and responsible way. As with all risks it is impossible to eliminate them completely but with a planned and coordinated approach they can be significantly reduced and users can be taught to manage them effectively.

## Our Online Safety Rules

### Key Stage 1

These rules help us to stay safe on the Internet

- We only use the internet when an adult is with us
- We can click on the buttons or links when we know what they do.
- We can search the Internet with an adult.
- We always ask if we get lost on the Internet.
- We can send and open emails together.
- We can write polite and friendly emails to people that we know

### Key Stage 2

These rules help us to stay safe on the Internet

- We ask permission before using the Internet.
- We only use websites that an adult has chosen.
- We tell an adult if we see anything we are uncomfortable with.
- We immediately close any webpage we not sure about.

- We only e-mail people an adult has approved.
- We send e-mails that are polite and friendly.
- We never give out personal information or passwords.
- We never arrange to meet anyone we don't know.
- We do not open e-mails sent by anyone we don't know.
- We do not use Internet chat rooms.
- If you felt uncomfortable about anything you saw, or if anybody asked you for your personal details such as your address on the internet would you know where to go for help

### **Policy Review**

This policy will be reviewed annually or after any significant incident to ensure its effectiveness and relevance.

## **Edison International Academy – Al Markhiya Cyber Protection & Anti-Bullying Policy 2025 – 2026**

### **Purpose**

To ensure a safe, respectful online environment for students and staff, aligned with Qatar's laws.

### **Scope**

Applies to all users (students, staff, parents) using school or personal devices for school-related activities.

### **Key Principles**

- Promote digital citizenship and respectful online behavior.
- Prevent and respond to cyberbullying and online threats.
- Comply with Qatar's Cybercrime Law No. 14 of 2014 and Penal Code No. 11 of 2004.

### **Prevention**

- Age-appropriate lessons on online safety.
- Staff training on e-safety and legal responsibilities.
- Parent workshops on monitoring and supporting children online.

### **Monitoring**

- Web filtering and activity logging on school networks.
- Clear reporting channels for students and staff.

### **Reporting & Response**

- Confidential reporting to trusted adults or school counselors.
- Investigation by the e-Safety Committee.

- Disciplinary action for offenders; serious cases referred to authorities.

#### **Legal Compliance**

- Cyberbullying, hacking, and online threats may result in fines or imprisonment under Qatari law.
- School will cooperate with legal authorities when necessary.

#### **Support**

- Counseling for victims and education for perpetrators.
- Follow-up actions to ensure safety and behavioral improvement.
- Post and publish awareness content inside the school and on the Class Dojo application for cyber awareness from the Qatar Cyber Security Agency.