ARZANA PRIVATE SCHOOL –

DIGITAL POLICY

ACADEMIC YEAR (2025 – 26)

ARZANA PRIVATE SCHOOL – DIGITAL POLICY

Effective from: Academic Year 2025–2026
Revision Date: September 2025
Next Review: July 2026

1. Purpose

This policy establishes the framework through which Arzana Private School (APS) implements and monitors digital learning and technology integration in alignment with the ADEK Digital Policy (2024).

It ensures that APS:

- Provides safe, effective, and inclusive access to digital tools for teaching and learning.
- Promotes digital literacy, cybersecurity awareness, and responsible online behaviour.
- Supports innovation, AI readiness, and 21st-century skill development.

2. Scope

This policy applies to all staff, students, and parents from KG 1 – Grade 8, and covers all digital infrastructure, platforms, and educational technologies used for instruction, assessment, communication, and data management.

3. Digital Philosophy and Rationale

APS believes that technology enhances learning when used responsibly and ethically. Digital transformation prepares students for a technology-driven future while ensuring safety, privacy, and wellbeing. The school's digital approach supports UAE Vision 2030, National AI Strategy 2031, and ADEK's goals of innovation, equity, and sustainability in education.

4. Digital Framework and Implementation

4.1 Digital Literacy and Competence

- Students progressively develop digital literacy, coding, and AI awareness through ICT lessons and integrated projects.
- Teachers embed digital skills—research, collaboration, media analysis, and ethical use—across subjects.

4.2 Infrastructure, Devices, and BYOD Framework

- APS maintains secure internet access, digital infrastructure, and age-appropriate learning platforms approved by ADEK.
- All school-owned devices meet ADEK's safety, licensing, and content standards.
- APS implements a BYOD (Bring Your Own Device) policy for students and staff under the ADEK Digital Policy (2024).
  - All personal devices used for school purposes must meet minimum security requirements, including updated antivirus software and password protection.
  - Access to school systems or data on personal devices requires adherence to data protection and cybersecurity guidelines.
  - Parents and students must sign the Responsible Use and BYOD Agreement annually.
- The ICT Lead ensures BYOD compliance, technical support, and regular cybersecurity audits.

4.3   Data Protection and Cybersecurity

- All digital systems follow ADEK Cyber Safety Guidelines.
- School servers and cloud systems employ strong passwords, encryption, and controlled access.
- Staff and students receive regular awareness sessions on safe data handling and digital hygiene.

4.4   Responsible Use and Digital Citizenship

- APS promotes kindness, honesty, and respect online.
- Misuse of digital devices or platforms is handled under the school's behaviour policy.
- Parents are partners in monitoring responsible use at home.

4.5 Artificial Intelligence and Emerging Technologies

- APS encourages the ethical use of AI for learning enhancement.
- Teachers guide students to use AI tools critically, avoiding plagiarism or over-reliance.
- The school explores robotics, coding, and data-analysis activities to develop future skills.

4.6 Digital Inclusion and Accessibility

- All students, including Students of Determination, have equitable access to digital tools with necessary accommodations.
- Digital content is differentiated to support varied learning needs and languages.

5. Roles and Responsibilities

- Principal: Ensures policy compliance, allocates resources, and reviews implementation.
- Vice Principal / Academic Coordinator / Digital Lead: Oversees integration, training, and digital safety monitoring.
- Teachers: Use digital tools effectively and model responsible online behaviour.
- Students: Follow the Responsible Use Agreement and practise cyber safety.
- Parents: Support safe and balanced technology use at home.

6. Monitoring and Compliance

- Digital practice is reviewed termly through lesson observations, audits, and platform analytics.
- Data-protection logs, incident reports, and training records are maintained for ADEK inspection.
- Evidence is uploaded to the Digital Readiness Portfolio for policy compliance.

7. Review and Continuous Improvement

The policy is reviewed annually to reflect updates in ADEK Digital Policy, AI regulations, and emerging technology trends.

Feedback from teachers, students, and parents informs improvements in digital teaching and safety.

8. References

- ADEK Digital Policy v1.0 (Jan 2024)
- ADEK Cyber Safety Guidelines (2024)
- UAE National AI Strategy 2031
- UAE Vision 2030
- APS Curriculum Policy (2025 – 26)

Approved by: School Governing Board – Arzana Private School

Revision Date   **September 2025**
Next Review   **July 2026**

DISTANCE LEARNING READINESS PLAN
Academic Year 2025–2026

1. Introduction

Arzana Private School (APS) is committed to ensuring uninterrupted learning under all circumstances.

This Distance Learning Readiness Plan outlines the procedures, systems, and expectations for delivering remote learning during:

- Temporary school closures
- Emergency situations
- Individual student exceptional cases (e.g., prolonged illness, hospitalisation, emergency travel)

This plan aligns with the **ADEK Digital Policy (2024), Section 5.3 Distance Learning Readiness** and APS Digital Policy (2025–26).

2. Purpose of the Plan

This plan ensures that APS:

- Maintains continuity of learning during disruptions
- Provides safe, structured, and high-quality online learning
- Supports all students, including Students of Determination
- Protects student wellbeing, privacy, and data security
- Ensures consistent communication between school, teachers, students, and parents

3. Activation of Distance Learning

Distance learning will be activated under the following conditions:

3.1 School-wide activation

- ADEK mandates temporary closure
- Weather emergencies
- Public health-related closures
- Other directives from authorities

3.2 Individual student activation

- Hospitalisation for more than 5 days
- Medical recovery at home supported by medical note
- Emergency travel with parents for extended periods
- Other exceptional circumstances approved by the Principal

4. Platforms and Digital Tools

APS will use the following platforms to ensure structured online learning:

Purpose	Platform / Tool
Live classes	Zoom (ADEK-approved configuration)
Assignments & learning materials	ClassDojo / School WhatsApp Broadcast
Communication with parents	ClassDojo / Email / School WhatsApp Broadcast
Submitting work	ClassDojo
Assessment	Digital quizzes, Projects, Oral responses
Monitoring	Attendance logs

All platforms follow ADEK data protection and digital safety guidelines.

5. Structure of Distance Learning

5.1 Daily Schedule

APS will follow either:

- The regular timetable (with adjustments for younger grades), OR
- A modified distance learning timetable approved by the Principal.

5.2 Lesson Format

Each online lesson will include:

- Clear learning objective
- Teacher explanation / modeling
- Guided practice
- Independent activity
- Exit ticket or formative check

5.3 Attendance Requirements

- Attendance is taken for each lesson through live session logs.
- Students must log in on time and participate actively.
- Absences will be recorded in eSIS as per ADEK requirements.

6. Roles & Responsibilities

6.1 School Leadership

- Activate or deactivate distance learning
- Communicate official announcements
- Ensure digital safety and compliance
- Monitor teacher implementation

6.2 Teachers

- Prepare online lessons aligned to curriculum standards
- Upload materials on time
- Provide timely feedback
- Record attendance and report concerns
- Ensure safe and appropriate online conduct in virtual spaces

6.3 Students

- Attend all lessons punctually
- Participate appropriately with cameras/mics as instructed
- Complete assignments on time
- Follow APS Responsible Use and Behaviour Policy

6.4 Parents

- Provide a quiet learning environment
- Ensure the child attends lessons
- Monitor online behaviour and device use
- Support communication with teachers

7. Support for Students of Determination

APS will ensure continued inclusion by providing:

- Differentiated digital materials
- Additional adult support (online or offline)
- Modified assignments where necessary
- Access to assistive technology following the student's Individual Education Plan

The Inclusion team will maintain communication with the student and parent throughout DL periods.

8. Safeguarding & Digital Safety

APS follows the ADEK Student Protection Policy and Digital Policy guidelines.
During distance learning:

- Private chat between students will be disabled
- Live sessions will be monitored
- Screensharing will be controlled
- No recording of lessons without written consent
- Students must use school-appropriate backgrounds and names

Digital incidents will be documented and reported as per policy.

9. Assessment During Distance Learning

Assessment methods include:

- Online quizzes
- Oral questioning
- Project-based assignments
- Performance tasks
- Submission of written work or photos

Teachers will:

- Maintain fairness and validity
- Provide feedback within agreed timelines
- Avoid high-stakes testing during emergency closures unless approved

10. Communication Protocol

10.1 School → Parents

- Activation notice
- Timetable
- Login instructions
- Expectations
- Weekly updates

10.2 Teachers → Students

- Daily instructions
- Homework and deadlines
- Feedback and support

10.3 Emergency / Technical Support

- ICT Support Desk timings
- Contact channel (email or hotline)

11. Technology & Device Requirements

Students must have:

- A functioning device with camera & microphone
- Stable internet connection
- Updated antivirus & security settings
- Access to school platforms

APS provides device support where feasible for families in need.

12. Monitoring and Quality Assurance

The school will monitor:

- Lesson delivery (random audits and observations)
- Attendance analytics
- Student engagement
- Teacher compliance
- Assessment integrity

A review of DL effectiveness will be conducted after every activation period.

13. Review and Updating of Plan

This plan will be reviewed annually or earlier when:

- ADEK updates guidelines
- New digital tools are adopted
- Feedback from SLT, teachers, students, or parents indicates required improvements

Approved By

School Governing Board – Arzana Private School

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