PPS ICT Acceptable Use Policy 2026-2027

Phoenix Private School, Doha – For Students and Staff

Effective Date: August 2026

Approved By: Principal & Governing Body

Next Review Date: August 2027

1. **Mission, Vision, and Values**

Mission:
To develop future leaders who are able to make positive changes throughout the world. We challenge today to create a better tomorrow.
Vision:
To prepare a generation of Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors.
Values:

- Perseverance
- Honesty
- Originality
- Enrichment
- Nurturing
- Inspiration
- eXcited to learn

I.C.T. Acceptable Use Policy

Use of technology resources at Phoenix Private School is a privilege, not a right and each student is responsible for her/his use of technology, whether personal or owned by the school.

Students are responsible for using technology resources in a manner that supports the educational mission of the school. Regardless of the system used, there are expectations that must be followed by those who utilise these resources.

The following guidelines will apply to all users of the school's electronic information and communications systems. All system activities, including, but not limited to password-protected systems may be monitored as deemed appropriate to ensure proper use of the system.

Disciplinary action may be taken for unacceptable use of technology resources including but not limited to the network or the Internet.The final decision regarding whether any given use of the network or the Internet is acceptable or unacceptable lies with the Principal or designee in consultation with the I.T. Officer or another entity or party designated by the Principal.

Acceptable Use

All school technology resources, including but not limited to school computers and laptops, communications systems and the Internet, must be used in support of education and academic research and must be used in a manner consistent with the educational mission and objectives of PPS.

Electronic communications between employees and students, both inside and outside the school's network, will be limited to school-related business or matters that fall within the scope of the employee's professional responsibilities.

Abuse of the ICT system will result in immediate withdrawal of technology resources and other disciplinary procedures.

Activities that are permitted and encouraged include:

- School work.
- Original creation and presentation of academic work.
- Research on topics being studied in school.
- Dictionary/ definition work
- Translation activities

Unacceptable Use

Students will not distribute personal information, pictures or videos of themselves or others by means of the electronic communications system other than as needed to conduct school operations. The use of another person's user I.D and/or password is strictly prohibited.

- The individual in whose name a system account is issued will be responsible at all times for its proper use.
- All users of Phoenix Private School are expected to abide by the generally accepted rules of network and Internet etiquette.

DO NOT:

- Access social networking or chat room sites such as Facebook.
- Connect any electronic device to a computer without the approval and authorisation of a teacher or the I.T. Officer.
- Open any file or attachment from an unknown source which is suspicious, unexpected or of an unknown nature.
- Change settings including backgrounds and screen savers.
- Save work directly onto the school's computer. All work must be saved to the students own USB stick or School Cloud or equivalent.
- Download or play interactive web games or access streaming media not directly related to an approved PPS curriculum
- Participate in real-time discussions on the Internet (e.g. Messenger)
- Browse the Internet without a curriculum objective.
- Print anything unless given prior permission by a teacher.
- Attempt to disable or bypass the school's Internet filtering system or other security systems.
- Use an electronic device or computer to access, store, send, receive, or post on the Internet anything that is inappropriate or is harmful to an individual or groups or in violation of school regulations or the laws of the

State of Qatar.

This includes, but is not limited to:

- Copyrighted material
- Threatening, harassing, bullying or racist material
- Any material that is likely to disrupt the learning environment
- Material that is lewd, vulgar, sexually suggestive, obscene or pornographic
- Material that contains profanity
- Material that violates or promotes the violation of school rules
- Material that violates school policies prohibiting harassment and bullying.
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Remember: Report to a member of staff if you are sent items which fall into these categories or which worry you. **DO NOT** delete these files because they can be used to trace where they came from.

Dealing with breaches of the ICT use policy

Misuse of the device will be dealt with using the principles set out in the School Behaviour Policy, with the response being proportionate to the severity of the misuse.

If a teacher suspects that a device has been misused in any way, they have the right to confiscate the device and hand it to a senior member of staff. If staff do so, content on the device (e.g. messages, emails, pictures, videos, sound files) will be shown to a senior teacher. The Principal, or a designated staff member, have the right to view files stored in a device.

A record will include the time of check, who was present and what was found.

ICT Sanctions

The range of sanctions can be applied for unacceptable use is as follows:

Level	Transgression	Sanction Available
1	• Device visible or audible to staff (rings / beeps) during the school day except when in acceptable use.	• **Confiscation of device. It will be handed to a Senior Leader to place in a secure store. The parents of student can collect this from the Principal or Key Stage Leader.**
2	• Using a device in lesson when not authorised by the teacher. Unacceptable use in lessons. • Using a device to ask parents / drivers to pick up during the school day without the permission of a member of staff. • Using a device in school outside of designated areas and / or designated times. • Repeated level 1 misdemeanours	• As level 1 plus an after school detention • Withdrawal of the privilege of using the device in school • Could be level 3 depending on the seriousness
3	• Refusal to hand a device to a member of staff when requested. Refusal to turn off a device at the request of a member of staff. • Photographing / filming staff and / or students without their permission. • Taking inappropriate images of staff and / or students. • Repeated level 2 misdemeanours.	• As level 1 plus a sanction ranging from an after school detention to an internal suspension depending upon the nature of the incident. • Could be level 4 depending on the seriousness.
4	• Uploading / circulating of images taken in school of student and / or staff without their permission and / or which would bring the school in disrepute.	• As level 3 but external suspension is available • Could be level 5 depending on the seriousness.

	• Photographing / filming in bathrooms, swimming pools, changing rooms and similar areas. • Refusal to show the content on a device to a senior member of staff when requested if the member of staff feels it is a Health & Safety or Safeguarding concern.	
5	• Bullying, harassing or intimidating by the use of text, email or multimedia messaging. • Sending inappropriate messages or posts to social networking or blogging sites. • Posting video / images of staff taken in school on social media which bring the school in to disrepute. Extension of level 4. • Repeated level 4 misdemeanours.	• Internal and external suspension. • (Expulsion would be considered in extreme cases or withdrawal for the next academic year).