



مدرسة جلوبال الفلبينية

THE PHILIPPINE GLOBAL SCHOOL

Leader in Academic Excellence and Values Formation

Hadbat Al Zaafaranah, Abu Dhabi, United Arab Emirates

DIGITAL POLICY

SECTION 1. School's Philosophy, Vision, Mission and Aims

I. Introduction

At The Philippine Global School, we are committed to upholding the educational standards and regulatory requirements set forth by the Abu Dhabi Department of Education and Knowledge (ADEK). As part of this commitment, we fully align with ADEK's Digital Policy, which aims to identify, assess, and manage digital risks while promoting a safe, inclusive, and innovative learning environment.

Through this alignment, the school ensures the responsible use of digital technologies, the safeguarding of student data and privacy, and the integration of digital tools that support teaching, learning, and school operations. We continuously engage in digital self-evaluation and improvement planning to enhance cyber safety, digital citizenship, and online collaboration.

By following ADEK's framework, The Philippine Global School creates a secure and future-ready educational experience that empowers learners, supports educators, and strengthens community trust in the digital age.

II. School's Educational Philosophy, Vision and Mission Statement

Educational Philosophy

The Philippine Global School is geared towards developing a holistic personality among learners, physically fit, emotionally stable, morally upright, intellectually capable, spiritually guided, scientifically empowered and culturally awakened in a global competitive society.

Vision

We envision to be the center of academic excellence, train students to become good leaders who are globally competitive and build character that makes a difference; Equipping them to be competent for the future challenges and be of service to mankind.

Mission

The Philippine Global School is a God-centered learning institution. It is committed to providing education for the development of the youth in all aspects of life, striving for excellence in academic, social, physical, and spiritual lives of its students, their families, the community and the world. Our mission is to provide an

affordable quality education while developing and nurturing the whole child in a God-centered environment.

III. Aims

In line with our commitment to excellence and compliance with the Abu Dhabi Department of Education and Knowledge (ADEK), The Philippine Global School has established clear aims to foster a secure, ethical, and innovative learning environment that protects student data, promotes responsible technology use and supports academic excellence at The Philippine Global School.

Here are the aims of The Philippine Global School in alignment with ADEK's Digital Policy:

1. To establish a clear and forward-thinking digital strategy:

Develop and implement a digital strategy that outlines and provides rationale for digital goals over a 5-year time frame.

2. To implement responsible usage policies:

Develop and communicate responsible digital usage policies for students, parents, staff and visitors.

3. To adopt a transparent framework for selecting external providers and digital products

Develop a third-party risk assessment framework for selecting external IT service providers and products related to the school network, system, and infrastructure including learning application providers and open-source application.

4. To strengthen the school's cybersecurity systems and data privacy measures

Implement a cybersecurity protocol that includes data encryption, secure access controls, and scheduled vulnerability assessments and ensure all staff complete annual cybersecurity training, with at least 90% demonstrating proficiency in handling digital threats and data responsibly.

5. To implement and uphold a comprehensive data protection plan and policy

Develop a Data Protection Policy to ensure that personal information is dealt with correctly and securely, and in compliance with Federal Decree Law No. (45) of 2021 on the Protection of Personal Data.

6. To promote the responsible creation, storage, and publication of digital media

Develop, implement and monitor a digital media policy governing the creation and publication of digital media.

7. To regulate the professional and public use of social media platforms

Develop and implement a Social Media Policy in relation to the use of social media by the school.

SECTION 2. Digital Strategy and Oversight

At The Philippine Global School, our 5-year digital strategy is designed to guide the purposeful integration of technology into teaching, learning, administration, and community engagement. This strategy aligns with ADEK's vision for innovation, safety, and excellence in digital education.

Strategic Goals:

1. Deploy technology to enhance student learning outcomes and streamline school administration by integrating digital tools that support innovative teaching and efficient operations.
2. Implement assistive technologies that support diverse learners, ensuring equitable access to educational resources.
3. Develop students' digital literacy and competencies through a structured curriculum that integrates technology skills essential for the 21st century.
4. Plan and execute the acquisition and deployment of digital infrastructure, software, and hardware in a manner that supports teaching, learning, and administration.
5. Establish and maintain robust cybersecurity measures to protect school digital assets and personal data.
6. Invest in scalable and adaptable digital infrastructure that can evolve with emerging technologies and educational needs.
7. Allocate sufficient budget, human resources, and partnerships to implement and sustain the digital strategy effectively.
8. Provide continuous professional development to staff to enhance their digital skills and confidence in using technology.
9. Promote awareness and understanding of emerging technologies such as artificial intelligence among staff, students, and the school community.

SECTION 3. Responsible Usage and Digital Safeguarding

3.1 Responsible Usage Policy: This policy outlines the acceptable and responsible use of digital technologies at The Philippine Global School by students, staff, parents, and visitors. It aims to ensure safe, ethical, and appropriate use of digital tools, systems, and platforms while fostering a secure digital learning environment for all stakeholders.

- 3.1.1 Definition of Responsible Usage:** All users of school digital resources must
- 3.1.1.1 Use school-issued devices and software for educational and professional purposes only
 - 3.1.1.2 Treat digital devices (personal and shared) with care and report damage immediately
 - 3.1.1.3 Use of school networks and systems in a respectful, secure, and lawful manner.
- 3.1.2 Use of Personal Devices**
- 3.1.2.1 Students may bring personal devices only if explicitly authorized. Usage is limited to educational tasks and must comply with school rules.

- 3.1.2.2 **VPNs are strictly prohibited** for students unless specifically approved for educational/administrative purposes.
- 3.1.2.3 Personal devices are not permitted to connect to school Wi-Fi during extracurricular activities unless authorized.

3.1.3 Password Security

- 3.1.3.1 All users must create strong, unique passwords for school accounts.
- 3.1.3.2 Passwords must not be shared and should be updated regularly.
- 3.1.3.3 Any breach or suspected compromise must be reported immediately to the IT Department.

3.1.4 Data Sharing and Uploading to External Platforms

- 3.1.4.1 Staff must not upload student data to third-party platforms without prior review and approval from school administration.
- 3.1.4.2 All data must comply with UAE *Federal Decree-Law No. (38) of 2021* on Copyright and Neighboring Rights and the ADEK terms and conditions, copyright policy, and data privacy policy about the collection, use, and disclosure of information.

3.1.5 Academic Integrity and Copyright: Students and staff must:

- 3.1.5.1 Avoid plagiarism and uphold academic honesty when using AI, digital sources, or any online tools.
- 3.1.5.2 Respect copyright laws when using media, documents, or software in learning or teaching. Reference all sources appropriately, including AI-generated content where applicable.

3.2 Digital Safeguarding Policy

- 3.2.1 Online risks posed to students are as follows:
 - 3.2.1.1 Exposure to content that is inappropriate, illegal, or may harm the well-being.
 - 3.2.1.2 Exposure to unsafe online interaction (e.g., interaction with users with fake profiles).
 - 3.2.1.3 Personal online behavior can lead to harm for self or others (e.g., engaging in cyberbullying).
 - 3.2.1.4 Scams and finance-related risks such as gambling and phishing.

3.3 Digital Incidents:

- 3.3.1 A digital incident occurs when a member of the school community engages in inappropriate use of digital technology. This includes a breach of reasonable usage policies, the accessing of inappropriate content, inappropriate behaviors or communications, cyberbullying, or any other breach of school regulations in an online setting.
- 3.3.2 Where a digital incident occurs during school hours or in settings covered in schools' digital policies, schools shall make interventions and provide support to students and/or staff in line with the relevant policy (e.g., ADEK School Employment Policy, ADEK School Staff Wellbeing Policy, ADEK School Student Administrative Affairs Policy, ADEK School Parent Engagement Policy, ADEK School Student Behavior Policy, and the ADEK School Student Protection Policy). Where required, schools shall report

digital incidents to ADEK and cooperate with the Abu Dhabi Police for investigations.

- 3.3.3 Schools will ensure that every digital incident is recorded, documented, and signed by the Principal and stored for auditing purposes, in line with the ADEK School Records Policy.

SECTION 4. Bring Your Own Device (BYOD) Policy

The Philippine Global School (TPGS) is dedicated to developing students' 21st-century learning skills, including innovation and digital literacy, to better equip them for success in the global community. As part of this effort, GENYO has been designated as the school's official learning management system (LMS). In addition, the school actively utilizes various e-learning tools and assessment programs, such as i-Ready, Science A-Z, Praxilab, MyOn, ICT/Robotics, GL Assessment, and IBT, alongside the ICT/Robotics subject. To optimize e-learning experiences within the school, students are strongly encouraged to bring and use their own devices (e.g., mobile phones, tablets, laptops, and headphones) specifically for activities related to i-Ready, Science A-Z, MyOn, Praxilab, ICT/Robotics, assessment tasks, etc.. The BYOD (Bring Your Own Device) policy is intended solely for academic purposes and is to be followed under teacher supervision. The school reserves the right to conduct random checks to ensure student cybersecurity and confirm that only appropriate materials are installed on their devices.

GUIDELINES and POLICIES

- 4.1 Students will use their own device by completing this form and submitting the attached BYOD Policy agreement.
- 4.2 Students will always take full responsibility of their device; the device should be treated with care.
- 4.3 Ensure that their device is in good working condition before going to school.
- 4.4 Students will only use the device when asked by the teachers.
- 4.5 Connecting to school's network may not always be successful. Use of VPN is prohibited.
- 4.6 Students are not allowed to capture and/or post in social media (e.g., Facebook, Instagram, Twitter, YouTube, etc.) any person in the campus for personal reasons.
- 4.7 Students are responsible for backing up their own data; the school is not liable for any data loss.
- 4.8 Students will only open their own account or personal log-in details and password. Accessing or "hacking" data or account of other person (students, school employees, etc.) or school data/information is a violation of BYOD. This will result to disciplinary actions.
- 4.9 Students shall adhere to school policies about cyber bullying and netiquette at all times.
- 4.10 TPGS and its school personnel will not be responsible for the devices that are damaged, stolen, or lost. The teachers will only guide the students on how to keep safe their devices, however, the students have the full action in securing them.

SECTION 5. Data Protection Policy

- 5.1 Data Protection Policy: This policy outlines how The Philippine Global School collects, processes, stores, shares, and protects personal information in compliance with Federal Decree Law No. (45) of 2021 on the Protection of Personal Data, Federal Decree Law No. (18) of 2020, and ADEK regulations, including its Data Privacy and School Records Policies.
- 5.2 Types of Personal Information Collected:
 - 5.2.1 Student information: Name, date of birth, address, nationality, academic records, health and behavioral data
 - 5.2.2 Parent/guardian information: Contact details, identification documents, relationship to student
 - 5.2.3 Employee information: Employment history, qualifications, biometric and payroll data
 - 5.2.4 Digital data: IP addresses, online learning activity, attendance records
- 5.3 Consent and Individual Rights
 - 5.3.1 Consent is obtained before collecting or processing sensitive personal data.
 - 5.3.2 Parents/guardians provide consent for minors under 18.
 - 5.3.3 Consent forms are clear, accessible, and revocable.

SECTION 6. Digital Media Policy

- 6.1 Digital Media Policy: This policy is designed to govern the creation and publication of digital media by students and parents. It aims to ensure that all digital content produced or shared within the school community is respectful, secure, and compliant with educational standards and legal requirements.
- 6.2 Guidelines for Digital Media Policy
 - 6.2.1 All digital media must be appropriate for the school environment and must not contain any content that could be considered offensive, discriminatory, or harmful.
 - 6.2.2 Prior to creating digital media that includes identifiable images or recordings of students, staff, or other individuals, explicit consent must be obtained. This includes obtaining written permission from parents or guardians for media involving students.
 - 6.2.3 Digital media created within the school should primarily serve an educational purpose, supporting the curriculum, school activities, or student learning.
- 6.3 Guidelines for Digital Media Publication
 - 6.3.1 All digital media intended for publication or distribution (including online platforms, social media, and school websites) must be reviewed and approved by the designated school authority.
 - 6.3.2 Personal information of students must be protected. Any media that could compromise an individual's privacy or security should not be published.
 - 6.3.3 All digital media must comply with copyright laws. Proper attribution should be given when using external content, and any use of copyrighted material must have the necessary permissions.

SECTION 7. Social Media Policy

7.1 Social Media Policy: This policy outlines guidelines for the responsible and ethical use of social media platforms by students and parents within The Philippine Global School. The policy aims to promote positive digital citizenship, protect personal privacy, and ensure a respectful online environment.

7.1.1 General Guidelines for Students

7.1.1.1 Students are expected to use social media platforms responsibly and with integrity, reflecting positively on themselves and their educational institution.

7.1.1.2 All online communication should be respectful, courteous, and compliant with Adek Digital Policy.

7.1.1.3 Students should exercise caution when sharing personal information and avoid engaging in cyberbullying, harassment, or other forms of online misconduct.

7.1.1.4 Students are not allowed to send requests and accept invitations to friends, connect with, or follow staff.

7.1.2 General Guidelines for Parents

7.1.2.1 Parents are encouraged to actively engage in their children's social media education and provide guidance on safe and responsible internet use.

7.1.2.2 Parents should monitor their children's social media activities, educate them about online risks, and promote positive digital behavior.

7.1.2.3 Parents are encouraged to communicate regularly with school staff and collaborate on strategies for promoting digital literacy and online safety.

7.1.2.4 Parents are not allowed to send requests and accept friend invitations, connect with, or follow staff.

7.1.3 Profile and Content Guidelines:

7.1.3.1 Students should ensure that their social media profiles and content reflect the values and standards of their educational institution.

7.1.3.2 Students are responsible for maintaining privacy settings on their social media accounts and safeguarding their personal information.

7.1.3.3 Posting or sharing inappropriate, offensive, or illegal content on social media platforms is strictly prohibited and may result in disciplinary action.

7.1.4 Reporting Concerns

7.1.4.1 Students and parents are encouraged to report any instances of cyberbullying, harassment, or inappropriate behavior on social media platforms to school authorities.

7.1.4.2 The school will take appropriate action to address reported concerns and ensure the safety and well-being of all students.

SECTION 8. Compliance

1. Effective Date and Compliance:

- This policy is effective as of 3 October 2023.

2. Enforcement and Penalties:

- Failure to comply with this policy may result in legal accountability and penalties as stipulated in accordance with ADEK's regulations, policies, and requirements, including those outlined in Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties Law or any other relevant law.
- ADEK reserves the right to intervene if a school is found in violation of its obligations under this policy.

By adhering to these guidelines, The Philippine Global School ensures a continuous improvement cycle for our inclusive practices, maintaining our commitment to providing an equitable and supportive learning environment for all students.