

SAFE and ETHICAL ACADEMICS HANDBOOK 2023-2024



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Mission

Students develop a sense of themselves as well as the world around them. By making connections within and between cultures, NIS opens students' hearts and minds so that they embrace challenges and opportunities, share ideas and purpose, and truly influence others to make a positive difference.

Vision

To empower the next generation of global leaders who can excel anywhere in the world

Core Values

NIS believes that everyone has a unique potential to amaze. Our goal is to nurture that potential to ensure our students learn, lead, and inspire so that the world becomes a better place.

Our core values are the foundations that enable:

- **Creative Thinkers:** Create dynamic and technology enabled risk-takers who can innovate and lead their own learning journey.
- **Aspirational and Adaptable Learners:** Consistently challenged by high standards and aspired to strengthen their skills
- **Reflective Learners:** Become active participants in a lifelong learning process, fostering curiosity, creativity and an on-going cycle of self-improvement
- **Effective Communicators:** Empower responsible and respectful citizens to voice their own opinion and express themselves in various situations and mediums.

Torch Values

Ignite the TORCH as we strive to be **T**olerant – **O**rganized – **R**espectful – **C**aring – **H**onest.

Amazing Learning

Learning is about getting better, academically, socially, and emotionally. Amazing Learning happens when students surprise themselves by getting better to a level beyond which they thought possible. Whether through mentoring, enrichment, or personalized study, NIS Dubai is intentional about 1) embracing the individuality of every learner; 2) supporting individual learning through a robust, child-focused curriculum; 3) relentless focus on each child's ability to amaze; and 4) nurturing each child's gifts and talents so that they amaze themselves and inspire others.

Purpose

Safe and ethical academics protects the wellbeing of students and staff and provides guides for students, staff, and parents to create and maintain a safe and ethical academic environment. This safe and ethical learning environment in school extends out of school, and the NIS community will have a clear pathway to navigate day-to-day safe and ethical academic issues.

E-Safety & Student Device (Revised date 27th of August 2023)

Student - Bring Your Own Device

BYOD (Bring your own device) device is not mandatory for KG students.

BYOD - Student Device for Grade 1 to Grade 5:

NIS, recommends the families to procure an **iPad for a child** with a minimum of 64GB or 128 GB space with a durable screen guard and case.

Students from KG to grade 5 are advised to use Ipad, which supports their learning at elementary stage effectively

Unfortunately, NIS does not stock the I pads in-house, parents are free to procure the device from their desired registered store / online.

Note: Please, ensure the device is handed over to the child, only with the durable screen guard and a case for the Ipad.

BYOD - Student Device for Grade 6 - Grade 12:

As per our Secondary learning system, we recommend families procure a **Chromebook**, which helps your child to align with the school's technology and learning system for the current and upcoming academic grades.

Option 1: you can procure a Chromebook from the school's finance department. If you choose to purchase the device from school – it has the right specs already.

Option 2: Alternatively, you can get one from outside school. Please check the below points to procure the device from online / store

Please, ensure the Chromebook is with a touch screen, minimum of 64 GB or 124 GB space. The Chromebook must have a valid registered license with the chrome OS license.

If you prefer to use an existing laptop for your child in secondary, please share the specifications for us to review and confirm.

Chromebook Specification, below is the spec provided by the school:

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| Make & Model (model might vary depending the provider) | Acer Chromebook Spin 11 , R753TN-C7WH |
| Processor | Intel Celeron, Quad Core Processor N5100 |
| Operating system | LCD: 11.6" HD IPS touch/pen supportive |
| Battery | 48Wh Li-ion Battery |
| Graphics | Intel UHD Graphics |
| Memory | 4GB |
| Color | Shale Black |
| Storage | 32 Gb |

Specifications for Laptops with Windows operating system:

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| Operating system | Windows Pro 10 or11 - 64 bit |
| Hard disk size | Minimum 256 Gb or 500 GB SSD |
| Ram / Memory | 4GB or 8 GB |
| Display size | Minimum 14 inches |
| Processor | Intel® Core™ i5 or i7 Processors |

Child Protection and Security

Leadership Responsibilities

- Communicate the teacher and family responsibilities.
- Provide training to teachers and families.
- Ensure that the software used is set up with the appropriate security settings.
- Ensure that all breaches in protection and security are investigated and resolved based on the behavior section of the Student Handbook.
- Ensure that all teacher, student, and family accounts related to school software are in working order as well as deactivated when they are no longer affiliated with NIS.

Teacher Responsibilities

- Communicate and reinforce the student responsibilities.
- Correctly assign and distribute usernames and passwords to the respective resources.
- Engage in professional interactions with students and families using official school software.
- Report accurate attendance data for students utilizing the distance learning model.
- Communicate with families and leaders when there is a breach or a possible breach in protection and security.
- Monitor the appropriate use of the digital technology being used during a lesson.
- Preview all websites and technology resources prior to student use.
- Refrain from sharing any confidential information online.

Student Responsibilities

- Take ownership of the responsibilities.
- Access the network and all technology resources using the school-issued username and password. Refrain from accessing any accounts not assigned to you.
- Refrain from taking a picture/video of teachers and other students and/or posting a picture/video without explicit permission.
- Interact respectfully and patiently with teachers and peers using official school software.
- Refrain from engaging in cyberbullying activities within and outside of official school software.
- Communicate with teachers when there is a breach or a possible breach in protection and security.
- Access websites and technology resources as directed by the teacher.
- Refrain from online contact with strangers, no matter their age.
- Refrain from sharing any personal information online.

Family Responsibilities

- Reinforce the student responsibilities.
- Interact respectfully and patiently with teachers and leaders using official school software.
- Communicate with teachers and leaders when there is a breach or a possible breach in protection and security.
- Monitor the child's screen time and set appropriate boundaries using parental controls.

- Look after the child's health and wellbeing.

Education

Students are to be educated on taking a responsible approach while conducting themselves online. E-safety will be a recurring theme in all areas of the curriculum. Teachers will incorporate the [Digital Citizenship Curriculum Standards from Common Sense Media](#) into their lessons as applicable.

Family Education

- [Parents' Ultimate Guide to Google Classroom](#)
- [6 Tips for Families Using the Seesaw App](#)
- [Parents' Ultimate Guide to TikTok](#)
- [Parents' Ultimate Guide to Instagram](#)
- [Parents' Ultimate Guide to Snapchat](#)
- [Parents' Ultimate Guide to YouTube](#)
- [Parents' Ultimate Guide to YouTube Kids](#)
- [Parents' Ultimate Guide to Fortnite](#)
- [Parents' Ultimate Guide to Minecraft](#)
- [Parents' Ultimate Guide to Twitch](#)
- [Parents' Ultimate Guide to Smart Devices](#)
- [Parents' Ultimate Guide to Parental Controls](#)
- [and more...](#)

Science

Equipment Management

All non-consumable and consumable resources are inventoried annually and organized in one of the two laboratories. Consumables include all hazardous chemicals that are stored in a ventilated area that can be locked and remain locked unless preparing for a session. Both labs must always be kept locked unless in use. Students must not be given unsupervised access to the labs. Teachers who are conducting non-chemical experiments or simulations can do so in a lab, or the resources can be checked out for classroom use. Regardless of the location, all staff and students who participate in any experiments or simulations must use the safety gear (i.e., goggles, coat, and gloves). Staff must always model the best practice in handling equipment and redirect inaccurate and/or inappropriate student use.

Evacuation Procedures

During any form of evacuation, the science teachers occupying a lab at that time must be sure to switch off the main gas isolation valve if in use during the evacuation. The teacher must be the last one to evacuate the lab and ensure that the door is locked.

Incident Management

All science teachers must participate in chemical handling and first aid training each school year. Furthermore, they must adhere to the [CLEAPSS strategies](#) for dealing with an incident (e.g., fire, spill, burn, asthma attack). Any incident that occurs must be recorded and then reported to the medical personnel at NIS.

Information and Communication Technology

Equipment Management

The robotics resources are inventoried annually and stored in a cool area as determined by the librarians. Teachers must check out the resources for classroom use. All staff and students who participate in any robotics manipulation must adhere to the safety protocols set by the teacher, who must always model the best practice in handling equipment as well as redirect inaccurate and/or inappropriate student use.

Incident Management

If an electric shock occurs when manipulating robotics equipment, the teacher must respond immediately by isolating from the supply. If safe, break the circuit by switching it off or pulling out the plug. If not safe, use an insulator (e.g., wooden broom handle, rubber gloves) to remove casualty from the circuit. Then call 999. Any incident that occurs must be recorded and then reported to the medical personnel at NIS.

Art

Equipment Management

All non-consumable and consumable resources are inventoried annually. All hazardous materials (e.g., spray paint, oil-based paint, glue) and tools (e.g., scissors, hot glue gun, pen knife) must be organized and stored in the assigned storage area in the art room. These cabinets must be locked and remain locked unless preparing for a session. Staff must always model the best practice in handling equipment and redirect inaccurate and/or inappropriate student use.

Incident Management

In case of hazardous fumes or spills during an art session, the teacher must 1) open the windows and/or doors; 2) turn off all air conditioners; 3) wipe away the spill using a piece of cloth or tissues paper and discard outside the art room; and 4) turn on the fans to expedite the process or air circulation. Any incident that occurs must be recorded and then reported to the facilities and/or medical personnel at NIS.

Physical Education

Equipment Management

The PE resources are inventoried and checked annually and stored in the gymnasium. Teachers must check the resources before each classroom use. Staff must always model the best practice in handling equipment and redirect inaccurate and/or inappropriate student use.

Participation Guidelines

- Students will use appropriate warm-up techniques to prepare their bodies.
- Students will work together to lift, carry, and place pertinent equipment.
- Students will beware of direct hazards associated with the use of bats, racquets, balls, etc.
- Students will remove hazardous clothing, shoes, and jewelry.

Incident Management

All PE teachers must participate in AED use training and are encouraged to participate in CPR and first aid training each school year. Any staff member who is teaching swimming must participate in a life-saving qualification. Any incident that occurs must be recorded and reported to the medical personnel at NIS.

Academic Honesty

NIS fully expects that all students embody honesty and responsibility in their academic endeavors. Academic integrity is essential for meaningful participation within the academic community. To help maintain academic honesty, the following will be implemented for students who do not meet the school's expectations in this area.

Cheating

To deliberately seek an advantage through dishonest gain

Plagiarism

To steal and pass off the ideas or word of another as one's own

To use another's product without properly crediting the source

To commit literary theft

To present an existing idea or product as new and original

Offenses

| <i>1st Offense</i> | <i>2nd Offense</i> | <i>3rd Offense</i> |
|--|--|--|
| Zero on assignment/assessment | Zero on assignment/assessment | Zero on assignment/assessment |
| Parent phone call | Parent meeting with signed document of infractions and consequences outlined in the NIS policy | Parent meeting with Principal |
| Ineligible/removal from National Honor Society for the year. | Banned from being eligible for the National Honor Society | Mandatory denial of Good Behavior Form request from NIS. |

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| Loss of academic honors/awards for the year, such as student of the month, subject awards, etc. | Ineligible for all future honors/awards including Valedictorian/Salutatorian. | 1-Day Suspension from School and additional note in file |
| | Possible notification of Good Behavior Form denial from NIS | |