

**GEMS Founders School, Masdar City  
Abu Dhabi  
HOME-SCHOOL AGREEMENT**

| <b>Student Details</b> |                                |                    |                           |
|------------------------|--------------------------------|--------------------|---------------------------|
|                        | <b><i>Student name(s):</i></b> | <b><i>ID #</i></b> | <b><i>Grade/Year:</i></b> |
| <b>1</b>               |                                |                    |                           |
| <b>2</b>               |                                |                    |                           |
| <b>3</b>               |                                |                    |                           |
| <b>4</b>               |                                |                    |                           |
| <b>5</b>               |                                |                    |                           |

| <b>Parent / Guardian Details</b> |                        |
|----------------------------------|------------------------|
| <b>Mother</b>                    | <b>Father</b>          |
| <b>Name:</b>                     | <b>Name:</b>           |
| <b>Contact number:</b>           | <b>Contact number:</b> |
| <b>Email:</b>                    | <b>Email:</b>          |

At GEMS Founders School Masdar City, we wish to create a culture of learning, where students are safe, happy, enthusiastic and motivated.

A constructive relationship between GEMS Founders School Masdar City, and families is key to ensuring that students' well-being is at the core of an effective educational experience. It is beneficial for the school and families if these relationships are based on agreed terms and conditions set out clearly in a contract form. In addition to this contract, GEMS Founders School Masdar City has procedures to address and mitigate parental concerns and complaints, whilst at the same time we recognise that parents are a valuable resource in the educational experience of their children.

To ensure that all parties in this relationship are aware of their duties and responsibilities, families are required to read this document carefully and to ratify it after any queries have been addressed by GEMS Founders School Masdar City.

**1. General Responsibilities**

**1.1 The School's general responsibilities:**

- Commitment to student safeguarding, wellbeing, and health and safety.
- Commitment to professional and ethical standards, well-prepared teaching, learning and non-classroom activities.
- To share termly data relating to the child's attainment and progress with parents (subject to clearance of fees).
- Consistently follow school policies and procedures as published in the Parent Handbook and on the school website.

## **1.2 The Parent's/guardian's general responsibilities:**

- Follow school policies and procedures as published in the Parent Handbook and on the school website
- Promote positive behaviours and commit to encourage and care, and to resolve behavioural problems of their child.
- Cooperate with the school to solve any behavioural problems as per the school's behaviour policy.
- Instil self-discipline in children and always remind them of the values of their religion and society.
- Commit to attend educational and awareness meetings and events when invited by the school administration.
- Communicate with the school when needed.
- Notify the school of their child's particular needs, including SEND/SofD, and support their child and school accordingly. Provide requested reports and assessments as required.
- Pay the value of repair or replacement of any items lost or damaged by their child, as per the decision of the Behaviour Management Committee, as per ADEK guidelines
- Accept full responsibility towards their child according to Wadeema's Law and other laws in the state.
- Parents are encouraged to seek clarification directly from the school before drawing conclusions based solely on their child's account of any incident or concern.
- While on school premises, parents are expected to dress in a manner that is respectful of the UAE national identity and cultural values, in line with school expectations and national legislation.
- Demonstrate respect to the administrative and teaching staff at the school. Do not harass or verbally/physically abuse them and follow the school's complaint's policy.
- Refrain from posting culturally inconsiderate or defamatory content about parents, students, or staff of the school on social media as per the ADEK School Cultural Consideration Policy.
- Provide and update correct telephone numbers to facilitate continuous communication between the school and the home.
- Support their child inside and outside school to raise their educational level, values and character.
- Ensure their child attends school regularly, brings all required learning materials and stationery, wears the correct school uniform and arrives and is collected on time.
- Repeated failure to follow the expectations outlined in this agreement may lead to the school taking formal action, including the restriction of access to school premises.

## **1.3 The Students' general responsibilities**

- Adhere to all MOE/ ADEK and the school's rules and regulations.
- Commit to the GFA values, principles, customs and traditions of the UAE community, such as honesty, integrity and non-infringement, and to respect all members of the entire school community as well as parents and members of the community.
- Acting responsibly and not endangering the lives and safety of others or the student himself / herself.
- Maintain the property of the school and others.
- Commitment to school hours. Not to be absent or late except with an acceptable excuse.
- Contribute to strengthening the image of the school community.
- Participate in the educational process in a positive way through hard work and diligence.
- Act responsibly and not disrupt the educational process within the classroom.
- Commit to wearing the correct uniform with a smart appearance and attitude.
- Study diligently and promote the educational environment.
- Contribute to the activities of the school community.
- Encourage and promote a positive and motivated school environment.
- Tell a trusted adult if they have any concerns, whether in school, online or in the home.

## 2. **Students' Rights:**

- Obtain a quality education.
- Learn in a safe and friendly school environment.
- To be treated with respect, fairness and justice by all.
- Obtain the necessary support from the parent, guardian or the official representative of the student at school meetings.
- Confidentiality: The School will not disclose any student's records without the written consent of the parent or the competent official authority.
- Receive appropriate social, psychological and health care.
- Receive activities that are appropriate for their talents, abilities and potential

## 3. **Admission and Enrollment**

### 3.1 **Acceptance of the student's enrollment in the school- the school's responsibilities**

- The school will follow a fair and consistent policy for the admission and enrollment of children into GFA.
- Promotion to the following year will be as per authority attendance and achievement criteria.
- Enrollment is subject to the child passing academic and social assessments, the submission of required authority registration documentation and clearance of the first term's fees in full.
- Priority admission is given to 1) siblings of GFA students, 2) GEMS school transfers, 3) GFA staff children 4) GEMS staff children.

### 3.2 **Additional Support:**

- GFA is a mainstream school with a set capacity and facilities for students of Determination. Where we are able to support the child's academic and social development, admission may be offered.
- GFA is committed to equality of opportunity for all our students, and will provide whatever support possible to ensure equity of curriculum and activity access
- To ensure a productive learning experience for all students at the school, including those with additional needs, it is essential that the school and the families work in partnership. This is defined by certain expectations from both parties to set the conditions for successful identification and support of students.
- On admission and at the start of each subsequent academic year, parents of students of Determination will sign a **Conditional Admission Letter**, detailing expectations and conditions of admission. This may include the provision of external assessment reports, provision of a Learning Support Assistant and external support sessions, as per the student's individual needs.

### 3.3 **Expectations of parents of children with SEND (Special Educational Needs and/or Disabilities) or ELL (English Language Learner) needs:**

Parents understand that and agree that:

- They must provide the school with copies of all therapy reports, medical, psychological or educational assessments before entry to the school. Such materials are a prerequisite in enabling us to provide the best education for your child.
- Failure to disclose any such information, including the deliberate withholding of information, may result in the school withdrawing the placement offer.
- Parents of children with SEND identified at Wave 3, who require one to one support, must have a medical, psychological or educational assessment of their child issued within the last year. This will enable the Inclusion Team to plan interventions to meet their individual needs.
- If additional one to one support is recommended following assessment, a child's place may only be offered if the parents are willing to fund this additional support.
- They must follow the advice of the school in terms of engaging with therapy and providing support at home.

- It is the school's decision to decide if support is to be reduced or stopped; this will be in consultation with the parents. If the school decides that this support is not required in the future, then the school will speak to the parents and inform them that support is no longer needed during the IEP process.
- That enrolment and re-enrolment of students with significant Special Educational Needs and/or Disabilities may only occur if the support required by the school is agreed to and provided by the parents.

### **3.4 Parents of Foundation Stage students:**

Students are expected to be toilet trained (No Nappies or pull-ups).

The expectations are that students:

1. Know when they need to use the toilet
2. Can use the toilet independently during the school day
3. Are responsible for their personal hygiene

## **4. Fees**

### **4.1 Annual school fees**

- Fees are as per authority approval and are published on the website.
- Fees are subject to change as per authority notification.
- If a parent paid the annual fees in full in advance, but the school subsequently receives authority approval for a fee increase, the difference is payable.
- Fees are due per term, by the first day of each term. Term 1 fees must be cleared before any student joins for the new academic year.
- Failure to clear fees would lead to suspension of the report card publication, discussions about individual progress and achievement and TC/formal school document provision. Seats would not be held for the following year if the term fees remain pending after the end of the academic year.
- Term 2 fee must be cleared before seats can be booked for the following academic year.

### **4.2. Fee payment mechanism**

- Fees can be paid at the Cashier, or through the parent's online portal.
- Bounced cheque penalties apply as per the bank's charging structure

### **4.3. Fee refund mechanism**

- Fee refunds are done in accordance with the MOE Bilo No (28) of 1999, Article 52 (One month's fees are payable if the student attends for 2 weeks or less, two months' fees are payable if the student attends for more than 2 weeks and less than one month, and three months' fees are payable if the student attends for more than one month).

### **4.4. School fee reduction policy**

- Fees are set by the Authorities and GEMS.
- The school does not have a fee reduction policy.

### **4.5. Scholarship Policy**

- The school does not have a scholarship programme. Any such programme would be discretionary by GEMS.

### **4.6. Certificate blocking mechanism**

- Certificates and report cards would be withheld in the case of non-payment of due fees.

### **4.7. Financial sanctions mechanism**

- GEMS reserves the right to pursue debts and broken payment plans as per the local law.
- A fee is charged on bounced cheques as per the Bank's charging policy.

## **5. Communication**

### **5.1 The School's responsibilities**

- To share all required information, circulars, authority rules, expectations and requirements with parents in a timely manner by email/SMS/ as appropriate.
- To update and publish the GFA Parent Handbook, which includes links to all main school policies and procedures.
- To reply to parent emails and calls within 2 working days, within working hours.
- To communicate professionally with all stakeholders.
- Confidentiality: never communicate personal information except to that concerned person.

### **5.2 The Parent's responsibilities**

- To check school emails/SMS and keep up to date with school circulars and other communication.
- To respond supportively to school communication.
- To communicate with GFA staff respectfully, both verbally and in writing.
- Never communicate directly with another family's children unless with their parent's permission.
- Never defame GFA, GEMS or GFA staff on social media or other format, or break confidentiality.

### **5.3 Acceptance of the student's enrollment in the school the Parent/guardian's responsibilities**

- To submit all required authority registration documents prior to admission and update these as required over time.
- To clear the full term 1 fees before enrollment is confirmed, and subsequent termly fees by the first day of each term.
- To pay the re-enrollment fee by the given deadline to secure a seat for the following academic year.

## **6. Curriculum and Educational Programmes:**

### **6.1 Curriculum**

GFA follows the National Curriculum for England. This includes books, assessment, progress and attainment expectations, schemes of work (*and in future - external examinations e.g. IGCSE in Year 10/11, A/S Level in Year 12 and A Levels in Year 13*).

Please refer to the information below for detailed information regarding the school's curriculum and programmes. Websites are included if parents wish to seek further information.

EYFS: <https://www.gov.uk/early-years-foundation-stage>

Years 1 to 2: NCfE Key Stage 1: <https://www.gov.uk/national-curriculum/key-stage-1-and-2>

Years 3 to 6: NCfE Key Stage 2: <https://www.gov.uk/national-curriculum/key-stage-1-and-2>

Years 7 to 8: NCfE Key Stage 3: <https://www.gov.uk/national-curriculum/key-stage-3-and-4>

### **6.2. Evaluation/Assessment Policy**

- The assessment policy is reviewed termly and annually. It includes compulsory external assessment tests (e.g. CAT4, PASS and GL Progress Tests), internal end of term assessments (MOE and Secondary), quizzes and ongoing teacher assessment of classwork, projects and homework.

### **6.3. Graduation requirements and equivalencies**

- These are subject to MOE change and will be informed to parents of applicable years.

## **7. School Calendar, Attendance and Punctuality**

### **7.1. The school calendar**

- The school follows the authority's published school calendar, which is published in the Parent Handbook. All dates are subject to authority change without notice

### **7.2. Parent/guardian' responsibilities**

- Ensure 'Good', regular attendance (at least 96%)
- Drop off and pick is according to the school timings.
- Submit a leave application for any emergency term-time leave exceeding 1 day, and a medical certificate for any medical leave exceeding 2 days.

### **7.3 School Timings and the daily routine:**

- The school doors will be open to students at 7:30am.
- Every day, all students should be in class by 7:45am.
- Absenteeism and lateness effects students' progress and attainment as well as the school's ability to provide effective educational services. It also disrupts the learning experiences of other students in school.

|                   | <b>FS1 &amp; FS2</b> | <b>Year 1 – 8</b> |
|-------------------|----------------------|-------------------|
| Monday – Thursday | 7:30am – 12:30pm     | 7:30am – 2:40pm   |
| Friday            | 7:30am – 11:30am     |                   |

### **7.4 Reporting Attendance to ADEK**

|               |           |      |            |      |               |
|---------------|-----------|------|------------|------|---------------|
| 98% and above | 96%       | 94%  | 92%        | 90%  | Less than 90% |
| Outstanding   | Very Good | Good | Acceptable | Weak | Very Weak     |

## **8. GFA Code of Conduct**

As per the Ministerial Resolution No. (1) of 2018 on the Regulation of the Students Behaviour at Public Education Foundations, United Arab Emirates)

### **8.1. Code of Conduct and Behaviour Policy**

GEMS Founders School Masdar City strives to offer all students a safe environment in which they can achieve their full academic and personal best. Our Code of Conduct and Behaviour Policy is based on mutual respect and is applicable to all stakeholders.

For GFA to achieve this objective, the responsibilities of students and parents include:

- Abiding by the school's behaviour policy, encouraging students to conform to school rules particularly regarding behaviour during the school timings, during extra-curricular activities, on school buses, during school trips and students' participation in social- media forums, wearing school uniform and completing home learning.
- The school has a zero-tolerance policy for bullying in all its forms. Bullying is the intentional and repeated intimidation of another person who is in a position of power through emotional, physical, psychological and/or cyber means. Instances of proven and intentional bullying may

result in immediate fixed term suspension of the aggressor from the school.

- Parents who do not support the school in the improvement of their child's behaviour may have the offer of a place withdrawn at the end of a year.
- Aligned with the above, the school will not tolerate any form of defamation or intentional harm practiced through social media forums.
- The school has a clear policy for parents and students about the use of and participation in social media outlets and/or forums.
- This policy includes the following:
  - Parents and students using social media must, at all times, demonstrate respect for the members of the school community (including all students and personnel).
  - Parents and students must not breach confidentiality, defame or make threats to any person in the school community; instances of proven and intentional breach of the above will result in sanctions that may include fixed term suspension from the school.
- Staff monitor and follow-up behavioural issues in a fair, consistent manner. Multiple incident reports over time and serious safety issues would lead to a warning letter following the Behaviour Policy.
- Students are expected to learn from their mistakes and reflect on 'how to do better next time'.
- Warning Letters are issued immediately for serious violations (such as fighting) or due to repeated irregularities over time.
- Students whose behaviour does not significantly improve would not be readmitted for the following academic year.
- Students receiving 3 Level 2 to more serious Warning Letters can be automatically blocked from re-enrolment for the following academic year.
- By signing this contract, the parents agree to support the school's Behaviour Policy.



| <b>Example of Behaviour Offences<br/>(as per the Ministerial Resolution No. (581) of 2018 Concerning Students' Management)</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| <b>First Degree Offences</b>                                                                                                   | <p><b>First Category (minor) Violations</b></p> <ol style="list-style-type: none"> <li>1.1 Being repeatedly late to the morning parade or failing to participate therein without an acceptable excuse. Absence by more than 3% without an excuse.</li> <li>1.2 Failing to attend the classes on time repeatedly without an acceptable excuse. Lack of personal hygiene (hair, nails, clothing)</li> <li>2.2 Non-compliance with the school uniform or the school sports uniform without an acceptable excuse.</li> <li>2.3 Overgrown hair for boys or bizarre haircuts for boys and girls.</li> <li>2.4 Not brining the books and school kits without an acceptable excuse.</li> <li>2.5 Non-compliance with the positive behavior rules inside and outside the classroom, such as: keeping calm and disciplined during the class time and making inappropriate sounds inside or outside the classroom.</li> <li>2.6 Sleeping during the class time or formal school activities with no justification (after making sure of the student's health status).</li> <li>2.7 Eating during the class times or during the morning parade without a justification or permission (after making sure of the student's health status).</li> <li>2.8 Non -compliance with presenting homework and assignments given to him / her in a timely manner.</li> <li>2.9 Misuse of the electronic devices such as the tablets etc., during the class, including playing games and using headphones inside the classroom.</li> <li>2.10 All of what is similar to these offenses as per the discretion of the Behavior Management Committee.</li> </ol> |
| <b>Second Degree Violations</b>                                                                                                | <p><b>Second Degree Offences (Medium Risk) Can be issued with internal exclusion for 1-3 days / external suspension if repeated.</b></p> <p>Repeating the irregularities of the first Level more than 3 times</p> <ol style="list-style-type: none"> <li>2.1 Not attending school without an acceptable excuse at any time, including before and after the holidays and ends of weeks and before exams.</li> <li>2.2 Getting in or out of the classroom during class time without permission.</li> <li>2.3 Not attending the school activities and events without an acceptable excuse.</li> <li>2.4 Inciting quarrel, threatening or intimidating peers in school.</li> <li>2.5 Acting in a manner contradicting with the public morals or the public order at the school and with the values and traditions of the society, such as imitating the opposite sex in terms of clothes, appearance, haircuts and use of makeup.</li> <li>2.6 Writing on the school furniture or school bus seats. Tampering with the alarm bell or the lift.</li> <li>2.7 Bringing mobile phones or misuse any means of communication.</li> <li>2.8 Verbally abusing or insulting students, staff, or visitors of the school.</li> <li>2.9 Smoking or possessing the relevant kits inside the school campus.</li> <li>2.10 Refusing to respond to the instruction of inspection or to hand over the banned materials.</li> <li>2.11 All of what is similar to these offenses as per the discretion of the Behavior Management Committee</li> </ol>                                                                                                    |
| <b>Third Degree Offences</b>                                                                                                   | <p><b>Third Category Violations (Serious / Dangerous) Can be issued with bus bans or external suspension.</b></p> <ol style="list-style-type: none"> <li>3.1 Various types and forms of bullying.</li> <li>3.2 Copying or reproducing the assignments, reports, research or projects and taking credit for them.</li> <li>3.3 Getting out of the school without permission or absconding during the school day.</li> <li>3.4 Attempting to defame peers and the school staff via social media or abusing them.</li> <li>3.5 Impersonating others' personality in the school, during transactions, or forging the school documents.</li> <li>3.6 Destroying or seizing the school furniture, tools, and vandalism.</li> <li>3.7 Tampering with or destroying the school buses. Causing harm to the driver, supervisor, or the other road users.</li> <li>3.8 Assaulting others in the school, without causing any injuries to the victim.</li> <li>3.9 Driving a private car recklessly inside or around the school campus and not following the security and safety instructions.</li> <li>3.10 Capturing, possessing, publishing or disseminating photos of the school staff and / or students without their permission.</li> <li>3.11 All of what is similar to these offenses, as per the discretion of the Behavior Management Committee</li> </ol>                                                                                                                                                                                                                                                                             |



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| Fourth Degree Offences | <p><b>Fourth Degree Offences (Very Serious) Suspension from school pending investigation.</b></p> <p>4.1 Using the communication means or social media for unlawful or immoral purposes, or in a manner discrediting the educational institution and its staff or others.</p> <p>4.2 Possessing or using arms or blade weapons, or their equivalent inside the school.</p> <p>4.3 Committing sexual assault inside the school, the bus or during activities.</p> <p>4.4 Assaulting others in the school causing injuries to the victim (corporal abuse).</p> <p>4.5 Systematic (pre-planned) or covering up theft.</p> <p>4.6 Bringing, possessing, presenting, or promoting information or electronic materials that are unauthorized and inconsistent with the values, morals, public order, and public decency.</p> <p>4.7 Sexual harassment inside the school, the bus, or during activities.</p> <p>4.8 Leaking questions of the exams or engaging therein, in any way.</p> <p>4.9 Setting the school campus on fire.</p> <p>4.10 Abusing political, religious, or social figures in UAE.</p> <p>4.11 Possessing, bringing, promoting, or using narcotics, medical drugs, or the psychotropic substances inside the school or the school bus, or being under the influence of narcotics, non-prescribed medical drugs or the psychotropic substances.</p> <p>4.12 Disseminating or promoting ideas or beliefs on extremism, blasphemy or atheism, or the ones harming the political and social regulations of the society.</p> <p>4.13 Disdaining the divinely revealed religions or stirring sectarian strife in the school.</p> <p>4.14 All of what is similar to these offenses, which are considered as legally punishable offences, as per the discretion of the Behavior Management Committee</p> |
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## 9. Digital Device Acceptable Use Agreement (DDAUA)

- GEMS Founders School Masdar City recognises that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship.
- The purpose of this agreement is to establish an environment that is reliable, secure, compliant to regulatory obligations, manageable, and conducive to positive pedagogy at school from the perspective of end-user devices. This agreement is to ensure that all students use technology in school, at home and elsewhere, effectively, safely and responsibly, to facilitate learning on a 24/7 basis, and to help ensure that they develop the attributes of competent digital citizens. The rules written in this agreement are not all inclusive. GFA reserves the right to change this agreement as and when it deems it necessary to do so.
- This policy applies to all digital resources, not only the computers, devices and equipment provided in the school's IT labs, but also the personal devices students bring to school in accordance with the school's Bring Your Own Device (Year 2 – 8) Policy.
- Please refer to the complete policy on the school website.
- To use the school's digital resources, they must follow the guidelines set forth in this policy. The rules written in this agreement are not all inclusive. GFA reserves the right to change this agreement as when it deems it necessary to do so. It is a general agreement that all facilities (hardware, software, Internet, etc.) are to be used in a responsible, ethical, and legal manner, in and out of school. By using any digital resources, whether owned personally or by the school, users acknowledge their understanding of the Electronic Devices / Digital Resources / BYOD Agreement as a condition of using such devices and the Internet. The school provides some electronic devices and services to promote educational excellence. The school has a responsibility to maintain the integrity, operation, and availability of its electronic systems for access and use. The school does not guarantee user privacy or system reliability.
- Whilst on site, access to the school network and the Internet should be considered a privilege, not a right, and can be suspended immediately, without notice. Access on site is available only for educational and administrative purposes. Digital resources are to be used in accordance with this Policy and all users will be required to comply with its regulations.

- The guidelines provided in this policy are intended to help users understand appropriate use. The school may restrict, suspend, or terminate any user's access to the school's computer systems upon violation of this Policy.

The **DDAUA** provides guidelines for using all digital hardware and software (on individual computers/devices, on local area networks, wide area networks, wireless networks, the Internet and companion technological equipment - e.g. printers, servers, whiteboards, projectors, etc. when students are at school). The Agreement also establishes rights and responsibilities for all users, in and out of school. All users of the school network and technological devices anytime, anywhere, are expected to follow the guidelines or risk loss of digital privileges. In cases of serious breaches, further action may be taken, in line with the school's standard disciplinary procedures.

### 9.1 School Network Accounts

- Accounts on the systems at GFA are considered secure, although absolute security of any data cannot be guaranteed.
- Students should not store commercial software, music, and/or games or hidden files to their school network account profile folders.
- School-related files are the only files to be saved in a school network account Profile folder temporarily and should be emailed to student personal email or saved in their fusion virtual learning environment profiles.
- Use only their account/password. This practice will ensure that only their personal device is connected to the network.

### 9.2 Personal Safety

- Students should not share personal information, including phone number, address, ID number, passwords or birthday over the internet without adult permission.
- Students should recognise that communicating over the internet brings anonymity and associated risks and should carefully safeguard the personal information of themselves and others.
- Students should not agree to meet someone they met online in real life without parental permission.
- If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher if you're at school; parent if you're using the device at home) immediately.
- Students should always use the Internet, network resources, and online sites in a courteous and respectful manner.
- Students should also recognise that some valuable content online is unverified, incorrect, or inappropriate content.
- Student should not post anything online that they wouldn't want parents, teachers, future colleges, employers or the UAE government to see.

### 9.3 Equipment

- GFA encourages students the use of the latest devices as these will ensure compatibility and appropriate educational apps and programmes to be easily installed. The school highly recommends the use of tablet devices including iPad or Android for Primary / Secondary students and Mac or Windows laptops for senior students.
- Phones are not used at school at any time, unless explicit permission has been given by the Principal. Students are able to use the phone after school. If students need to contact parents at any time this is allowed via the reception phone.
- Only One Device (BYOD) per user is allowed to be connected to school WiFi.
- Equipment problems should be immediately reported to a teacher / SLT / the IT engineer.
- It is prohibited to move, repair, reconfigure, modify or attach external devices to existing

information and network equipment.

- All equipment must be properly signed-out/in and documented, and work areas kept neat and clean, free from food and drink.
- Users are expected to treat equipment with extreme care and caution; these are expensive devices that are entrusted to their care. Users should report any damage or loss to their Teacher / FL / Head of Year. If a person checks-out or borrows an equipment, they are responsible for replacing it or repairing it if it is lost or damaged. GFA will **not** be financially accountable for any loss or damage.

#### 9.4 Violations

- Violations will result in a denial of access and possible further disciplinary action. Notification to parents, suspension of network, technology, or computer privileges, detention or suspension from school and school-related activities, legal action and/or prosecution.
- Not respecting the values and ethics of the local host culture.
- Giving access of your password to any other user.
- Any attempts to transmit software designed to compromise the operation or security of the school network in any manner.
- Install and use of virtual Private networks within the school network and outside.
- Use school technologies to pursue information on illegal activities.
- Any attempts to circumvent the licensing control or the copying of software from the network.
- Students should not download or attempt to download any software on to school equipment.
- Use or attempt to use another student's assigned hardware, subscriptions, files, or personal information.
- Tampering or experimenting with the school network or equipment, including efforts to bypass the school's Internet filters or proxies.
- Use school technologies in a way that could be personally or physically harmful.
- Attempt to hack or access sites, servers, or content that isn't intended for my use.
- Use school technologies to send spam or chain mail.
- Plagiarise content I find online and attempt to find inappropriate images/content
- Post personally identifying information, about myself or others
- Use language online that would be unacceptable in the classroom and/or at home

#### 9.5 Mobile Device Monitoring

The school will use available MDM and block software to filter objectionable materials on the Internet in order to help ensure the safety of all students. Access to the Internet, including web sites, content, and online tools will be restricted in compliance with UAE regulations and GEMS policies.

Web browsing may be monitored, and web activity records may be retained indefinitely. Email usage, web posts, chats, sharing, and messaging may be monitored.

#### 9.6 Netiquette

- Users should not attempt to open files or follow links from unknown or untrusted origin.
- Students are not to have WhatsApp connection with staff but are allowed only through registered email only.
- Recognising the benefits collaboration brings to education, GFA provides students with access to web sites or tools that allow communication, collaboration, sharing, and messaging among students. Students are expected to communicate with appropriate, safe, mindful, courteous conduct online as offline.
- Playing commercial/online games and visiting sites not related to education is not permitted. Watching DVDs, Movies, TV Shows, etc. while at school is prohibited
- Respect the use of copyrighted materials.
- Respect the rights and privacy of others.
- Installation of software and applications on students' own devices is permitted insofar as it

does not conflict with the security requirements outlined above or the primary purpose of such devices as learning tools. Downloading of unauthorised programs is not allowed.

- Avoid modifying or copying any protected system files, system folders, or control panel files on school equipment.
- Obey the laws and restrictions of UAE, do not use personal equipment to record (audio/visual) of others without their permission and upload them.
- Alert a teacher or other staff member if you see threatening, appropriate, or harmful content (images, messages, posts) online and help maintain the integrity of the school network.
- Students should use trusted sources when conducting research via the Internet.

## 9.7 Cyber bullying/social media

Cyber bullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking are all examples of cyber bullying. Students should not send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviours, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyber bullying can be a crime. Remember that your activities are monitored and retained.

Students will be held accountable for Cyber-bullying, even if it occurs off-campus during the school year and negatively impacts the academic environment at GFA. Students are reminded that in the UAE there are extreme consequences for online defamation of character of person or organisation.

The UAE Student Conduct Disciplinary Bylaw and the Federal Decree-Law no. (5) outline that deliberately creating, transferring and publishing photos and comments on Social Media (Instagram and WhatsApp) that undoubtedly shows defamation of individuals or staff members or School Leadership of character, dignity and integrity are breaking the law.

## 9.8 Key provisions relevant to schools' excerpts of Federal Decree-Law no. (5) state:

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                          |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| 21 | <p>Invasion of privacy, including photographing others, or creating, transferring, disclosing, copying or saving electronic photos (just taking a photo or video of someone without their permission, or saving a photo they have posted, is enough).</p> <p>Defamation. Publishing news, photos, scenes, comments, statements or information, even if true and correct.</p> <p>Amending or processing a record, photo or scene for the purpose of defamation of or offending another person or for attacking or invading his privacy.</p> | Up to 6 months' imprisonment +/- fine of AED 150k – 500k |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|

Students need to be fully aware of their responsibilities that is reinforced at school via the curriculum that covers Common Sense Media. This provides the students with a clear understanding of the above conditions within the UAE and includes comprehensive coverage of issues relating to students' own 'digital footprints' and creating a positive online presence, as well as interaction with others.

## 9.9 Student, School and Parent Agreement

- I acknowledge that I am responsible for my actions on my device, in school, at home and elsewhere, and for following the specific rules established for the use of the hardware,

software and networks throughout the school and beyond. I understand that failure to do so could result in a loss of technological privileges.

- I agree that I will not share my passwords or account details with anyone and will have full responsibility for the use of my account. I will not use another's account or represent myself as someone else.
- I agree that I will not engage in illegal activities on the school network or any other digital environment (e.g. plagiarism, bullying, harassment, tampering with hardware, software or documents, vandalism, unauthorised entry or destruction of files or deliberate introduction of computer viruses).
- I agree that I will obey procedural safeguards to maintain the performance of the school's network and digital devices.
- I agree that I will respect the rights of others, use appropriate language, and avoid offensive or inflammatory material. I will bring incidents of offensive or inflammatory material directed to myself or others to the attention of a GEMS Education staff member.
- I agree that I will not share, make, or post online, personally identifying information about any members of the GFA community without permission (addresses, phone numbers, email addresses, photos, videos, etc.).
- I agree that I will access only those resources that are appropriate for school and those resources for which I have specific authorization.
- I agree that I will obey copyright laws and license agreements. Text material, music, software, and other media are protected by law.
- I agree that I will not install software on the school's network or digital devices without permission of the system administrators.
- I agree that I understand that system administrators and teachers may access my files during system maintenance or as a directed action.
- I agree that students who are issued school devices are responsible for their care. Charges related to repair and replacement caused by abuse, misuse, negligence or loss as determined by school administration will be the responsibility of the student and his or her parents.

**I acknowledge that my son/daughter and I have read the above and understood its content and I am fully competent to give my consent. And will instruct my child regarding the importance of following guidelines included in this Acceptable Use agreement. I have signed the Summary document that show that I have read and accepted all content included.**

## **10     Health, Security and Safety**

### **10.1.    School responsibilities**

- The safeguarding, wellbeing, health and safety of our students are our top priority.
- Issues related to student safeguarding, wellbeing, health and safety will be taken seriously and followed-up promptly as per school, GEMS and Authority guidelines.
- Full details of related policies are published in the Parent Handbook and updated as required.

### **10.2.    Parent/guardian Responsibilities**

- Report any safeguarding, wellbeing, health and safety concern to the GFA Management immediately.
- Follow all GFA and Authority safeguarding, wellbeing, health and safety policies as published in the Parent Handbook, including our 'no junk food', healthy lifestyle policy, sending healthy snack and water bottle to school, actions in the case of infectious diseases and head lice,

collecting sick children from school, never confronting or interacting with other people's children without parent permission etc.

## **11 Transportation**

The school works closely with our transport provider, STS, to ensure students' safety while on school buses. In addition to implementing rigorous safety procedures outlined in school policy, the school/student will abide by the bus rules. The following are expectations set by the school for parents at the school.

### **11.1 Parent/guardian responsibilities**

- To support STS staff with the behaviour and safety of their children.
- Be punctual to the drop-off/pick-up points.

#### **Private vehicles:**

- Parents must abide by the designated entry and exit routes set by the school, and drive within the speed limit. Students are not to be left alone/unsupervised at any time.
- School personnel and staff helping in the organisation of students' arrival and dispersal times represent the school and their instructions must be obeyed, if repeated high levels of disrespect is shown to school security, then the school retains the right to withdraw the offer of a school place.

#### **Buses:**

- For all intents and purposes, school buses are considered part of the school premises when being used by students. All safety rules and behaviour expectations set by the school and enforced by personnel must be adhered to by students and parents. Failure to comply with all transportation rules set by the school will result in disciplinary action and the student may be banned from using the bus service, and this may affect the students' registration chances for the following academic year.
- All queries, complaints and requests should be directly addressed to them.
- The School Leadership will support with the follow-up of discipline issues.

## **12 Procedures for managing and resolving disputes between school and parent**

- In the event that the parent/guardian fails to comply with the decisions of the school, or self or child violates the conditions of this contract, GFA reserves the right to exclude the child from re-enrolment for the following academic year. The school commits to following the conditions of this contract and policies as published on the school website. Disputes may be referred to the competent regulatory authorities by the school's GRE.



### 13 To Sign:

#### Parent:

- Parent/guardian acknowledges that they have read the Contract and are committed to all of the above.
- All information given to GFA to date is complete and accurate to the best of my knowledge.
- My child has not been previously asked to leave GFA or any other GEMS school (unfortunately GFA is unable to confirm admission for new students if this is the case).
- I fully accept the conditions of this Home-School Agreement and the consequences of breaking the agreement.

#### Student:

- I fully accept the conditions of this Home-School Contract and the consequences of breaking the agreement.
- I understand and agree that good behaviour, trust and respect for others are vital at GEMS Founders School Masdar City. Therefore, I pledge to follow the good conduct policy and abide by the code of conduct at GFA, which is expected from all students at GFA.
- If I am not able to meet the basic criteria of good conduct or if the school considers my presence to be a possible concern to the health, safety or welfare of others, then the school management has the right to implement disciplinary strategies depending upon the student's misconduct level and in accordance with school's Behaviour Policy and the MOE's Student Code of Conduct and Behaviour Policy.

**By signing this agreement, I confirm that I have read and understood the responsibilities, expectations, and policies outlined in this document. I acknowledge the school's right to take appropriate action in cases of repeated or serious breaches of the expectations outlined herein. I agree to uphold these expectations in alignment with ADEK guidelines and the values of GEMS Founders School – Masdar City.**

**Parent Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Student(s)**

|   | Name: | Signature: | Date: |
|---|-------|------------|-------|
| 1 |       |            |       |
| 2 |       |            |       |
| 3 |       |            |       |
| 4 |       |            |       |
| 5 |       |            |       |

\_\_\_\_\_  
**Ms. Albie Huyser**  
**Principal / CEO**