

## Jumeirah College Digital Device Acceptable Use Agreement (DDAUA) and Policy

*This is the full policy regarding the use of digital devices at Jumeirah College. It links with the Parent -School DDAUA which is to be signed by students and parents prior to access being granted to students. It will be stored on the student's file.*

### **Purpose**

The purpose of the Jumeirah College Digital Device Acceptable Use Agreement is to require all students using technology in College, effectively, safely, legally and responsibly, to facilitate learning and to help ensure that they develop the attributes of competent digital citizens. The DDAUA provides guidelines for using 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 College. The agreement also establishes rights and responsibilities for all users. All users of the College network, the Jumeirah College '@jumeirahcollege' google domain 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 College's standard disciplinary procedures.

The signatures on the DDAUA summary are binding and indicate that the parties who signed have read the terms and conditions and understand their meaning.

Users who knowingly access prohibited information or who disregard guidelines will be subject to disciplinary action.

### **Introduction**

In order for students at Jumeirah College to use the College's technology resources, they must follow the guidelines set forth in this DDAUA. The rules written in this agreement are not all inclusive. Jumeirah College reserves the right to change this agreement as and 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. By using any digital resources, whether owned personally or by the College, users acknowledge their understanding of the DDAUA as a condition of using such devices and the Internet.

Whilst on site, access to the College 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 and is not to be used outside of direct staff supervision**. The guidelines provided in this DDAUA are intended to help users understand appropriate use. The College may restrict, suspend, or terminate any user's access to the College's computer systems upon violation of the DDAUA. This policy applies to all digital resources, not only the computers, devices and equipment provided in the College's hardware provision, but also the personal devices students bring to College in accordance with the College's BYOD initiative. Additionally, this agreement applies to all College facilities, including the Sports Hall, AstroTurf, pool area, canteen etc.

### **User Rights & Responsibilities:**

Students can expect a 21st century learning environment at Jumeirah College where teachers work to integrate technology thoughtfully and purposefully in learning experiences and assignments. Students

can also expect access to appropriate devices and network services that support the curriculum of the College. Finally, students have a right to feel safe while using the College's resources and network.

#### **Users are required to:**

- Show respect and courtesy for other users in Jumeirah College's community, which includes the strict prohibition of cyber bullying and harassment;
- Recognize and honor the intellectual property of others;
- Comply with legal restrictions regarding the use of social media in the UAE. See the TRA guidelines [UAE Digital Content Laws](#). Comply with legal restrictions regarding plagiarism, intellectual property and the use and citation of information resources and copyright law;
- Use non-curriculum relevant materials only outside of College and without detriment to their studies - Jumeirah College recognizes the benefits of students being permitted to personalize the content on their own devices, however, this is subject to a strict adherence to the expectation that **the primary purpose of such devices is to facilitate learning**;
- Help maintain the integrity of the College network and equipment;
- Avoid tampering or experimenting with the College network or equipment, including efforts to bypass the College's Internet filters or proxies;
- Make personal devices available for inspection by an administrator or other staff member upon request;
- Use appropriate language in all communications;
- Never use or attempt to use another student's assigned hardware, subscriptions, logins, files, or personal information;
- Never give out personal information, such as name, address, photo, or other identifying information online, including username and password;
- Never use their personal devices or equipment to record (audio/visual) others without their permission;
- Never modify or copy any protected system files, system folders, or control panel files without prior approval of the College's ICT Department:

#### **Educational Use:**

Users are expected to comply with the following rules regarding their College network accounts:

- College-related files are the only files to be saved in a student's personal folder
- Users should not store commercial software, music, and/or games or hidden files to their folders;
- Saving to a College computer's hard disk drive is granted only by permission of teacher (for students) or ICT Coordinator (staff);
- Accessing and playing commercial/online games is not permitted;

#### **Respect for Others:**

Users should respect the rights of others using the technology resources.

- Always log off your workstation.
- Never deliberately attempting to disrupt network performance or interfering with the work of another user.
- Leave equipment and room in good condition for next user/class.

### **Respect for Security:**

Accounts on the systems at Jumeirah College are considered secure, although absolute security of any data cannot be guaranteed. Teachers can be provided access to student files for instructional or evaluative purposes. Jumeirah College is the administrator of all “@jumeirahcollege” Google docs account and as such monitors activity within this domain.

- Use only your account/password. It is a violation to give access to your password to any other user.
- Reading, modifying or removing files and/or mail owned by other users is not allowed without prior approval by the instructor or ICT Department.
- Any attempts to transmit software designed to compromise the operation or security of the network is prohibited.

### **Respect for Property:**

Students are responsible for their own devices whilst in school. This includes:

- Ensuring the devices are stored safely and securely in the locker provided. It is the responsibility of all users to safeguard their personal and College owned equipment from loss, theft or damage.
- Devices are transported throughout the College safely. A student is to be accountable for any damage that occurs to their device whilst in Jumeirah College. School bags are not allowed to be transported around the College but students may use a laptop/ device carrier case.
- Accessing or using other students devices is strictly prohibited
- Ensuring their device has sufficient charge for use in lessons and is only used in supervised lessons.

### **Software Copyright and installation:**

- Any attempts to circumvent the licensing control or the copying of software from the network without the ICT Department’s permission is prohibited.
- 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.

### **Hardware:**

- Report equipment problems immediately to a teacher or the ICT Department.
- Leave workstations and peripherals in their designated places.
- Keep work areas neat and clean and free from food and drink.
- Any attempts to move, repair, reconfigure, modify or attach external devices to existing information and network systems without the Network administration and/or ICT Department’s permission is prohibited.
- Borrowing of College hardware is not permitted unless email authorization has been given from the ICT department, or the hardware is part of an established loan scheme.

### **Audio Visual Hardware:**

- If a person checks-out or borrows a piece of audio visual equipment from the library, Media Studies, Art, Drama or DT, they are responsible for replacing it or repairing it if it is lost or damaged. All equipment must be properly signed-out and documented.

## **Mobile Phones**

Jumeirah College wishes to harness learning technologies and acknowledges that the use of mobile devices has, and will continue to change. The use of mobile devices is therefore allowed; students may have mobile phones in school predominantly for educational and emergency purposes. Students may wish to use a mobile to take photos, make notes or research content on the internet during lessons, but at the discretion of the teacher. Today's mobile phones have plethora of additional functions of which class teachers may, on occasions, allow students to avail of their phones during lessons (this may include calculator, camera, spell check, translate functions etc.) In all such cases students must follow the instructions of their teacher at all times and phones must be turned off again at the end of the lesson. Students may also need to contact home via a mobile device should their means of transport home be delayed, or an ECA time changes. The use of a mobile in such circumstances as these is reasonable and appropriate at break, lunch or after school (i.e. not during lesson time).

In allowing students to bring mobile phones to school, Jumeirah College emphasizes that it accepts no responsibility for any loss or damage to phones whilst they are on school premises. During lessons mobile phones must be switched off to prevent them from becoming a distraction. Parents and other contacts must not attempt to contact students via their personal mobile unless in absolute emergencies. Parents needing to pass on an urgent message during school hours, they should contact the College reception. Similarly, students who have a genuine need to contact their parents whilst they are on school premises may use the service telephone in the College reception.

Students are allowed to use their own devices before school, at break-time and at lunchtime and after school whilst on the College site in line with the DDAUA and under instructions of all staff members. Should any member of Jumeirah College staff deem the use of mobile devices to be distracting or inappropriate in any way, they are at liberty to confiscate the device for the College day or overnight in the reception safe. Should a student repeatedly ignores the college's policy with regard to mobile phone use, he/she will lose the privilege of having a mobile in college indefinitely.

## **Internet/World Wide Web Usage**

The Internet is a global network of digital devices linking users to Colleges, businesses, universities, and other sites. The College recognizes many sites have educational uses, while others do not. Jumeirah College wishes to respond to this by encouraging use of sites for educational reasons only. Required standards of conduct include:

1. The acknowledgement that access to the Internet is a privilege and not a right.
2. Use of devices is strictly limited to lesson time under the supervision of a member of staff. Devices are not to be used in corridors, common areas or whenever a member of staff has not directly instructed the use and is actively supervising.
3. Respect the use of copyrighted materials.
4. Respect the rights and privacy of others.
5. E-mail and social networking is allowed during College hours only in connection with a classroom assignment.
6. Downloading of unauthorized programs, software or digital content is not allowed to be held on devices registered for use in College.
7. Compromising the security of the College in any manner is unacceptable.
8. Respect the values and ethics of the local culture.

A violation of the above standards and any others included in the DDAUA will result in a denial of access and possible further disciplinary action.

**The College will use available monitoring and blocking software to filter objectionable materials on the Internet in order to help ensure the safety of all students.**

**Responsibilities:**

- All users are prohibited from accessing portions of the Internet that do not promote the curriculum or ethos of Jumeirah College.
- All College web pages are subject to initial approval of the administration. All College web pages should reflect the mission of the College and adhere to Jumeirah College and GEMS Guidelines.

**Personal Equipment:**

- All users must follow all policies even while using their own personal equipment.
- Watching DVDs, Movies, TV Shows, playing online games etc. while at College is prohibited unless the media has been checked-out from the College library or has been provided by the College's streaming server.
- Private networks are prohibited within the College network unless users get permission from the IT Department.

**The use of BYOD**

Devices will need to be registered with our ICT support staff before use and the DDAUA agreement in their planners need to be read and signed.

All students and parents will be required to sign the Jumeirah College Digital Devices Acceptable Uses Agreement Summary prior to activation of the students' access privilege.

- BYOD at Jumeirah College is currently limited strictly to laptops and tablets and is not extended to mobile phones. Due to licensing agreements students can only register 1 device.
- We would advise that students in KS4-5 register a laptop due to increased functionality for creation, whilst KS3 students may opt to register a tablet or a laptop.
- Students should bring in devices with either MAC IOS, MAC OS X, Android or Windows operating systems only (the school BYOD program does not support Linux or Chromium based operating systems due to security implications for instance).
- Parental guidance and recommendations regarding the suitability of devices can be provided on request from the ICT and Computing Department or Reception.

Jumeirah College would like to recommend to parents to purchase a personal device. Hardware may be provided within departments and the library should students need access in the case of a student forgets/misplaces their BYOD and do not have their own devices to work with.

**Cyber-Bullying:**

This involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others. Students will be held accountable for cyber bullying at College and any such interactivity that may impact negatively on the learning environment.

By cyber-bullying, we mean bullying by electronic media:

- Bullying by texts or messages or calls on mobile phones

- The use of mobile phone cameras to cause distress, fear or humiliation
- Posting threatening, abusive, defamatory or humiliating material on websites, to include blogs, personal websites, social networking sites
- Using e-mail to message others
- Hijacking/cloning e-mail and other social media accounts
- Making threatening, abusive, defamatory or humiliating remarks in chat rooms, to include but not restricted to; Facebook, SnapChat, Twitter, Instagram, Youtube and Ratelyteacher

### **Guidance for Staff**

If you suspect or are told about a cyber-bullying incident, follow the protocol outlined below:

#### **Mobile Phones**

- Ask the pupil to show you the mobile phone
- Note clearly everything on the screen relating to an inappropriate text message or image, to include the date, time and names
- Make a transcript of a spoken message, again record date, times and names
- Tell the pupil to save the message/image
- Go with the pupil and see a member of the Senior Leadership Team

#### **Computers**

- Ask the pupil to bring on-screen the material in question
- Ask the pupil to save the material
- Print off the offending material straight away
- Make sure you have got all pages in the right order and that there are no omissions
- Accompany the pupil, taking the offending material, to see a member of the SLT
- Normal procedures to interview pupils and to take statements will then be followed particularly if a child protection issue is presented.

### **Guidance for students**

If you believe you or someone else is the victim of cyber-bullying, you must speak to an adult as soon as possible. This person could be a parent/guardian, your tutor, your Head of Year or a member of the SLT.

- Do not answer abusive messages but log and report them
- Do not delete anything until it has been shown to your Form Teacher, Matron, parents/guardian or the Head (even if it is upsetting, the material is important evidence which may need to be used later as proof of cyber-bullying)
- Do not give out personal IT details
- Never reply to abusive e-mails
- Never reply to someone you do not know
- Stay in public areas in chat rooms

### **Guidance for parents**

It is vital that parents and the College work together to ensure that all pupils are aware of the serious consequences of getting involved in anything that might be seen to be cyber-bullying.

- Parents can help by making sure their child understands the school's policy and, above all, how seriously Jumeirah College takes incidents of cyber-bullying

- Parents should also explain to their sons or daughters legal issues relating to cyberbullying
- If parents believe their child is the victim of cyber-bullying, they should save the offending material (if need be by saving an offensive text on their or their child's mobile phone) and make sure they have all relevant information before deleting anything
- Parents should contact a member of the SLT as soon as possible. A meeting can then be arranged with relevant members of staff

### **E-Safety at Home**

Advice on the safe use of technologies for teenagers can be found at the following websites:

<http://www.saferinternet.org.uk/advice-and-resources/parents-and-carers>

<https://www.thinkuknow.co.uk/parents/>

<https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety/>

<http://www.webwise.ie/parents/advice-top-10-tips-for-parents/>

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### **Consequences for Violating the Rules:**

**Non-adherence to the provisions of this DDAUA will result in disciplinary action in accordance with the College's standard procedures.**

### **The Agreement**

- I acknowledge that I am responsible for my actions on my device, in College, at home and elsewhere, and for following the specific rules established for the use of the hardware, software, labs, and networks throughout the College and beyond. I understand that failure to do so could result in a loss of technological privileges.
- I agree 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 I will not engage in illegal activities on the College network or any other digital environment (e.g. plagiarism, bullying, harassment, tampering with hardware, software or documents, vandalism, unauthorized entry or destruction of files or deliberate introduction of computer viruses).
- I agree I will obey procedural safeguards to maintain the performance of the College's network and digital devices.
- I agree 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 I will not share, make, or post online personally identifying information about any members of the Jumeirah College community without permission (addresses, phone numbers, email addresses, photos, videos, etc.).
- I agree I will access only those resources that are appropriate for College and those resources for which I have specific authorization.

- I agree I will obey copyright laws and license agreements. Text material, music, software, and other media are protected by law.
- I agree I will not install software on the College's network or digital devices without permission of the system administrators.
- I agree 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 College devices are responsible for their care. Charges related to repair and replacement caused by abuse, misuse, negligence or loss as determined by College administration will be the responsibility of the student and his or her parents.
- I agree I accept full responsibility for supervision when my child is using any digital device, whether provided by the College or by the parents at home or in other non-College settings. I understand that there may be fees or costs incurred which are not covered by the warranty due to abuse, negligence, loss or multiple incidences of misuse of the device by my child. In the case of a personal device purchased under a Bring Your Own Device initiative, I understand that I, as the parent, am responsible for insuring the device and for its maintenance and security settings. I can expect the College to provide appropriate guidance and support in this area.
- I agree violation of this Acceptable Use Agreement may result in:
  - Loss of College provided technology and network privileges
  - Sanctions as prescribed in the College's student handbook
  - Monetary reimbursement to GEMS / the College or other appropriate sources

**By both parents and students signing the DDAUA summary, held on record by my son/daughter's form tutor, I acknowledge that I have thoroughly read and agree to the Jumeirah College DDAUA. I will instruct my son/daughter regarding the importance of following all the guidelines included in the agreement.**

#### **Arrangements for monitoring and evaluation**

The Principal will have responsibility for monitoring and reviewing this policy every year. This will be done in line with GEMS policies.

**Date for review:** June 2021