



**Prior to your child taking part in the 'Bringing Your Own Device' initiative launched on 30<sup>th</sup> September 2013,**

**Parents and Students are required to read the following GEMS Jumeirah Primary School Home-School Digital Device Responsible Use Agreement (DDRUA).**

**When you have read the DDRUA, parents and children are required to sign the letter sent to parents to indicate that both children and parents have agreed to the policy. There is a further copy of this letter on the GLG if the letter has been misplaced.**

## **GEMS Jumeirah Primary School Home-School Digital Device Responsible Use Agreement (DDRUA)**

The purpose of the GEMS Jumeirah Primary School Digital Device Responsible Use 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 Digital Device Responsible Use Agreement (DDRUA) 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 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.

The signatures on the Letter of Agreement (located at the end of this document) 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 Primary to use the school's technology resources, they must follow the guidelines set forth in this Digital Device Responsible Use Agreement (DDRUA). The rules written in this agreement are not all inclusive. Jumeirah Primary School 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 Digital Responsible Use Agreement as a condition of using such devices and the Internet.

The School provides some electronic devices and services are provided 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 DDRUA and all users will be required to comply with its regulations. Non-compliance will result in disciplinary action.

The guidelines provided in this DDRUA 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 the DDRUA. 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 initiative. It also applies to students' use of all such devices outside of school. Additionally, this agreement applies to all school facilities, including the Theater and the Gym.

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

Students can expect a 21st century learning environment at Jumeirah Primary School 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 educational mission of the school. Finally, students have a right to feel safe while using the school's resources and network.

Users are expected to:

- show respect and courtesy for other users in Jumeirah Primary School's community, which includes the strict prohibition of cyber bullying and harassment;
- recognize and honour the intellectual property of others;
- comply with legal restrictions regarding plagiarism, the use and citation of information resources and copyright law;
- limit the use of the school's technology resources to the educational mission of the school, except insofar as permitted below;
- use non-curriculum relevant materials only in their own time, outside of school and without detriment to their studies - Jumeirah Primary School recognises 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 school network and equipment;
- avoid tampering or experimenting with the school network or equipment, including efforts to bypass the school'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;
- avoid giving out personal information, such as name, address, photo, or other identifying information online, including username and password;
- avoid using their personal devices or equipment to record (audio/visual) others without their permission;
- to avoid modifying or copying any protected system files, system folders, or control panel files without prior approval of the School's IT Department; and
- obey the laws and restrictions of our host nation, the United Arab Emirates.

### **Educational Use:**

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

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

### **Respect for Others:**

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

- Use assigned workstations, if required by teacher.
- Always log off your workstation.
- Avoid 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 Primary School 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.

- 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 IT Department.
- Any attempts to transmit software designed to compromise the operation or security of the network is prohibited.

**Respect for Property:**

**Software Installation:**

Software may only be installed on the school information systems (including all individual workstations) with prior approval from the IT Department.

**Software Copyright:**

- Any attempts to circumvent the licensing control or the copying of software from the network without the IT 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 IT 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 IT Department's permission is prohibited.
- Borrowing of School hardware is not permitted unless email authorization has been given from the IT 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, they are responsible for replacing it or repairing it if it is lost or damaged. All equipment must be properly signed-out and documented.

**Internet/World Wide Web Usage:**

The Internet is a global network of digital devices linking users to schools, businesses, universities, and other sites. The school recognizes many sites have educational uses, while others do not. Jumeirah Primary School wishes to respond to this by encouraging use of sites for educational reasons only.

Internet access is available to all students and teachers at Jumeirah Primary School's. We believe these communication links offer vast, diverse and unique resources to both students and staff and their availability outweighs any possible access to

information that is not consistent with the educational goals of Jumeirah Primary School. Expected standards of conduct include:

1. The acknowledgement that access to the Internet is a privilege and not a right.
2. Respect the use of copyrighted materials.
3. Respect the rights and privacy of others.
4. E-mail and social networking is allowed during school hours only in connection with a classroom assignment.
5. Downloading of unauthorized programs is not allowed.
6. Compromising the security of the school in any manner is unacceptable.
7. Respect the values and ethics of the local host culture.

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

The school 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 instructional mission of Jumeirah Primary School.
- All school web pages are subject to initial approval of the administration. All school web pages should reflect the mission of the school and adhere to Jumeirah Primary School and GEMS Guidelines.

**Personal Equipment:**

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

**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, even if it occurs off-campus during the school year and negatively impacts the academic environment at Jumeirah Primary School.

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**Consequences for Violating the Rules:**

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

**The 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, labs, and networks throughout the school 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 school 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 school'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 Primary School community without permission (addresses, phone numbers, email addresses, photos, videos, etc.).
- I agree I will access only those resources that are appropriate for school and those resources for which I have specific authorization.
- I agree I will obey copyright laws and licence agreements. Text material, music, software, and other media are protected by law.
- I agree I will not install software on the school'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 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 agree I accept full responsibility for supervision when my child is using any digital device, whether provided by the school or by the parents at home or in other non-school 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 School to provide appropriate guidance and support in this area.
- I agree violation of this Responsible Use Agreement may result in:
  - Loss of school provided technology and network privileges
  - Sanctions as prescribed by The School's student handbook
  - Monetary reimbursement to GEMS / The School or other appropriate sources