



Acceptable Use Agreement (AUA) for use of technology in College

We would like to give every JCG student and member of staff the opportunity to use up to date technology to support learning at the College. We believe that technology and the Internet provide many opportunities for learning, communication, creativity and freedom of expression. However, with advances in technology comes responsibility and a need for maturity. It is essential that all students respect the privacy of others and protect their own online reputation and are aware that inappropriate use of technology can cause distress and harm to others, and lead to anti-social behaviour.

This is why we would like you to read and agree to the following Acceptable Use Agreement; to protect and limit the likelihood of harmful incidents to you and others, to help you make informed decisions and to take responsibility for your online 'life'.

When using a mobile device in school we would encourage staff and students to connect to the College filtered wireless network to access the Internet rather than opting for the unfiltered and costly 3G/4G networks. Using the College network will help us protect you from inappropriate and potentially distressing content. Please, help us to keep you safe online by registering your device for use on the College wireless network. To register a device you will need to take your device to the AVA office.

When using the school network, personal mobile technology in school and Office365 I agree to the following AUA:

- I know that the College networks are monitored and by connecting to the networks I give consent for this monitoring to take place.
- I will password/passcode my device.
- I will not share my username and passwords with other users.
- I will not use messaging Apps during lesson time (unless student is instructed by teacher).
- I will not use Social Media or Messaging Apps to cause hurt or embarrassment to another person.
- I will not take photos or video/audio recordings of another person without their permission.

- I will not take photos or video/audio recordings of others with the intention to cause hurt or embarrassment.
- I will not post/publish/upload to Office365 OneDrive images or video/audio recordings of other people on the Internet (unless student is instructed by teacher),
- If I see a message, comment, image, or anything else online that makes me concerned for my personal safety or that of others I will **report it immediately to the school**¹.
- If I see a message, comment, image, or anything else online that causes hurt or embarrassment to a student, member of staff at JCG or someone known to me I will **report it immediately to the school**¹.

¹*Form tutor, subject teacher, the Designated Safeguarding Lead (Mrs Silvestri-Fox), Principal (Mr Howarth).*

- I understand that bullying whether online or other will not be tolerated and is strictly forbidden.
- I will not store any personal school based data on web-based (cloud) services (e.g. iCloud and GoogleDrive) that are hosted outside Jersey unless permitted by the school and agreed by the Jersey Data Protection Commissioner.
- I understand that devices bought into school are done so at the owner's own risk,
- Where possible I agree to have up-to-date anti-virus and other security software (such as privacy protection applications) installed on my device.
- I understand that the on-site use of my mobile device is a privilege for students, not an automatic right and may be withdrawn if misused.
- As a **student** I grant the College a right of inspection of my device when there is a cause for concern. All inspections will be carried-out only by designated members of staff². I am entitled to insist that a parent/guardian is present throughout any inspection. If I refuse an inspection request I may be refused permission to use my device in school. In cases of serious concern, a refusal may result in the involvement of external agencies including the police.

²*designated staff are the Designated Safeguarding Lead (Mrs Silvestri-Fox), Vice Principal (Miss Rollo) and the Principal (Mr Howarth).*

Withdrawal of consent

Contravening the terms of this agreement may result in withdrawal of consent to use the school network and, in extreme cases, disciplinary action and/or the involvement of third-party agencies.

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I confirm that I have read through the agreement with my parent/guardian and agree to adhere to the principles outlined in the AUA.

Name of student:

Tutor Group:

Signature
(Student)

Signature
(Parent/Guardian)

Date

Please return to the College office by Friday 21 October