



JEDDAH PREP AND GRAMMAR SCHOOL

Use of Information and Communication Technology (Student ICT Acceptable Use Agreement - Appendix 1)

Safeguarding and Online Safety Reporting

If a student encounters any content, communication or online activity that causes concern for their safety or the safety of others, they must report this immediately to a member of staff.

Staff must report any online safety or safeguarding concerns immediately using the school's safeguarding reporting system, MyConcern, in accordance with the Safeguarding and Child Protection and Safeguarding Policy.

The school will take appropriate action to safeguard students and investigate concerns.

IT Provisions

Students are provided with IT resources to optimise their learning. These resources come in 3 forms.

1. Online resources
2. Computer Laboratories
3. Access to wireless network via personal devices

Online Resources

Online resources can be remotely accessed via COMPASS or Microsoft Teams.

Microsoft Teams is the school's official teaching and learning platform. Students must use Microsoft Teams for accessing assignments, submitting work and communicating with teachers.

Resources such as reports, parent communication, Teaching and Learning Resources and files can be found here.

Online resources are found on network share drives. Students have the OneDrive and Microsoft Teams area for personal files and a subject SharePoint or OneNote area for shared resources such as subject-specific files. All files stored on Microsoft Teams, OneDrive and SharePoint are subject to the school's Data Protection Policy and security procedures.

Computer Resources

There are three computer laboratories for instruction. The three laboratories are used for timetabled ICT instruction but used by other subjects for the support of teaching and learning. Rules for the school computer labs are as follows.

1. Treat all ICT equipment with care.
2. Do not eat or drink in the ICT laboratories or Collaborative Learning Spaces
3. Use computers for schoolwork only.
4. Do not attempt to access another student's account.
5. Do not tamper or interfere with the system.
6. Do not download anything unless requested by teacher.
7. Store all your work on your 365 cloud.
8. Only use the Internet for school related work
9. If there is a problem with your computer, do not attempt to fix it yourself.
10. Where they exist, follow the printing rules at all times; in essence do not print off multiple or unnecessary pages.

IT Facilities

Users are expected to make use of the school's and personal technologies IT facilities only for educational purposes.

Personal Technology Use

- Technology should be always used responsibly.
- Users are responsible for the protection of their own devices and network accounts, they should not divulge their password to anyone. This includes classmates, parents, and teachers. Users should not log on

to or use any account other than their own and should log off when leaving a workstation, even for a short period of time.

Use of Facilities

It is not acceptable to

- Attempt to download or install software to school computers.
- Attempt to introduce a virus to the network.
- Attempt to bypass network or system security.
- Attempt to access the account of another user.
- Attempt to gain access to an unauthorised area or system.
- Attempt to use any form of hacking/cracking software or system.
- Connect any device to the network that has access to the Internet via a connection not provided by the school.
- Access and download material that is indecent or obscene, infringes copyright, is unlawful, or brings the name of the school into disrepute.
- See Student ICT Acceptable Use Agreement for full details.

Internet Access

- The school's Internet service is filtered to prevent access to inappropriate content and to maintain the integrity of the computer systems. Users should be aware that the school logs and monitors internet and system usage. Relevant information may be recorded and stored on the school's Firewall Monitoring System and/or COMPASS and other secure school systems in accordance with the Data Protection Policy. While the school respects the privacy of users, users should assume all their activity could potentially be monitored by the school or others.
- The use of public chat facilities is not permitted.
- Users should not copy or use material from the Internet to gain unfair advantage in their studies, for example in coursework. Such actions may lead to disqualification by the examination boards.
- Users should ensure that they are not breaking copyright restrictions when copying and using material from the Internet.

Privately Owned Computers

Personal laptops to the school network. They are subject to the Student ICT Acceptable Use Agreement that all JPGS students consent to abiding by whilst an enrolled student. All computers, for their own protection, must have antivirus software installed. Peer to peer software may not be on the computers. This is to prevent network performance degradation, observe local and international laws, and to protect the network from intrusion as such software compromises the machine and the network.

Privacy and Personal Protection

- Users must, always respect the privacy of others.
- Users should not forward private data without permission from the author.
- Users should realise the school has a right to access personal areas on the network.
- Privacy will be respected unless there is reason to believe that the Student ICT Acceptable Use Agreement has been breached or that school guidelines are not being followed.

Disciplinary Procedures

The Acceptable Use Policy constitutes part of the school's Behaviour and Sanctions Policy.

Those who misuse the IT resources or violate the Acceptable Use Policy will be subject to disciplinary procedures. Violations may result in disciplinary action up to and including suspension or expulsion for students.

Any misuse of ICT that raises safeguarding concerns must be reported immediately via MyConcern and managed in accordance with the Safeguarding and Child Protection Policy.

All serious breaches must be formally recorded and reviewed by the Senior Leadership Team.

APPENDIX 1

Student ICT Acceptable Use Agreement

ICT, including the internet, email, mobile technologies and online resources have become an important part of learning in our school. We expect all students to be safe and responsible when using any ICT. It is essential that students are aware of Online Safety and know how to stay safe when using any ICT.

Students are expected to read and discuss this agreement with their parent(s) and always follow the terms of agreement. Any concerns or explanations required should be discussed with the IT department.

GENERAL

- I will only use ICT systems in JPGS, including the internet, e-mail, digital video, and mobile technologies for school purposes.
- I will not download or install software on school technologies.
- I will only log on to the JPGS network, other systems and resources with my JPGS supplied username and password and will only use my own device or JPGS provided technology.
- I will not reveal my passwords to anyone and will change them regularly.
- I will only use my JPGS e-mail address for school purposes, including communication with teachers and staff.
- I will make sure that all ICT communications with students, teachers or others is responsible and sensible.
- I will be responsible for my behaviour when using the internet. This includes resources I access and the language I use.
- I will not browse, download, upload or forward material that could be considered offensive or illegal.
- I am aware that when I take images of other students and/or staff, that I must only store and use these for school purposes in line with school policy and must never distribute these outside the school network without the permission of all parties involved. This includes school breaks and, on all occasions, when I am in school uniform or when otherwise representing the school.
- I will ensure that my online activity, both in school and outside school, will not cause the school, staff, students or others distress or bring the school community into disrepute, including through uploads of images, video, sounds (including voice recordings) or texts.
- I will support the school's approach to online safety and not upload or add any images,

videos, sounds (including voice recordings) or texts that could upset any member of the school community.

- I will respect the privacy and ownership of others' always work online and use appropriate forms of referencing to credit my sources of information accordingly. I will not plagiarise and pass off someone else's work as my own.
- I will not attempt to bypass the internet filtering system using any methods.
- I understand that that all my use of the internet and other related technologies, either on my own device or on a school provide technology, can be monitored and logged and can be made available to staff or other appropriate authorities.
- I understand that these rules are designed to keep me safe and if they are not followed, school sanctions will be applied, and my parents will be contacted.
- I will not sign up to online services until I am old enough to do so.

Additional Agreement for Personal Devices and Mobile/Smartphones

- I understand that devices should not be used during normal school hours for personal texting, e-mail, online shopping, live streaming or downloading of any non- educational material.
- I will ensure that my devices are connected to the JPSG Wi-Fi network always. (Using any other network or use of hotspots is strictly prohibited)
- I will take full responsibility for my device and will not leave it at school overnight.
- I will immediately comply with teachers' or staff requests to shut down my device or close the screen when instructed.
- I understand that intentionally infecting the network with a virus, Trojan or program designed, alter, destroy, or provide access to unauthorised data or information will result in disciplinary actions. Suitable virus protection software is required.
- I will use my device at school for educational purposes only, accessing files or internet sites relevant to the classroom curriculum and supported by specific subjects and teachers.
- I understand that devices may not be used between lessons, at break times or in school buildings at any time outside of normal lessons unless directed by school staff.
- School staff have the authority to request access to student devices where there is a reasonable concern relating to safeguarding, behaviour, or misuse of ICT, in accordance with the Behaviour Policy and Safeguarding and Child Protection and Safeguarding Policy.
- I will ensure that I come to school with my device fully charged daily.
- I have read and understand the additional rules for use of my Mobile or Smartphone.

Disciplinary Procedures

The understanding of both student and parent is that the use of personal devices, to support educational experiences, is a privilege. When expectations are abused, or the above agreement is violated such privileges may be withdrawn and additional disciplinary actions may result.

Date of Review: September 2026	Reviewed and approved by: Headmaster, BoG
Date of next review: August 2027	