



January 24, 2019

Colleagues,

As you are aware we upgraded the speed of Internet access at the school in December 2018. The upgrade was done to facilitate the increasing use of the Internet for many areas at JC including lesson delivery, administration of school records, backup of data, and to explore and do research on ways to use technology to improve Jamaica College.

We have all seen and are enjoying the benefits of faster Internet access, but unfortunately we have also observed that some members of staff and students are taking advantage of the upgrade and are streaming audio and video from sites such as YouTube and Netflix, downloading files and shopping online for personal use, etc.

The effect of this increased Internet access for personal use is that we are exceeding the maximum limit of the bandwidth we have contracted from Digicel. If this continues Digicel will restrict our access to the contracted limits, and the result of that would be slower access which will hinder productivity and efficiency for everyone.

To avoid this it is imperative that all members of staff, students and other users of the school's network restrict their use of the school's ICT resources and Internet access to activities for the following purposes:

1. Lesson delivery.
2. Administration of school records.
3. Backup of data.
4. Exploring the use of resources to improve Jamaica College.

In addition, activities which are deemed inappropriate and are not allowed include:

1. Streaming audio and video for personal use.
2. Excessive use of and/or access to social media sites for personal use.
3. Downloading large files such as audio, video and graphics for personal use.
4. Downloading material protected by copyrights including software, music, videos, reports, etc.
5. Downloading and spreading malware of any type.
6. Accessing sites, downloading and uploading information at sites which encourage or facilitate inappropriate conduct including but not limited to hate sites, bullying, racism, pornography.

While some appropriate personal use of the school's ICT resources and Internet access will be allowed, excessive use or use for activities deemed inappropriate will be treated as abuse of the school's resources and may result in disciplinary action.

I expect full compliance with the above with immediate effect. If anyone requires any clarifications, please contact Ms. Dawn MacGregor-Bromfield or myself.

A similar communication will be sent to all parents and guardians to inform our students.

Thanking you in advance for your anticipated cooperation and support.

Regards,
Wayne Robinson
Principal