

Jamaica College

Online Disciplinary Guidelines

Preamble

March 13, 2020 was a historic day for the Jamaican education system, and Jamaica College in particular. It marks the day that all schools nationwide were ordered closed due to confirmed cases of the Coronavirus (COVID-19) on the island. Since the forced closure, schooling as we know it continues to change; online classes have become the most widely accepted pedagogical approach.

The shift to an online platform does not eliminate the potential for indisciplined behaviour to occur. The virtual space further emphasizes the need for disciplinary strategies, as students may become more emboldened to commit offences by feeling safe in cyberspace, where cyber offences (e.g. cyberbullying) are likely to increase. These concerns have led to the formulation of the following online disciplinary guidelines, which were designed as a multidimensional approach to manage and deter undesirable online behaviour of students.

School Hours

- Students are to log in at 7:30am-7:50am each morning in their uniform for form time.
- Students will have a five minutes break (7:50- 7:55) to get required material ready for the first session of the day.
- Students **MUST** be logged into **ALL** their classes ontime (teachers can have students in at least 5 minutes before the scheduled start if desired).
- Unexcused/unapproved absence/lateness for online classes is a breach of Jamaica College's student guidelines and will result in disciplinary action for repeated offences.

Online classroom space

- Students must be seated in a dedicated space for the duration of the online class, with no distractions or access to other persons or devices not directly related to the online class in session.
- Students are to maintain silence and not disrupt classes in session. They should also keep their **audio off** and **video on** during the session unless otherwise requested by the teacher.
- Students must not use the Google classroom chat for personal or unrelated conversations not relevant to the online class
- Use of abusive or obscene language during sessions will result in the removal of the student(s) responsible from the class/session. Upon investigating the incident, further disciplinary action may follow.
- **Please note:** Parents are **NOT** permitted to interact with their sons or the teacher while classes are in session. If there are concerns, they may be communicated through email to

the teacher, form teacher, year supervisors, Dean of Discipline/Vice principal(s) or Principal if necessary.

Online School Attire

- During online classes students are to be in uniform at all times.
- Students must be properly groomed for online classes; hair trimmed and properly combed.

Academic Activity

- Students **MUST** complete and submit **ALL** assignments/homework on time.
- Late submissions can result in marks being deducted.
- Repeated late/non submissions of assignments without the teacher's approval is an act of **academic misconduct** and will be addressed according to the school's policy.
- Lab experiments(information to be added)

Online Disciplinary Framework

The framework for the online disciplinary guidelines are guided by the Education Regulation of Jamaica 1980, the Cybercrimes Act 2015 and the student handbook of Jamaica College. The disciplinary framework has been designed to utilize the features of the google classroom/meet platform.

It is important for parents and students to understand that **DISCIPLINE IS NOT PUNISHMENT**. Discipline is the ability to follow established rules and guidelines. Punishment becomes necessary when students repeatedly fail to follow these guidelines. Punishment, as a deterrent, should lead to an improved standard of behaviour from the student. Discipline therefore must be viewed as the act of diligently training oneself, focussing on achieving your goals (e.g. an athlete) .

The Disciplinary Process

The disciplinary process comprises the following steps. All steps are applicable to the virtual classroom:

- Warnings (verbal or written)
- Detentions
- Referral to guidance counsellors/social worker
- Suspensions
- Referral to Personnel Committee

Warnings

A student may receive a verbal or written warning for some minor offences (***see student handbook***). If the behaviour continues the student must be referred to the guidance counsellor and/or the Dean of Discipline for further action.

Written warnings must be copied to the student's school record.

Detentions

Detentions can be given at any time by a teacher for minor offences (*see student handbook*). The teacher must send correspondence (email) to the child's parent(s), the form teacher, year supervisor, DOD and VP for the year group about the detention. The student **MUST** report to the online detention room (an invitation will be provided) at the specified time(s) to complete his detention.

Please note: Failure to report to detention may result in additional days of detention or online suspension (*see suspension below*).

Suspensions

Students can be suspended from online classes for committing multiple minor offences or for committing a major offence (*see student handbook*). Students who are suspended will be blocked from online classes for the specified period of the suspension (not exceeding 10 days). During this period, the student will be assigned a temporary login and **MUST** report to the online suspension centre.

The student must satisfactorily complete all required sessions with the guidance counsellors, Dean of Discipline or his designate **BEFORE** being reintegrated into his online classes.

Please Note: The disciplinary process is not linear, that is it does not follow each step sequentially at all times. Depending on the seriousness of an offence, a student may be escalated to a more severe sanction.

Online Golden Rules

Rule 1: Remember the human being BEFORE posting online

When communicating electronically, your written words are read by real people, all deserving of respectful communication. Before you press “send”, ask yourself, “how would I feel if someone had written this about me?”

Rule 2: Adhere to the same standards of behaviour online that you follow in real life

Do your best to act within the rules and ethical standards of the school and our society. Name calling, cursing, expressing deliberately offensive opinions; if you would not do it to the face of anyone who might possibly see what you write, do not write it.

Rule 3: Know where you are in cyberspace

Depending on where you are in cyberspace, the same written communication can be acceptable in one forum but inappropriate in another. What you text to a friend may not be appropriate for communicating with classmates or teachers

Rule 4: Respect other people's time

When online ensure all written or verbal communication is meaningful and to the point. Teachers and students will not have the time to respond to frivolous discussions, chats or posts. It is your responsibility to ensure that time spent reading your posts is not wasted.

Rule 5: Forgive other people's online mistakes

While online, at some point, you will see a 'stupid' question, an unnecessarily long post or misspelled words. When this happens, practice kindness and forgiveness towards others; the same way you would desire them to respond if you make a similar mistake.

Rule 6: Finally always remember:

- Check your work for spelling and grammar mistakes
- Know what you are talking about and state it clearly
- Be pleasant and polite

