



Jamaica College

Online Disciplinary Guidelines



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 should not interact with their sons or the teacher while classes are in session. Utilize the teacher's **office hours** get updates and raise concerns about your son/ward
- Additionally, concerns 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.
- Student's display picture must be of himself, in uniform. His full name(first and last name) must also be on the display. Absolutely no other image, text, symbol will be accepted for online classes

- 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.

School Based Assessments

- All SBA that require students attending school face to face will be guided by the existing policy of the Ministry of Health and the Ministry of Education respectively.
- Students must always be in their full uniform to attend SBA and all other on campus school activities.
- Students must always follow the COVID-19 protocols while on the school's premises, i.e.
 - Wearing face masks at all times
 - Regularly washing and sanitizing hands
 - Maintaining the required social distance (6ft or 2m apart)
 - Remain home if not feeling well
 - Students who repeatedly disregard or fail to follow these guidelines will be sent home and their parents/guardians notified

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.

Cyber Offences

Definition of Cyber offences

Cyber offences, which includes but not limited to bullying, harassment and terrorism is the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, or videos.

Examples of this behavior include but are not limited to:

- Sending false, cruel, vicious messages, images, videos etc.

- Creating websites that have stories, cartoons, pictures, and jokes ridiculing others.
- Breaking into an email account and sending vicious or embarrassing materials to others.
- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others.
- Posting of a student's picture without their permission.
- Use of computers and information technology to cause severe disruption of the school's online learning,

Offences of this nature creates a hostile, disruptive environment and is a violation of every student's right to be safe and secure. Cyber Bullying and Harassment and any similar action which deliberately threaten, harass, intimidate an individual or group of individuals, placing an individual in reasonable fear of harm or damaging the individual's property; or disrupting the orderly operation of the school, will not be tolerated.

Consequences for Cyber offences

Cyber harassment or bullying of any kind and such behaviour is subject to the following consequences:

- **Minimum: 1 day suspension**
- **Maximum penalty: Expulsion**
- *The School's Administration may also report the Cyber offence to the police.*