



Scoil Chonglais Information and Communication Technology (ICT) Acceptable Use Policy (AUP) – updated June 2020

Introduction

Scoil Chonglais uses information and communication technologies to teach the skills, knowledge and behaviours students will need as responsible citizens and effective learners. Students learn collaboration, communication skills, creativity and critical thinking in a variety of ways throughout the school day. Teachers are provided with opportunities to use ICT, to enhance their teaching and to engage in continuing professional learning. Scoil Chonglais strives to provide appropriate and adequate technology to support innovative teaching and learning.

This approach is referred to in school policies and programmes as **E-Learning**. An important element of e-learning is education about appropriate online behaviour. In addition to the requirements outlined in these guidelines, students will be expected to comply with all class and school rules while using ICT. Users are reminded that access to ICT facilities at Scoil Chonglais is not provided as a right: it is a privilege and, when abused, this privilege will be withdrawn.

Rationale

The Information and Communication Technology (ICT) Acceptable Use Policy outlined herein governs the effective use of ICT facilities at Scoil Chonglais. The systems in use at Scoil Chonglais consist of devices operating in a networked environment as well as devices operating independently. The policy also covers the use of user-owned devices in the context of a 'bring your own technology' or 'bring your own device' (BYOD) model. These facilities and devices are used to support and enhance teaching and learning at the school.

As technology develops, the means by which data held on remote sources is created, manipulated and accessed will change. However, this user policy is deemed to cover, as far as is practicable, the use of emerging technologies. The procedures and restrictions outlined may be modified by the school Principal, Deputy Principal or designated member of staff to ensure that the practice is in keeping with the aims, objective and ethos of the school.

Users should note that this policy covers mobile devices including mobile phones, portable music devices, portable electric devices, and all devices capable of recording audio and visual images and /or capable of sending and receiving video messages.

The guidelines and restrictions outlined in this document apply generally to all users of the school systems. In certain instances, it will be necessary to refer to specific user groups, such as students, teaching staff, administrative, voluntary and ancillary staff. Other users that may be referred to include tutors and students engaged in training and educational programmes held in the school as well as parents/ guardians and parental organisations.



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Bord Oideachais agus Oiliúna
Chill Dara agus Chill Mhantáin
Kildare and Wicklow
Education and Training Board

Access

Access to Scoil Chonglais ICT systems is limited to users who have agreed to abide by the school's Acceptable Use Policy and who have received credentials from a system administrator to allow them to access school networks. Upon enrolling at Scoil Chonglais, a student and their parent/guardian must provide a written declaration that they agree to abide by the provisions of the school's policies, including policies relating to the use of ICT.

Student and teacher accounts will be disabled when a user ceases to be a registered student or employee of Scoil Chonglais or Kildare and Wicklow Education and Training Board (KWETB). It is the responsibility of each user to transfer or backup their data before their user account is deleted.

Access to online resources such as Teams provided by the school or its staff are subject to the same rules as facilities within the school.

Scoil Chonglais makes no warranties of any kind, whether expressed or implied, for the service it is providing or that this service will be without defect. We assume no responsibility or liability for any phone charges, data costs, line costs, or usage fees, nor for any damages a user may suffer. This includes loss of data resulting from system upgrades, delays, non-deliveries, or service interruptions caused by accident, errors, or omissions.

Any information, guidance, or advice obtained via the Internet is applied or reported at the user's risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Access to Scoil Chonglais ICT systems is governed by generally accepted rules of use as well as the Scoil Chonglais Code of Behaviour. Misuse of school ICT systems by users will be treated with reference to the school's Code of Behaviour as well as to relevant national and international legislation.

As part of the school's ICT infrastructure, access to certain categories of internet site, media-streaming providers, and social media platforms may be blocked through the use of hardware and software components. Users must not attempt to circumvent the policies and restrictions put in place by the school.

Important Rules and Guidelines

Users are expected to conduct themselves in a responsible, ethical, and polite manner while connected to school – and wider - networks.

A school-provided email address or identity should only be used for school related matters. This should not be used for registering with vendors, social media sites, online communities, or content providers unless authorised by a teacher.

Users must be polite and use appropriate language in their communication. Users must not use obscene, profane, lewd, vulgar, disrespectful, threatening, or inflammatory language or swear, use vulgarities, or any other inappropriate language. Harassment and personal attacks including the use of prejudicial, discriminatory, racist or sexist language are prohibited.

Users are not permitted to transmit, receive, submit, or publish any defamatory, prejudicial, discriminatory, abusive, obscene, profane, sexually orientated, threatening, offensive, or illegal material. Users should not knowingly transmit, submit, or publish inaccurate material.

Users must not send, post, forward, distribute or link to comments or material likely to cause distress to others. Cyberbullying or E-Bullying - the targeting of someone through the use of technology - is deemed to be a serious breach of school discipline. The placing of a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or redistributed by other people will be regarded as bullying behaviour and subject to sanction under the school's Code of Behaviour and related policies.

Users must not reveal personal details such as your address or phone numbers or the personal details of other students or colleagues. Users must not access materials (for example, internet sites and discussion forums) that contain obscene, illegal, hateful or otherwise objectionable materials. Where such materials are inadvertently accessed, the user must report this immediately to a teacher or supervisor.

Users must not post or upload personal images/facsimiles, or images/facsimiles of others without the express permission of a teacher. This restriction includes personal audio and/or video recordings or recordings taken of others. Information and Communication Technology Systems must not be used in a way that disrupts the use of these systems by others.

Abuse of resources is prohibited, such as the sending of chain letters, or the sending of annoying or unnecessary messages to a large number of people. It is a legal requirement that users do not hold any information in electronic form about living persons unless they are registered to do so.

Users are subject to all national and international laws. Illegal activities are strictly forbidden.

Users are not permitted to use ICT resources for personal gain or commercial purposes, purchasing products or services, product advertising, political lobbying, or political campaigning.

Vandalism is prohibited. Vandalism is defined as any malicious attempt to harm or destroy: the data of another user, the school's ICT system, or the ICT systems of any agencies or other networks that are connected to the school's ICT system. This includes but is not limited to the uploading or creating of computer viruses. Physical or electronic tampering with ICT resources is not permitted. Intentionally damaging devices, systems or networks will result in cancellation of privileges and/or further disciplinary action. Replacement costs will be sought in all incidents.

Users must respect all copyright laws that protect software owners, artists, and writers. Plagiarism in any form is prohibited.

Users may not bring food or drink into computer rooms or e-learning centres.

Safety and Security

At Scoil Chonglais, information and communication technology devices (which covers computing, communication, recording, and internet-connected devices) may be used for school purposes or for school-related business. All Scoil Chonglais ICT systems are provided for the primary purpose of supporting e-learning and conducting official school business; they are not intended for personal use by students or employees of Scoil Chonglais, and users should have no expectation of privacy when using them.

The school retains the right to review, store and disclose all information accessed and or stored from ICT systems for any legally permissible reason, including, but not limited to: determining whether the information is a public record; determining whether it contains information discoverable in litigation; and accessing school information in an employee's absence.

Employees or agents who operate the system may review files and messages to maintain system integrity and ensure that users are using the system responsibly. Messages relating to or in support of illegal activities may be reported to the authorities. While files may be protected by passwords, such passwords do not prevent systems administrators and other authorised administrators from accessing messages and files for legitimate purposes.

Security on ICT systems is a high priority, especially when the system involves many users. If you think you can identify a security problem in school ICT systems, network, or internet connection, you must notify a member of staff or system administrator. Using another user's password or trespassing in another user's folders, work, or files without the permission of a member of teaching staff is prohibited. Devices - including student-owned devices – used contrary to policy guidelines may be confiscated by a member of teaching staff.

Confiscated devices will be returned to a parent/guardian after a period of at least 24 hours after the time of confiscation. Should a device be required to support an investigation into a matter covered by this policy or by other relevant school policies, then this device may be retained by Scoil Chonglais personnel until the matter under investigation is concluded. This provision is of particular importance where the matter under investigation relates to cyber/e-bullying or attempts to disrupt the school's ICT infrastructure. Attempts to log onto ICT systems as someone else may result in cancellation of user privileges. No modifications or additions may be made to the school's public website or other publicly accessible resources, without the express permission of the system administrator or Principal/Deputy Principal. Responses to infringements of this policy will be framed within the school's Code of Behaviour and related policies.

Users may not install or attempt to run software that has not been installed by a system administrator and approved by school authorities. Users must not delete, disable or tamper with any software provided by the school. Users must not tamper with ICT hardware or any network or power connections. Users should not use a VPN (Virtual Private Network) over the school's networks.

User-Owned Devices (BYOD)

Scoil Chonglais embraces a 'bring your own technology' or 'bring your own device' (BYOD) model to support the use of ICT in teaching and learning. For the purposes of this model, 'devices' are deemed to include: laptops, hybrid laptops, netbooks, smart phones, slate devices, surface devices, and tablet devices. Devices designed primarily to support gaming (such as Nvidia Shield, Razor Edge, Nintendo models, and Sony PSP models) are not permitted. Students participating in BYOD must adhere to the Scoil Chonglais Code of Behaviour and the provisions of this Information and Communication Technology Policy.

Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and on specific projects. Information and communication technology devices are strictly prohibited in sports changing rooms, bathrooms, toilet areas, shower areas and other areas which may be designated by school management and staff as having an increased susceptibility to infringements of personal privacy and dignity.

The use of personal devices by students is optional, and students who do not participate in BYOD will not be disadvantaged and other appropriate modes of participation will be available. Where required, the school will provide guidance to parents on the purchase of suitable software and hardware to support student learning within a BYOD model. Approved devices must be switched off other than at break times, unless requested by a teacher in class for the purposes of teaching and learning. Headphones too, may be used in class with teacher permission.

During teaching and learning activities, devices may not be used to cheat on assignments, quizzes, or tests or for non-teaching and learning purposes (such as making personal phone calls, text messaging, or accessing social media sites). Students may not use devices to record, transmit, or post photographic images, audio, or video of a person or persons in classrooms, on school grounds, or during any school activities (either on or off school premises) unless specifically allowed by a teacher. Devices may only connect to the internet via the school's dedicated Student Network as accessed via personal credentials provided to the user by the school's system administrators.

Devices may only be used to access resources on internet sites or network shares which are relevant to the school's curriculum. The school's network filters will be applied to a device's connection to the internet and any attempt to bypass the network filters is prohibited. Scoil Chonglais affirms the right to examine any device that is suspected of causing technology problems or that is suspected of being the source of an attack or virus infection. Users are prohibited from bringing a device on premises that infects the network with a virus, Trojan, or computer programme designed to damage, alter, destroy, or provide access to unauthorised data or information. Users should only bring in and use a USB device with a teacher's permission and under a teacher's supervision.

Users are prohibited from bringing a device on premises that contains material that is of a defamatory, prejudicial, discriminatory, abusive, obscene, profane, sexually orientated, threatening, offensive, or illegal nature. Users are prohibited from possessing or accessing information on school property related to altering or bypassing network security policies. Students and parents should be aware that devices are subject to examination by designated school personnel if the device is suspected of a violation of the school's Code of Behaviour. If the device is locked or password protected the student will be required to unlock the device at the request of the school Principal, Deputy Principal, or designated Assistant Principal.

Printing from personal devices is limited and will not be available to all BYOD users. Personal devices must be charged prior to bringing to school and run on battery power while at school. Facilities for charging devices at Scoil Chonglais are very limited.

Lost, Stolen, or Damaged Devices:

Each user is responsible for his/her own device and should use it responsibly and appropriately. Scoil Chonglais takes no responsibility for lost, stolen, or damaged devices, including lost or corrupted data on those devices. While school employees will help students identify how to keep personal devices secure, students will have the final responsibility for securing their personal devices. Parents are advised to check with their homeowner's insurance policy providers regarding coverage of personal electronic devices, as many insurance policies can cover loss or damage.

Scoil Chonglais is not responsible for maintaining or troubleshooting devices used under the BYOD model.

Usage Charges:

Scoil Chonglais is not responsible for any possible device charges to your account that might be incurred during school-related use.

Network Considerations:

Users should strive to maintain appropriate bandwidth for school-related work and communications. Scoil Chonglais does not guarantee connectivity or the quality of the connection with personal devices.