ICT/Internet Use Information Technology

Date staff consulted:	
Date parents consulted:	
Date students consulted:	
Signed	
Date ratified at B.O.M. meeting:	
Date for Review:	

School Name: St Josephs Secondary School Ballybunion

Address: **Doon Rd. Ballybunion Co. Kerry**

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by the school's Internet and Technology resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

It is envisaged that school and parent representatives will revise the AUP annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

School's Strategy

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

General

- Internet sessions will always be supervised by a teacher.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' Internet and Technology usage.
- Students and teachers will be provided with training in the area of Internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of personal memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission.

- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

World Wide Web

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

- Students will report accidental accessing of inappropriate materials in accordance with school procedures.

- Students will use the Internet for educational purposes only.

- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).

- Students will never disclose or publicise personal information.

- Downloading materials or images not relevant to their studies, is in direct breach of the school's acceptable use policy.

- Students will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.

Email

- Students will use approved class email accounts under supervision by or permission from a teacher.

- Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.

- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.

- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.

- Students will note that sending and receiving email attachments is subject to permission from their teacher.

Internet Chat

- Students will only have access to chat rooms, discussion forums, messaging or other electronic communication fora that have been approved by the school.

- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.

- Usernames will be used to avoid disclosure of identity.

- Face-to-face meetings with someone organised via Internet chat will be forbidden.

School Website and Facebook Page

- Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website

- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.

- Website using facilities such as guestbooks, noticeboards or weblogs will be checked frequently to ensure that they do not contain personal details

- The publication of student work will be co-ordinated by a teacher.

- Pupils' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.

- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website with out the parental permission. Video clips may be password protected.

- Personal pupil information including home address and contact details will be omitted from school web pages.

- The school will ensure that the image files are appropriately named – will not use pupils' names in image file names or ALT tags if published on the web.

- Pupils will continue to own the copyright on any work published.

Personal Devices

Pupils using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorized taking of images with a mobile phone camera, still or moving is in direct breach of the school's acceptable use policy.

iPad and Computer Acceptable Use Policy

Students may be selected at random to provide their iPad for inspection i.e. to check homework assignments, to ensure appropriate use of internet etc. The students are using the iPads in the school and must abide by school policy, which in this case will include random inspection by staff.

Using Your iPad at School - Student Responsibilities:
- Students are required to use the iPad or computer in a responsible and ethical manner that does not cause disruption to the learning and teaching environment of the class or study hall.
- Students are obliged to be disciplined in the use of the iPad during class and study. By this it is meant that they will stay 'on task', and not misuse the iPad for inappropriate activity. 'Off task' use of the iPad can be defined as the opening or use of any application not specified by the teacher, going online without the specific instruction of the teacher, and the use of any iPad functionality not directly related to the lesson or task, or directed by the teacher. Failure to stay 'on task' will invoke the full rigor of the disciplinary code on the student.
- The right to use the iPad can be revoked by the teacher in class, if it is judged that the student is off task.
- Students should carefully follow all the instructions of their teacher in the use of the iPad. Failure to follow explicit instructions that leads to class disruption will invoke the disciplinary procedure.

- iPads can only be used in class with the permission of the teacher.
- Students are required to obey general school rules concerning behaviour and communication that apply to iPad/computer use.
- Students are required use all technology resources in an appropriate manner so as not to damage school equipment or cause substantial disruption to school life. Substantial disruption can be defined as any outlay of school resources, personnel or material that is a consequence of the disruptive behaviour, including incident investigation, reporting, and repair to damage done. Damage includes, but is not limited to, the loss of data resulting from delays, non-deliveries, or service interruptions caused by the student's own negligence, errors or omissions.
- Students are required help protect our computer system/device by contacting the Principal about any security problems they may encounter.
- Students are required turn off and secure their iPad after they are finished working to protect their work and information.
- Students are responsible for returning their iPads to the charging unit at the end of each day or whenever instructed by their supervisors.
- Students are required to print a copy of any email containing inappropriate or abusive language or if the subject matter is questionable, and turn it in to the relevant personnel.
- iPads are intended for use at school each day.

Student Activities Strictly Prohibited:
- Use of an iPad when explicitly prohibited by a teacher or staff member.
- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing School policy or public law.
- Using the iPad to photograph, video or record staff or students without their explicit permission.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.

- Use of any Messaging services not authorised by the school eg: MSN Messenger, ICQ, AIM, IMO, Viber, WhatsApp etc.
- Only approved games, which in no way contradict our mission as a Catholic school, may be used with permission of a teacher.
- Use of outside data disks or external attachments without prior approval from a teacher.
- "Jailbreaking" of your iPad.
- Spamming-Sending mass or inappropriate emails.
- Gaining access to other student's accounts, files, and/or data whether the file has been password protected or not.
- Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications such as, but not limited to, MSN Messenger, Yahoo Messenger, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behaviour.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients. Transmission of texts or photographs of an obscene or a vulgar nature.
- Bypassing the web filter through a web proxy or 'anonymous server'.
- Students are not allowed to use another student's iPad without the explicit permission of its owner.
- Private browsing must always be 'Off'.

Student Discipline

The iPad, computer, and the wi-fi and server infrastructure are expensive facilities which can only be maintained in good working order with the full cooperation of staff and students. Therefore, intentional, substantial disruption in this area will be taken very seriously. Disruption which requires the deployment of additional resources to resolve may result in a fine for the offending party/parties.

Taking Care of the iPad

Students are responsible for the general care of the iPad. iPads that are broken or fail to work properly must be taken to the relevant personnel for an evaluation of the equipment. Who the relevant personnel are will be clearly advised to students at the commencement of the school year.
The school should be informed when the iPad is under warranty or has insurance.

Protective cases should be brought with the iPads, which provide sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:
iPads should always be within the protective iPad case when carried.

Avoid placing too much pressure and/or weight (such as folders and workbooks) on the iPad screen.

Under no circumstances should iPads be left in unsupervised areas. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it will be taken to the relevant personnel. No responsibility can be taken for iPads left in unsupervised areas.

Photos, Video and Audio

Photo, video and audio storage on the iPad will be for school projects and for personal use. Storage of student personal photos, video and audio or downloaded images, video

and audio will be allowed under the parameters given to students by their supervisors. It is expected that all content on the iPad will be of a moral nature, including photographs. The Principal, IT Technicians, teachers will have the right to inspect the content of iPads. Permission must be obtained before taking photographs and recording others and before posting or transmitting pictures or recordings of others.

Legislation

The school will provide (if required) information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:

- Data Protection (Amendment) Act 2003

- Child Trafficking and Pornography Act 1998

- Interception Act 1993

- Video Recordings Act 1989

- The Data Protection Act 1988

Support Structures

The school will inform students and parents (when necessary) of key support structures and organisations that deal with illegal material or harmful use of the Internet.

Sanctions

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

All students and parents are required to review this document, as well as sign the accompanying agreement to protect the hardware and software inherent with this technology.

Technology resources at are provided for the purpose of supporting the educational mission of the School. The School's goal in utilising the iPad is to promote educational

excellence by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning.

Use of these technologies is a privilege that carries responsibility and behavioural expectations consistent with all school rules and policies, including but not limited to those stated in the Code of Behaviour. It is understood that members of the school community will use all types of computing devices and the School's network in a responsible, ethical, and legal manner at all times.

The use of the technology resources is a privilege, not a right. The privilege of using the technology resources provided by the school is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled in the school.

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school's technology resources may be denied, and the appropriate disciplinary action shall be applied. The Acceptable Use Policy shall be applied to student infractions.

Violations may result in disciplinary action up to and including suspension for students. When applicable, law enforcement agencies may be involved.

This policy may be updated at any time.

Permission Form

Please review the attached school Internet Acceptable Use Policy, sign and return this permission form to the Principal.
School Name

Name of Pupil: _____

Class/Year: _____

Pupil

I agree to follow the school's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Pupil's Signature: _____   Date:

Parent/Guardian

As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if pupils access unsuitable websites.

I accept the above paragraph ☐   **I do not accept the above paragraph** ☐
(Please tick as appropriate)

In relation to the school website, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing children's work on the school website.

I accept the above paragraph ☐   **I do not accept the above paragraph** ☐
 (Please tick as appropriate)

Signature: _____   Date: _____

Address: _____   Telephone: _____

                     _____

                     _____

                     _____