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Bord Oideachais agus Oiliúna
Chill Chainnigh agus Cheatharlaigh
Kilkenny and Carlow
Education and Training Board

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INFORMATION & COMMUNICATION TECHNOLOGY (ICT) ACCEPTABLE USE POLICY (AUP)

2021-2022

Ratified: 7th February 2022

Chairperson BOM: Mary Hilda Cavanagh

Introduction

Coláiste Mhuire Johnstown (CMJ) recognises the importance of the *Digital Strategy for Schools 2015-2020 Enhancing Teaching, Learning & Assessment* through the adaption of the *UNESCO ICT Competency Framework* for the Irish context. This means that access to Information and Communication Technology (ICT) gives our students enhanced opportunities to develop skills that will equip them for 21st century life. For this reason, CMJ provides access to ICT for student use. This Acceptable Use Policy (AUP) outlines the guidelines and behaviours that our students are expected to follow when using school technologies or when using personally owned devices inside CMJ campus or at CMJ organised events. Failure to read, sign and return this document to the relevant personnel will result in a withdrawal of service to a range of offerings.

Technologies Covered

- CMJ may provide students with filtered internet access through local area network and/or WiFi, access to desktop computers, digital imaging equipment, laptop or tablet devices, video-conferencing capabilities, Virtual Learning Environments (VLEs such as Edmodo), online collaboration capabilities, online discussion forums, online Surveys & assessment tools (such as Kahoot), email and more. As new technologies emerge, CMJ may provide access to them also. The policies outlined in this document are intended to cover all online and offline technologies used in the school, not just those specifically mentioned. As new technologies are incorporated into CMJ, this policy may be updated accordingly. This policy should be read in conjunction with CMJ's **Code of Behaviour** located in the ***Student Diary***, which must also be signed and returned.
- The use of **mobile data** on a phone/device or tethering of same is ***strictly prohibited*** while on school grounds. Accessing the internet in such fashion is outside the filtering applied to protect all our students and staff. Similarly, using the **camera/recording feature** on devices without expressed consent from a teacher is also ***strictly prohibited***. Breaches of the above will be met with sanctions including but not limited to confiscation, referral system, detention and suspension. (See **Violations of the AUP** *below* for more details).
- Parents / Guardians are ultimately responsible for providing students with such devices and the subsequent funding for data. Therefore, it is incumbent on parents/guardians to ensure that students respect this arrangement while attending school. We also recommend parents/guardians use the official line of communication through the school office for early departures *etc* and ***only message students using SMS, iMessage and/or email*** (available *through school WiFi*), as opposed to messaging apps that require mobile data. Students should keep phones secured in their lockers at all times and only check messages at approved break times. Students should only have a device in class if a teacher has requested their use of a device in class.

CMJ ICT Network

- CMJ computer network is intended for educational purposes. Access to ICT is considered a school resource and a privilege. Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions, as outlined in this AUP, will be imposed.
- All activity over the network may be monitored and retained.
- Access to online content via the network is restricted in accordance with our policies and the policies of the Department of Education and Skills (DES) through its agency, the National Centre for Technology in Education (NCTE) and in line with guidelines for students, parents / guardians & teachers on Webwise.ie.

- Students are expected to respect that the web filter is a safety precaution and should not try to circumvent it when browsing the web. If a site is blocked and a student believes it shouldn't be, the student can ask his/her teacher and/or the School IT Department to submit the site for review.
- Proxy servers are strictly forbidden. Any attempt to circumvent the internet filtering system is a serious breach of this AUP and will be dealt with by the IT Department and School Management.
- Students should not engage in any activity online which is in breach of local, national or international law. Students should not engage in any activity which may bring CMJ, its staff or student body into disrepute. Students are expected to follow the same rules for good behaviour and respectful conduct online as offline – these rules are found in CMJ's **Code of Behaviour**.
- Misuse of school resources, such as equipment in computer rooms, may result in disciplinary action.
- We make a reasonable effort to ensure students' safety and security online but will not be held accountable for any harm or damages that result from misuse of school technologies.
- A student is expected to alert his/her teacher immediately of any concerns for safety or security.
- Students can only print with permission from subject teachers once work is complete, proofread & correctly cited. Metering of students' printing is in place and Limits do apply to reduce waste & manage costs.

CMJ email and online collaboration

CMJ provides students with email accounts for the purpose of school related communication. Availability and use is restricted in line with school policies. Email accounts should be used with care. Email usage may be monitored and archived. VLEs can also be used for communication & collaboration within the guidelines set out in this policy, in particular **Netiquette** and **Cyber-bullying**.

CMJ recognises that online collaboration is essential to education and may provide students with access to a variety of online tools that allow communication, sharing, and messaging among students. Students are expected to communicate with the same appropriate, safe, mindful and courteous conduct online as offline.

CMJ Security

Students are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes, but is not limited to, not opening or distributing infected files or programmes and not opening files or programmes of unknown or untrusted origin. Students are expected to use common sense: if a student thinks a website does not look right he/she must inform a teacher. If a student believes a computer or mobile device might be infected with a virus he/she must alert a teacher (in school) or a parent/guardian (at home). Student should not attempt to remove the virus him/herself or download any programmes to help remove the virus. Students should not download or attempt to download or run *.exe* programmes over the school network or onto school resources. Students may be permitted to download other file types, such as images or videos. For the security of the school network, such files should only be downloaded from reputable sites and only for educational purposes. Similar precautions must be taken regarding the use of external storage devices, such as memory sticks *etc*, the use of which will be phased out over time as the school moves toward cloud based storage solutions, like Office 365, among others.

Netiquette

- Netiquette, or internet etiquette, may be defined as '*appropriate social behaviour over computer networks and in particular in the online environment*'. To this end:
- Students should always use the internet, network resources, and online sites in a courteous and respectful manner
- The internet should be used for educational purposes only.

- Students should also recognise that in addition to the valuable content online, there is often unverified, incorrect, or inappropriate content. Students should use trusted sources when conducting research via the internet.
- Students should not post anything online that they wouldn't want parents, teachers, future colleges or employers to see.

Plagiarism

- Students should not plagiarise (*copy or use as your own without citing the original creator*) content, including words, images, music *etc.* from the internet.
- Students should not take credit for things they didn't create themselves or misrepresent themselves as an author or creator of something found online. Research conducted via the internet should be appropriately cited, giving credit to the original author.
- The school may check for plagiarism using online tools.
- The school recommends students check for *Creative Commons* licensing when sourcing information, images, music *etc.* from the internet. Search engines, like Google, have Tools that will filter accordingly.

Personal Safety

- If students see a message, comment, image, or anything else online that makes them concerned for their personal safety or the safety of others, they must bring it to the immediate attention of:
  - a teacher if you are at school.
  - a parent / guardian if you are at home.
- Students should never share personal information about themselves or others, including phone numbers, addresses, PPS numbers and birth-dates over the internet without adult permission. Any breach of this will be seen as a serious breach of school rules and will carry with it appropriate sanctions.
- Students should never agree to meet someone they meet online in real life without parental permission.

Cyber-bullying

The DES defines cyberbullying as; "*placing 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 repeated by other people*."

Harassing, 'flaming', denigrating, impersonating, outing, tricking, excluding and cyber-stalking are all examples of cyberbullying.

- Bullying & such behaviour will not be tolerated in CMJ. See ***CMJ's Anti-Bullying Policy*** for details.
- Inappropriate actions on social media sites and on messaging applications can also constitute bullying, e.g. sharing inappropriate images without consent, harmful comments, "*liking*" degrading comments/photos on Facebook, Twitter, Instagram, SnapChat, WhatsApp, Viber, Messenger, YouTube *etc*.
- Don't be mean. Don't send emails or post comments or photos with the intent of scaring, hurting, or intimidating someone else, such as trolling *etc.*
- engaging in any online activities intended to harm (physically or emotionally) another person, will result in disciplinary action and loss of ICT privileges.
- In some cases, cyber-bullying is a crime and may be reported to the Garda.
- Students are advised that activities are monitored and retained.
- Students who experience or witness such activity should take screenshots, record, report and tell a parent/guardian and/or a member of the teaching staff or school management.
- The school will support students, teachers and parents in dealing with cyber-bullying.

Violations of this Acceptable Use Policy

Violations of this policy in CMJ may have disciplinary repercussions including but not limited to Recording of violation(s) on the School Referral System

- Any student who records or takes an image of any school or class based activity without permission will be deemed to have violated the school Code of Behaviour and Acceptable Use/ICT policy and are subject to the sanctions that apply when these policies are violated.
    - First offence 1-day suspension for recording a class or school activity without permission. If they record a teacher during this class/activity they will receive a two-day suspension. If they post this on social media or share with another student, they will receive a 5-day suspension. In all cases parents will be contacted.
    - If a student takes a picture or a video of another student, they will be suspended for 1-day. If they post this on social media or share with another student without their approval, they will receive a 5-day suspension.
    - If any pictures or videos taken are of a serious nature, placing the teacher/s, students or school reputation at riskt the student will be suspended whilst an investigation takes place. This serious breach of policy will be brought to the Board of Management and if necessary reported to the Gardaí. This also applies if they send or share this picture/recording with others or put on social media.
    - If a student receives a picture or recording from another student and resends it on they will receive a 3-day suspension. If the picture/recording is of a serious nature placing the teachers, students or school reputation at risk they will be suspended whilst an investigation takes place. This serious breach of policy will be brought to the Board of Management and if necessary reported to the Gardaí.

- Should a student arrange another student to record them this is also deemed as a violation of the Code of Behaviour and Acceptable Use policy.
- Should a student violate the Code of Behaviour, Mobile Phone & Acceptable Use Policy by taking a recording or an image and then share this image with another person they will be subject to serious sanctions which can include immediate suspension.
- Any student who receives a school-based video or image and then goes on to further share this image to any other person will be deemed to be violating the school Code of Behaviour. The sharing of and further sharing of any images or materials is a serious offence and will be subject to serious sanctions which can include immediate suspension.

Should a student fail to adhere to this mobile phone/device procedural policy the phone will be confiscated:
(a) First offence: phone will be removed and returned to them that evening. They will also serve a Friday detention.
(b) Any subsequent offence: phone removed and must be collected by a parent (by appointment) from school management. They will receive two Friday detentions.
(c) Failure to hand up the phone or to engage in a detention is an act of 'defiance' and will be treated as such through the school's disciplinary system. This will result in a 1-day suspension.
(d) should a parent present to collect a phone within the week of the first confiscation, or any subsequent confiscation, an appointment must be made to speak with the Principal/Deputy Principal.

- Suspension of network & computer privileges, eg WiFi access, entry to Computer Rooms, Printing *etc*
- Detention and / or punishment work.
- Notification to parents by phone and/or letter.

- Suspension from school and/or school-related activities.
- Expulsion, in line with Board of Management and Kilkenny-Carlow ETB policy and protocols.
- Legal action and/or prosecution.

CMJ reserves the right to report any illegal activities to the appropriate authorities, such as the Garda
Queries related to ICT in CMJ may be directed to principal@colaistemhuirekk.ie

Acceptance Form

Please read Coláiste Mhuire Johnstown's Information & Communications Technology Acceptable Use Policy on our website www.colaistemhuirekk.ie and indicate acceptance by signing below:

Student: I agree to use ICT in a responsible way in full compliance with the ICT Acceptable Use Policy.

Student's Name _____

Student's Signature _____ Date _____

Parent / Guardian:

The management and staff at Coláiste Mhuire Johnstown through the use of Digital Technologies for Teaching, Learning, Assessment, Leadership and Management outlined above will be required to take photos and/or video footage of students for both **Official** and **Appropriate** purposes.

Instructions: Please place an "**X**" in either of the two boxes below each paragraph to indicate preferred level of consent for the above named student.

Official use may include but shall not be limited to the publication of photos and/or video footage for assessments including but not limited to Classroom Based Assessments (CBA's) and Recorded Interviews for the State Exams Commission for Junior & Leaving Cert examinations, on the school management information system (currently VSware), the official school website (www.colaistemhuirekk.ie), official social media accounts (such as Twitter @ColaisteMhuireK, Flickr, Vimeo, Instagram) and any official CMJ or KCETB publication(s):

☐ I *accept* the above paragraph. ☐ I *do not accept* the above paragraph.

Appropriate use may include but shall not be limited to articles, images and/or video footage that may appear in local/national media and newspapers, online publications, magazines and on television.

Although the school will make reasonable efforts to ensure that no unauthorised photography/video footage is taken of students, the school will not be responsible in the event that such unauthorised photography/video footage is taken or for any unauthorised use or publication of such photography/video footage.

All information and material relating to students, including pictures and/or footage recorded of them, will be filed, stored and disposed of in keeping with the Department of Education (DES) and Kilkenny Carlow Education and Training Board (KCETB) guidelines, the State Exams Commission (SEC) regulations, the Data Protection Act (2003) as well as all relevant and subsequent circulars and legislation.

☐ I *accep*t the above paragraph. ☐ I *do not accept* the above paragraph.

As the parent or legal guardian of the above student, I have read the Information & Communications Technology Acceptable Use Policy and grant permission for my son/daughter or the child in my care to access the internet & ICT resources. 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 students access unsuitable websites or applications. I agree to support the school's AUP by appropriate monitoring of mobile data, applications and home internet use.

I have also selected a level of consent regarding the taking of photos and recording of footage by the school. Should I *not accept* either or both paragraphs above participation restrictions may apply and, despite reasonable precautions, the onus to inform individual teachers of this status will be placed on the student.

Parent's / Guardian Name _____

Parent’s / Guardian Signature _____ Date _____