

# ICT ACCEPTABLE USE POLICY



## BALBRIGGAN COMMUNITY COLLEGE

Principal: Mr Emmet Sheridan

## **SCOPE**

This policy pertains to the whole-school activity of students using Information Communication Technology (ICT) facilities in Balbriggan Community College.

## **RELATIONSHIP TO SCHOOL'S MISSION STATEMENT**

### **Mission Statement**

To develop fully the moral, intellectual and physical potential of each student in an atmosphere of mutual respect, in a safe and supportive environment, so as to facilitate the development of confident, competent individuals prepared for the demands of and ready to contribute to society.

We believe in empowering and equipping our students to become well qualified and rounded individuals who can thrive in, and contribute to, an ever changing world.

ICT is used within the framework of an integrated and cross cultural approach and is available to students to enhance the learning process thus contributing to the overall aims of Balbriggan CC's mission statement.

### **RATIONALE**

This policy is to promote good practice and safe, responsible use of many aspects of technology. It was developed to notify students and their parents/guardians about acceptable use and student responsibilities when using ICT facilities in Balbriggan CC. It forms an agreement between the student, the parent/guardian and Balbriggan CC. It makes parents/guardians aware that by signing the Acceptable Use Policy they consent to their son/daughter using the ICT and internet facilities as set out in this policy, in a safe manner in the school.

### **AIMS**

To outline the rules and regulations regarding the use of ICT facilities in Balbriggan CC

- To promote a sense of respect and responsibility in students regarding ICT facilities
- To pledge as far as possible safe use of the internet to ensure that students will benefit from learning opportunities offered by the school's internet resources.
- To make parents aware of the ICT facilities in Balbriggan CC and to notify them of the responsibilities and expected behavior of their son/daughter.
- To provide a secure and protected environment for learning.
- To outline sanctions that will be imposed in cases whereby there is misuse of or damage to ICT facilities and devices.

### **POLICY CONTENT**

The purpose of this document is to address all rights, privileges, responsibilities and sanctions associated with use of the internet. It sets out the guidelines and obligations that must be agreed to and observed by students accessing and using the ICT facilities in Balbriggan CC.

Balbriggan CC offers ICT facilities to enhance learning opportunities for students through access to the LAN, the internet, by CD/DVD learning software and Microsoft 365.

For students to benefit from ICT resources in a secure and valuable way, this Acceptable Use Policy (AUP) must be read and understood fully by the student and their parent/guardian. If the parent/guardian is in agreement with the terms of the AUP they must sign the Form of Permission.

A student will only have access to the ICT facilities on presentation of the signed Form of Permission to the School Management.

Infringements of the AUP will result in sanctions as outlined. The AUP will be updated and modified as required.

### **Definitions**

AUP: Acceptable Use Policy

ICT: Information Communication Technology

Hardware: Physical parts of a computer e.g. monitor, mouse and keyboard

Operating Software: Software that manages the resources of a computer and allows the application software to run.

Applications Software: Programs that run on a computer e.g. word, spreadsheets

Peripherals: Hardware such as printers that are connected to a computer.

LAN: Local Area Network.

Server: A computer that controls access to all other computers.

Internet: Worldwide connected network of computers used to share information.

WWW: World Wide Web can be considered a virtual library of information.

Email: Electronic Mail

FTP: File Transfer Protocol-Method of sending information across the internet.

Wi-Fi: Wireless fidelity. Data is exchanged between devices wirelessly.

Microsoft 365: Microsoft 365 is a product family of productivity software, collaboration and cloud-based including online services such as Outlook.com, OneDrive, Microsoft Teams

### **Hardware, Software and Peripherals**

All computers, software and peripherals accessible by students are subject to the AUP policy. These resources are not the personal property of students but an important shared resource.

Students are forbidden to interfere with any OS settings such as changing desktop backgrounds or to remove programs or shortcuts

Hardware is to be treated with respect and students must not damage any equipment. This includes the computer, monitor, mouse, speakers, scanners, projectors, laptops and iPads.

Students should report any computer failure or damage when they start work to the teacher

### **Microsoft 365 and LAN**

Microsoft 365 and the LAN allows sharing of resources.

All work must be stored in students OneDrive. Work stored on the desktop will be deleted.

Students are forbidden to use the LAN facilities to store, print material that is illegal, hateful, rude, offensive or sexually explicit.

Students are not allowed to print, display or circulate by electronic means any materials that would be considered bullying or intimidating in nature.

Teacher permission is required before students print any material

Under no circumstances should students make any changes to LAN settings or interfere with any cables or connections.

Access to computer rooms, use of iPads, use of LAN and the internet is only allowed with under the supervision of the teacher.

### **The Internet**

The internet is an important resource for research and educational purposes. However there are a number of risks associated with it. Internet searching can expose the student to inappropriate data - such things as violence, sexually explicit material, racism and contact with unsuitable persons.

Balbriggan CC employs a number of strategies to reduce these risks. The term internet in this AUP can be understood to mean the WWW as it is the most commonly used aspect of the internet. The internet is available for research and learning purposes.

Internet sessions are supervised at all times by a teacher

In conjunction with the school's Broadband Programme Content Filtering is employed. This allows access to online content that is categorised as appropriate for schools while blocking access to certain websites including social media sites or types of content that are categorised as inappropriate for schools.

If the filtering software restricts access to a genuine site, a student can ask the teacher to have it unblocked. The site is checked for suitability and may be made available

Uploading and downloading of non-approved software is not allowed

Students will report accidental accessing of inappropriate materials to their teacher

Students are not permitted to access social networking sites.

Students are forbidden to make known any personal information or personal details of other students or staff members or enter into arrangements with strangers on the internet.

Students will be aware of copyright issues.

### **E-mail**

Electronic mail services are provided to students through Microsoft 365. Upon registration in the school, students are issued with an e-mail address with BalbrigganCC.net domain name. All students' correspondences will be monitored and an inappropriate correspondence is not allowed and will result in suspension/termination of accounts. The same rules of the internet apply to students using this service or any mail providers.

### **Internet Chat**

Newsgroups, discussion forums and chat rooms, are forbidden unless agreed to by the school for educational purposes.

Face to face meetings with someone organised via the internet is forbidden

### **Personal devices**

Students ***leaving mobile phones or other personal devices turned on are in direct breach of the AUP.*** The school does not take responsibility for any such devices and advises students not to bring these devices to school.

### **ICT Rooms**

Access to computer rooms is only allowed under the supervision of the teacher for each such access.

Interfering with any furniture or fittings in the computer rooms is strictly forbidden

Drinks and food are not permitted in the computer rooms

Students are not allowed to interfere with multimedia projectors or the teacher's computer

Waste paper must be placed in the recycling bin.

At the end of class students must place their chairs neatly at their workstation. Students must log out of their accounts at the end of class.

Students must ask for permission before printing.

## **HEALTH AND SAFETY**

Students will report any loose, frayed or stray cables to the teacher

Students are not allowed to reach behind computers or other peripheral devices to plug or unplug anything.

Students should sit properly and comfortably in their chairs.

Students must follow teacher directions in the case of an emergency; leave the room in an orderly manner

Under no circumstances should a student return to the room until instructed by a teacher to do so

## **LEGISLATION**

Parents/Guardians should familiarise themselves with the following legislation:

*Data Protection (Amendment) Act 2003*

*Child Trafficking and Pornography Act 1998*

*Interception Act 1993*

*Video Recordings Act 1989*

*The Data Protection Act 1988, 2003*

*Data Protection Act 2018*

*General Data Protection Regulation (GDPR) 2018*

## **SUPPORT STRUCTURES**

Students should discuss with their teacher any questions they have relating to the internet.

## **SANCTIONS**

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

## **ROLES AND RESPONSIBILITIES**

### **Board of Management**

- To ensure that the policy is developed and evaluated at regular intervals

### **Principal**

- To review the policy periodically with the ICT Co-ordinator and Management.

### **Teachers**

- To familiarise themselves with the AUP policy.
- To ensure only students whose parents have approved admission to ICT facilities have access.

### **Parents/Guardian**

- To familiarise themselves with the policy
- To complete the Form of Agreement within a specified time
- To support the school in implementing the policy

**Students**

- To use the ICT and internet facilities in a responsible manner and to abide by the terms of the AUP

**IMPLEMENTATION PROCEDURE**

Following consultation with all parties this policy will be implemented.

**SUCCESS CRITERIA**

Students will use ICT facilities responsibly in accordance to the rules and regulations as set out in the AUP.

Students will use the ICT and internet facilities to enhance their educational experience

A secure and protected environment for learning will be provided.

**MONITORING PROCEDURE**

The class teacher and ICT Co-ordinator will monitor the implementation of the policy. The Principal will keep the Board of Management informed of same.