Coláiste na Trócaire

ICT and Social Media Acceptable Use Policy

Note: This policy is effective from October 2018 and replaces all previous policies on Acceptable Use

1.0 Introduction

Coláiste na Trócaire recognizes that access to Information and Communication
Technology (ICT) gives our students enhanced opportunities to learn, engage, communicate and
Develop skills that will prepare them for many aspects of life.
To that end, Coláiste na Trócaire provides access to ICT for student use.
This Acceptable Use Policy outlines the guidelines and behaviours that our students are expected to
follow when using school technologies or when using personally-owned devices on the Coláiste na
Trócaire campus and on school organised activities of whatever nature.
1.1 Technologies Covered
Coláiste na Trócaire may provide students with Internet access, desktop computers,
digital imaging equipment, laptop or tablet devices, video-conferencing capabilities, virtual learning
environments, online collaboration capabilities, online discussion forums, email and more. In addition
students may bring their own device (BYOD) to class at the request of their teacher(s)
As new technologies emerge, Coláiste na Trócaire may provide access to them also.
The policies outlined in this document are intended to cover all online technologies used in the
school, not just those specifically mentioned.

1.2 Coláiste na Trócaire ICT Network

Coláiste na Trócaire computer network is intended for educational purposes
- 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 those
  of the Department of Education and Skills (DES) and through its agency, the National Centre for
  Technology in Education (NCTE)

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 submit the site for review. This is done via the Professional Development
Service for Teachers - Technology filtering service BrightCloud.
- Students are expected to follow the same rules for good behaviour and respectful conduct online
  as offline – these rules are found in the Coláiste na Trócaire's existing Code of Behaviour
- Misuse of school resources 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
- Students are expected to alert his/her teacher immediately of any concerns for safety or
  Security

1.3 Coláiste na Trócaire's email and online collaboration

Coláiste na Trócaire provides students with email accounts for the purpose of school related
Communication. Availability and use is restricted based on school policies.
Email accounts should be used with care. Email usage may be monitored and archived.
Coláiste na Trócaire 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.
Failure to do so will be referred to the schools' disciplinary system.

1.4 Coláiste na Trócaire's own mobile devices

Coláiste na Trócaire may provide students with mobile computers, digital recorders or
other devices to promote learning inside of the school. Students should abide by the same expected use
policies, when using school devices off the school network, as on the school network.
Students are expected to treat these devices with respect. They should report any loss, damage, or
malfunction to their teacher staff immediately. Students may be financially accountable for any
damage resulting from negligence or misuse. Use of school-issued mobile devices will be monitored.

1.5 Mobile devices in the possession of Coláiste na Trócaire's students

Students may use personally-owned devices (e.g. laptops, tablets-computers, digital-cameras, and smart-
phones) for educational purposes, if allowed by their classroom teacher.
Appropriate online behaviour and adherence to the expected use policy should always be used.
All mobile phones must be turned off and locked in the student's locker during the school day including
evening study. It is not acceptable to have a phone on silent during school time or evening study.
(Exemptions may exist, with prior consultation with the Principal, for medical reasons only.)
The main office phone is available if you need to make an essential call or if your parents/guardians need
to contact you during school hours.
 In the event that a mobile phone is seen or heard in the school (ringing, silent ringing, transmitting or
receiving text messages, alarm signals, listening to radio or recording), the phone and Sim card will be
immediately confiscated and given to the Year Head.
On the first occasion the phone can be collected from the office at the end of the school day.
For a second transgression, the phone will be confiscated and can be collected from the office by the
parent/guardian at the end of the school day.
It is the duty of the school management to provide a safe environment for both staff and students.
It is never acceptable to misuse a digital device, i.e.,
-    using the phone to take or send images without consent whether considered appropriate or not
-    using recorded images or sounds to harass or bully other students
Such infringements will be considered as a **serious** breach of the Code of Behaviour and will automatically
result in the suspension of the student(s) involved.

1.6 Coláiste na Trócaire Digital Security

Students are expected to take reasonable safeguards against the transmission of security threats
over the school network. This includes not opening or distributing infected files or programmes and not
opening files or programmes of unknown or un-trusted origin.
Use common sense if you think a website does not look right. Inform your teacher. Think twice
before you click on anything you feel is not right.
If you believe a computer or mobile device you are using might be infected with a virus, please alert your
teacher.
Do not attempt to remove the virus yourself 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. You may be able to download other file types, such as images of
videos.
For the security of our network, download such files only from reputable sites, and only for
educational purposes.

1.7 Netiquette

Netiquette 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
- Students should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Students should use trusted sources when conducting research via the Internet
- Students should not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it is out there - and can sometimes be shared and spread in ways you never intended

More detailed examples of expected use and unacceptable use are given in Appendices One and Two.

1.8 Plagiarism

- Students should not plagiarise content (copy or use as your own without citing the original creator), including words or images, 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 as are available for such purposes
- The school will encourage students who create original content to claim ownership of it using a Creative Commons licence.

1.9 Personal Safety

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, 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 supervision
Students should never agree to meet someone they meet online in real life without parental permission.

1.10 Cyber-bullying

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

- Such bullying will not be tolerated in Coláiste na Trócaire.
- Don't send emails or post comments or photos with the intent of scaring, hurting, or intimidating someone else
- Engaging in any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges
- In some cases, cyber-bullying is a crime
- Remember that your activities are monitored and retained
- The school will support students, teachers and parents in dealing with cyber-bullying.

Coláiste na Trócaire is committed to the Child Safeguarding Procedures for Primary and Post-Primary Schools (Circular 0065/2011) and will act as required by the Department of Education and Skills, the Department of Children and Youth Affairs, the Department of Justice and Equality and the Health Service Executive.

1.11 Violations of this Acceptable Use Policy

It is never acceptable to record or take images of another person without their permission and such actions are covered by the Data Protection Acts

Violations of this policy in Coláiste na Trócaire may have disciplinary repercussions up to and including:

- Suspension of network and computer privileges
- Imposition of a fine
- Confiscation of digital devices for a set period
- Notification to parents in most cases
- Detention
- Notification of the Gardaí
- Suspension from school and/or school-related activities
- Expulsion
- Legal action and/or prosecution

* Please note Coláiste na Trócaire accepts no responsibility for the loss, theft or damage to mobile phones/digital electronic media

This policy was adopted by the Board of Management on:

Signed: _____   Signed: _____

Chairperson of Board of Management   Principal

Date of next review: October 2020

Acceptable Use Policy – Form of Undertaking

I have read and understood this Acceptable Use Policy and agree to abide by it:

……………………………………………………………………………

(Student Printed Name)

……………………………………………………………………

(Student Signature)

……………………………………………………………………

(Date)

I have read and discussed this Expected Use Policy with my child:

………………………………………………………………………………

(Parent / Guardian Printed Name)

………………………………………………………………………………

(Parent / Guardian Signature)

………………………………………………………………………………

(Date)

Use of Digital Images – Non-Consent Form

(Date)

Coláiste na Trócaire uses its website to promote and support various activities that take place in the school. We have done this successfully for many years without incident.

If you do not want your child's photo on the schools website we will make every effort that it does not appear.

This can be challenging with team and collective events. If we inadvertently place a picture on the site we will take it down as quickly as possible.

I do not wish my child's photo to appear on the school website;

………………………………………………………………………………

(Parent / Guardian Printed Name)

………………………………………………………………………………

(Parent / Guardian Signature)

………………………………………………………………………………

Date

Appendix 1

Examples of Acceptable Use
I will:

- Use school technologies for school-related activities and research.
- Follow the same guidelines for respectful, responsible behaviour online that I am expected to follow offline.
- Treat school resources carefully, and alert teachers if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher if I see threatening/bullying, inappropriate, or harmful content (images, messages, postings) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits only.
- Cite sources when using online sites and resources for research; ensure there is no copyright infringement.
- Recognise that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

This is not intended to be an exhaustive list. Students should use their own good judgment when using school technologies.

Examples of Unacceptable Use
I will not:

- Use school technologies in a way that could be personally or physically harmful to myself or others.
- Search inappropriate images or content.
- Engage in cyber-bullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarise content (copy, use as their own, without citing the original creator) I find online.
- Post personally-identifying information, about myself or others.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to access sites, servers, accounts, or content that isn't intended for my use.

This is not intended to be an exhaustive list. Students should use their own good judgment when using school technologies.

Appendix 2

Cyber Bullying

Some examples of cyber bullying include -

• Denigration: Spreading rumours, lies or gossip to hurt a person's reputation

• Harassment: Continually sending vicious, mean or disturbing messages to an individual

• Impersonation: Posting offensive or aggressive messages under another person's name

• Flaming: Using inflammatory or vulgar words to provoke an online fight

• Trickery: Fooling someone into sharing personal information which you then post online

• Outing: Posting or sharing confidential or compromising information or images

• Exclusion: Purposefully excluding someone from an online group

• Cyber stalking: Ongoing harassment and denigration that causes a person considerable fear for his/her safety

• Silent telephone/mobile phone call

• Abusive telephone/mobile phone calls

• Abusive text messages

• Abusive email

• Abusive communication on social networks e.g. Facebook/Ask.fm/ Twitter/You Tube/Snapchat/Instagram etc. or on games consoles

• Abusive website comments/Blogs/Pictures

• Abusive posts on any form of communication technology

* Please Note this list is intended to be illustrative not exhaustive

All instances of cyber bullying will have disciplinary repercussions up to and including:
- Suspension of network and computer privileges
- Imposition of a fine
- Confiscation of digital devices for a set period
- Notification to parents in most cases
- Detention
- Notification of the Gardaí
- Suspension from school and/or school-related activities
- Expulsion
- Legal action and/or prosecution