

# St. Mary's College Dundalk



2018 - 2019

## Acceptable Use Policy

## **Mission Statement**

St Mary's College is a Catholic secondary school under the patronage of the Marist Fathers. The primary aim of the College through its spiritual and humanistic endeavours, is to promote and develop a sense of community where those entrusted to its care can be brought to the fullness of their human potential in accordance with the teachings of the Gospel.

The College, through its academic, pastoral and spiritual undertakings strives to provide for the holistic development and welfare of each of the students in its care.

## **Aim of the Acceptable Use Policy**

- The aim of this Acceptable Use Policy is to ensure that students will benefit from learning opportunities offered by the College's Internet resources in a safe and effective manner.
- Internet use and access is considered a College resource and privilege. Therefore, if the College acceptable use policy is not adhered to this privilege may be withdrawn and appropriate sanctions – as outlined in the AUP – may be imposed.
- It is envisaged that College will review this plan as is deemed necessary. Before signing, the policy students and Parents / Guardians should be read carefully to ensure that the conditions of use are accepted and understood.

## **College's Strategy**

The College 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/I.T. classes 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 College will regularly monitor students Internet usage.
- Students and teachers will be provided with guidelines in the area of Internet safety.
- Uploading and/or 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, cloud-based, or other digital storage media in College requires a teacher's permission.
- Students will treat others with respect at all times and will not undertake any actions that may bring the College into disrepute.
- Students will not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person(s).

### **-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 to a member of staff.
- 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.
- Students must not upload/download material(s) or images that are not relevant to their studies, or material(s) or images that are illegal, obscene, or defamatory, or any such items intended to annoy or intimidate another person(s). This is in direct breach of the College's ICT Provision & Acceptable Use Policy.
- Students must be aware that any usage, including distributing or receiving information, College related or personal, may be monitored for unusual activity, security and/or network management reasons.
- If a student has any questions about these rules, they are asked to speak to their teacher to facilitate understanding.

#### **-Email**

- Students must use only approved email accounts under supervision by or permission from a teacher.
- Students must not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person(s).
- Students must not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Students must never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Students must not use inappropriate language or send messages via any media platform that could be offensive to another person(s).
- If a student receives a message that is inappropriate or makes them feel uncomfortable, it must be reported to the teacher. On no account should a student respond to such a message. Students must never arrange a face-to-face meeting with someone they only know through emails or the internet.

#### **-Social Media**

- Students are not permitted to use social media apps (Snapchat, Facebook, Instagram etc.) within the College campus or post in relation to school activities. School activities are managed online by our PR Co coordinator. Students are not permitted/should not wear college uniform while posting private non-school related activities.
- Chat rooms, discussion forums and other online 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 is forbidden.

#### **-College Website**

- The website will be regularly checked to ensure that there is no content that compromises the safety of students 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 College will endeavour to use digital photographs, audio or video clips focusing on group activities.
- Personal student information including home address, contact details will be omitted from College webpages.
- The College will ensure that the image files are appropriately named and will not use students' names in image file names or ALT tags if published on the web.

- Students are not permitted to post information to the College website. School activities are managed online by our PR Co coordinator.

#### **-Personal Devices**

- Mobile phones are prohibited in the College building. As per our Code of Behaviour & Discipline policy. This is in order to safeguard students, staff and guests of the College.
- If a student is using their own technology in the College, i.e. leaving a mobile phone turned on, having a mobile phone sound off in class, using it in class, sending nuisance text messages, using the device to take unauthorised images, (still or moving), playing music through it etc. that student is in direct breach of the College's ICT Provision and Acceptable Use Policy, and the College's Code of Behaviour & Discipline policy. As a result, sanctions may apply.
- The use of personal music devices and other electronic devices is not permitted
- All devices capable of recording voice/sound, devices capable of emitting sound and devices capable of emitting light beams or images are prohibited.
- All hand held game consoles and other such gaming devices are prohibited within the College building.
- Students using mobile phones in such a manner as to bring the name of the College into disrepute is in direct breach of the Colleges Acceptable Use Policy and as per the Colleges Code of Behaviour, sanctions will apply.
- Students are not permitted/should not wear college uniform while posting private non-school related activities.

#### **Legislation**

The College can provide information on the following legislation relating to use of the Internet which teachers, students and Parents/ guardians should familiarise themselves with:

- Data Protection legislative frameworks applicable from 25 May 201
- 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 College will inform students and Parents / Guardians of key support structures and organisations that deal with illegal material or harmful use of the Internet.

#### **Child Protection**

- Students will use approved student email accounts under supervision by, or with permission from a teacher or authorised person.
- Profile pictures must be appropriate for a College account.
- Students will not reveal their own or other people's personal details such as home addresses, email addresses, telephone numbers or pictures/photographs.
- Students must not use another student's account or a teacher's account.

- Students should not send, open or forward any material that is illegal, obscene, defamatory, or that is intended to annoy, intimidate or upset another person.
- Students should not engage in any behaviour that is deliberate, hurtful and repeated.
- Internet chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and may only be accessed when authorised by a teacher.
- Students should be aware that this is not a private email address and that all communication can be viewed by school administrators.
- If a student is concerned or feels uncomfortable in relation to information received, this must be reported to the teacher. Students must never arrange a face-to-face meeting with someone they only know through emails or 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.
- Students are reminded that senior management have access to all files and disks used on College computers, including email messages sent and received by students.
- Misuse of the Internet may result in disciplinary action, which may include warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion.
- Breaking any of the rules in this AUP may result in a temporary or permanent ban on Internet and/or computer use in school.
- Additional disciplinary action may be taken in line with existing approved College practice on inappropriate language or behaviour.
- The College also reserves the right to report any illegal activities to the appropriate authorities.

### **Mobile College Devices/ Mobile Computer Lab**

- Mobile learning tablets and chrome books were introduced to St Mary's College in September 2018. This initiative enables students to develop the skills that will be a central part of their third level education and their social and working lives in the future.
- The information within this document applies to all students using tablets or chrome books in At Mary's College. Teachers may also set additional requirements for use within their classroom.
- The use of ICT is promoted in the College and is understood to play a valuable role in our students' education.
- All students must sign the College's ICT Provisions and Acceptable Usage Policy.
- Inappropriate use of ICT by students may lead to serious sanctions, up to and including expulsion.

#### **-Prohibited Uses of College tablets and chrome books:**

- Students have no permission to send, access, upload, download or distribute offensive, threatening, pornographic, obscene, or sexually explicit materials.
- Students using mobile phones in such a manner as to bring the name of the College into disrepute is in direct breach of the Colleges Acceptable Use Policy and as per the Colleges Code of Behaviour, sanctions will apply.
- Students are not permitted/should not wear college uniform while posting private non-school related activities.
- Students may not use the school's Internet/e-mail accounts for financial or commercial gain or for any illegal activity.
- Students may not download *Snapchat, Facebook, Vimeo, Instagram* or similar applications to the tablets or chrome books as this will result in a disciplinary action.

- Students may not illegally download music or applications on the tablets or chrome books.
- Students may not access gambling websites or applications on the tablets or chrome books.
- Use of the camera function on the tablets or chrome books is prohibited unless at the direction of your teacher.
- Use of the video function on the tablets or chrome books is prohibited except at the direction of your teacher.
- Use of the microphone or recording function on the tablets or chrome books is prohibited except at the direction of your teacher.
- Any attempt to destroy hardware, software or data on the tablets or chrome books will result in disciplinary action.
- Any attempt to remove the security setting installed the tablets or chrome books results in a less secure device and is prohibited.
- Presence of pornographic materials, inappropriate language, alcohol, drug or gang related symbols or pictures is strictly prohibited the tablets or chrome books and will result in disciplinary actions.

### **Guidelines for Teacher Use**

#### **-Check out policy**

- Reservations are to be made via the share section on Office 365.
- If you require additional support or information, please contact the IT coordinator for training.
- Chrome books and tablets should never be left unattended.

#### **-Battery Life**

- It is important to keep the tablets and chrome books inside their trollies, connected to their power source whenever they are not in use.

#### **-Storage**

- Always store the trollies with the power chords plugged in so that the computers are charging. It is the teacher's responsibility to plug the trollies into the wall outlets and turn on the power buttons.
- It is important that the mobile lab is returned to the storage area after use.

#### **-Fair Use**

- In order to allow all class groups and teachers equal time for the mobile lab, teachers must not reserve the mobile lab for more than three consecutive classes. A goal of the Mobile Lab is for it to be available to all classrooms and shared equally.

#### **-Repairs/Damage**

- Report any suspected problems with equipment or software to the IT coordinator as soon as is possible.

#### **-Software**

- Teachers have no permission to install software on the tablets or chrome books. If a teacher requires special or non-standard software installed for classroom use, please contact the IT coordinator as soon as possible. It is the teacher's responsibility to supply licenses, media, and any necessary documentation.

### **Guidelines for Student Use**

- It is the responsibility of the student to ensure the proper use and care of the tablets and chrome books.

Some of the items the teacher must review with students include:

- When student is finished using the computer the computer should be returned to the trollies.
- Students have no permission to play games, download items, access chatrooms, or to use the tablets and chrome book in a manner which may cause a person or persons harm or distress.
- Any student in breach of the rules and regulations of the tablets and chrome books may be subject to sanctions as outlined in St Mary's College Code of Behaviour.
- Internet usage is available for academic and educational purposes only.
- The use of the tablets and chrome books is outlined in, and part of, St Mary's Colleges Acceptable Use Policy.

### **Evaluation of the ICT Provisions & Acceptable Use Policy**

This Policy will be reviewed as is deemed necessary. The Staff, Students Council, Parents' Council and Board of Management will all be informed.