



## Dunamase College ICT & Tablet Acceptable Usage Policy 2017

The aim of this Acceptable Use Policy(AUP) is to ensure that students will benefit from learning opportunities offered by the school's Internet 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 the Board of Management, Teachers Council, Students Council and Parents Council will review the AUP on a regular basis. The AUP should be read carefully to ensure that the conditions of use are accepted and understood. The ICT and Tablet acceptable usage policy must be signed and returned as a condition of taking up a place in the school

### School 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 & ICT sessions will always be supervised by a teacher.
- Students are not permitted to alter the settings on any school ICT equipment.
- Filtering software is used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor students Internet usage.
- Students and teachers will be provided with training in the area of Internet safety.
- Uploading and downloading of non-approved software is not 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.
- No eating or drinking is allowed while working on any ICT equipment.

#### Student Tablets

- Students are allowed the use of this tablet exclusively for Dunamase College's instructional use. The purpose of the tablet program is to enhance classroom learning.
- Students will practice extreme care when using their tablet. It is expected that the student will maintain control of the tablet at all times. The tablet will be transported exclusively within its appropriate case and handled with care.
- Students are not permitted to use their tablets during lunch, break time hours or in the morning before school. The tablet must be locked away when it is not being used during class/learning time unless working under teacher supervision/instructions.
- As a student of Dunamase College you are expected to uphold all copyright laws, value and protect the privacy of information, particularly Dunamase College's secure and private information. Do not share your tablet, password or account information with anyone else.
- The student, in whose name the tablet is issued, will be responsible at all times for its appropriate use.
- Outside of school time, parents/guardians are responsible for monitoring the use of the tablet.
- Parents / Guardians are responsible for the safekeeping of the tablet. Should the tablet become damaged or lost it is the responsibility of the parents / guardians to rectify the matter with Wriggle.
- We recommend insurance cover is arranged for the tablet.

## World Wide Web

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students must 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 email accounts under supervision by or permission from a teacher.
- Students will not send or receive any material that is illegal, obscene, and 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 personal 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 / Social Networking

- Students will only have access to chat rooms, discussion forums, messaging or other electronic communication forum 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.
- Face-to-face meetings with someone organised via Internet chat are forbidden.

### Tablet Use

- Students are allowed the use of this tablet exclusively for Dunamase College's instructional use. The purpose of the tablet program is to enhance classroom learning.
- Students will practice extreme care when using their tablet. It is expected that the student will maintain control of the tablet at all times. The tablet will be transported exclusively within its appropriate case and handled with care.
- Students are not permitted to use their tablets during lunch, break time hours or in the morning before school. The tablet must be locked away when it is not being used during class/learning time unless working under teacher supervision/instructions.
- As a student of Dunamase College you are expected to uphold all copyright laws, value and protect the privacy of information, particularly Dunamase College's secure and private information. Do not share your tablet, password or account information with anyone else.
- The student, in whose name the tablet is issued, will be responsible at all times for its appropriate use.
- Outside of school time, parents/guardians are responsible for monitoring the use of the tablet.
- Parents / Guardians are responsible for the safekeeping of the tablet. Should the tablet become damaged or lost it is the responsibility of the parents / guardians to rectify the matter with Wriggle.
- We recommend insurance cover is arranged for the tablet.

### School Website – [www.dunamasecollege.ie](http://www.dunamasecollege.ie)

- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- The website will not contain personal details (apart from student name on occasions) of students or staff
- The school will ensure that the image files are appropriately named.
- The publication of student work will be co-ordinated by a teacher.

- Students work will appear in an educational context on Web pages
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities.
- Students will continue to own the copyright on any work published.

**Unacceptable Conduct** (includes but is not limited by the following)

- Use of the tablet for illegal activities, including copyright or contract violations, downloading inappropriate content including viruses, file sharing software, hacking programs or any other form of inappropriate content.
- Disabling, bypassing, or attempting to disable or bypass any system monitoring, filtering or security measures.
- Electronically posting personal information about yourself or others. (i.e. address, phone, photos)
- Maliciously altering data, the configuration of a computer, the files of another user, accessing restricted network files or any other form of technological vandalism.
- Engaging in any conduct that is considered illegal under Irish, county, local or any other Government law.
- Wasting or abusing resources through excessive use of bandwidth or unauthorized system use (e.g. Internet radio, online gaming, downloading media files)
- Students do not have permission to download any apps or other items without the system administrator's permission.

**Personal Devices**

Pupils using their own technology in school, without prior permission, are in direct breach of the school's acceptable use policy and Code of Behaviour.

**Legislation**

The school will provide 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

**Consequences Of Non Compliance**

Noncompliance with the policies and expectations within this document may result in the suspension or termination of technology privileges along with possible disciplinary actions up to and including expulsion.

Dunamase College cooperates fully with local, state, or Garda officials in any investigation concerning or relating to violations of computer crime laws. Contents of network and email communication using a Dunamase College tablet can be legally requested and turned over to the proper authorities as evidence for such crimes.

**Expiration**

This agreement is valid until further notification by Dunamase College.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Chairperson

## Appendix 1

### Classroom Rules

1. Students are not allowed to use the camera unless the teacher gives them permission to do so.
2. The tablet must always be kept in its protective case.
3. The tablet must be left flat on the desk, locked and with the cover closed unless the teacher has instructed otherwise.
4. Pictures are only allowed to be taken of homework when the teacher gives permission to do so.
5. Students must not change their passwords without permission.
6. The tablet is not allowed to be used at lunchtime/breaktime/before school (and should be locked away).
7. The tablet is not allowed to be brought on any extracurricular outings unless instructed to do so by the teacher e.g. matches, etc.
8. If a teacher suspects unauthorized use of the tablet they will request the tablet from the student. In this situation students must hand their iPad to the teacher immediately.
9. The school has a common file management system for all students on Office 365.
10. Students are not permitted to have personal photographs as background/screen-savers.
11. Appropriate sanctions will be applied should a student forget their tablet or should they come to school without their tablet **charged**. These sanctions may include a note in their journal, a detention or suspension.
12. Appropriate sanctions will be applied with respect to any student sending messages or on an unauthorized site during class. These sanctions may include a note in their journal, a detention or suspension.

13. Teachers have software to access all tablets, they have the power and authority to block sites, see what and when students have accessed websites and apps. With this software teachers may lock down a tablet, restrict websites, switch a computer off etc