Midleton CBS Secondary School ICT Accepted Use Policy

1. Introduction

Midleton CBS Secondary School recognises 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, Midleton CBS Secondary School provides access to ICT for student and staff use.

This Accepted 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 Midleton CBS Secondary School campus, while distance learning or at Midleton CBS Secondary School organised activities of whatever nature inside and outside school.

2.   Technologies Covered

Midleton CBS Secondary School 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. As new technologies emerge, Midleton CBS Secondary School provides 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.

3.   Midleton CBS Secondary School ICT Network

The Midleton CBS Secondary School computer network is intended for educational purposes.
- Access to online content via the network is restricted in accordance with our policies and the Department of Education and Skills through its agency, the National Centre for Technology in Education.
- All activity over the network may be monitored and retained.
- 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 should not be, the student can ask his/her teacher to submit the site for review.
- Students are expected to follow the same rules for good behaviour and respectful conduct online as offline – these rules are found in the Midleton CBS Secondary School's existing Code of Ethics and 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 teacher immediately of any concerns for safety or security.

4. **Midleton CBS Secondary School email and online collaboration**

a. Google Account: Applications and Tools

G Suite for Education Edition offers a free (and ad-free) set of customizable tools that enable staff and students to work together and learn more effectively. The account established is a service provided by Google that allows users to communicate and collaborate effectively in a digital educational environment.

Students will use Google for educational purposes. The Google account assigned to your child was created by the school and assigned to your child. No student personal information was collected by Google in creating these accounts. As per school policies, all activities requiring Internet access are supervised by the teacher. The school is in control of which Google services it provides for student use. As part of our DIGITAL LEARNING PLAN, internet safety is a main component of technology use. Teacher supervision, school filters, and spot checking student accounts will be used to ensure that students' use of digital tools adheres to school policy.

Students will use these tools available to all Google Account Members:

- Custom email address (stu._____@midletoncbs.ie)
- Google Classroom to enter school assignments and activities.
- G Suite for Education: Individual or shared online word processing document (similar to Microsoft Word), Presentation documents (similar to PowerPoint) and spread sheet documents (similar to Excel) as well as a number of other technologies.

These free tools provided by Google are available to students at school and at home. It does not matter whether a student is working on an Apple; Windows based computer or mobile digital device. These tools help students keep organised, prevent lost homework, and allow students to work individually or collaboratively on school assignments.

When using G Suite for Education and Tools, students work in a safe environment because people in the outside world can NOT participate in the assignment. In order to participate in an assignment, a person must be added to a class or classified as a "shared collaborator" when working in teams.

Midleton CBS Secondary School has a registered Google domain and students will be monitored when using G Suite for Education and Tools at school. The administrator of the domain can turn off a student's services based on the items stated in this Acceptable Use Policy. This Acceptable Use Policy (AUP) extends to all students for the duration of their enrolment at Midleton CBS Secondary School. This policy must be read and signed before students will be given a school hosted Google Account.

b. Electronic Mail (E-mail):

Midleton CBS Secondary School provides students with email accounts for the purpose of school related communication. Availability and use is restricted based on school policies.

Students will only be allowed to access the official email address created for them on the school domain (stu.____@midletoncbs.ie). Accessing of personal email accounts is not permitted in school unless done so with the direct permission of a teacher.

Inappropriate language or harassment will result in loss of system privileges and maybe other disciplinary measures. By signing this acceptable use policy, students agree to the following:

- E-mail sent via the G Suite for Education must be school-related and must abide by the guidelines outlined.
- Any inappropriate, threatening, obscene, or harassing e-mail must be reported immediately to school staff.
- Students are not permitted to share their G Suite for Education password with others and they are responsible for all email sent through their account.
- E-mail sent through this account may be scanned for content violating the terms of this agreement and student e-mail may be reviewed by school administration.

5. **Plagiarism**
- Students will not copy information into assignments and fail to acknowledge the source. (Plagiarism and copyright infringement)
- 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.

6. **Midleton CBS Secondary School Security**
- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students are expected to use common sense if they think a website does not look right and inform their teacher.
- 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.
- If a student believes a computer or mobile device they are using might be infected with a virus, they must alert their teacher. Students are not attempt to remove the virus themselves 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.
- Downloading materials or images not relevant to their studies is in direct breach of the school's Acceptable Use Policy.
- For the security of our network, students are to download such files only from reputable sites, and only for educational purposes.
- The use of personal memory (USB) discs, CD-ROMs, or other digital storage media in school requires a teacher's permission.

7. **Netiquette**

Netiquette may be defined as appropriate social behaviour over computer networks and in particular in the online environment.

The use of social media, such as Facebook, Instagram, Tiktok, YouTube, Twitter etc by students gives rise to issues where postings include comments and / or photographs about staff, their fellow students and the school. Postings raise issues of conduct inside and outside the school. They raise issues of privacy for both staff and students. Postings must not bring the school community into disrepute.

- Students should always use the Internet, network resources, and online sites in a courteous and respectful manner.
- Students should also recognise 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 post anything online that they wouldn't want parents, staff, 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.
- Students are expected to be polite at all times, to use appropriate "school" language at all times, to not type abusive, hurtful or gossip-type messages.
- Students are also expected to respect other student's privacy.
- More detailed examples of expected use and unacceptable use are given in Appendices One and Two.

With particular regard to G Suite for Education, all students in Midleton CBS Secondary School must:

- Practice appropriate ethical use of G Suite for Education and abide by the accepted rules of network etiquette.
- Accept responsibility for reporting any misuse of the G Suite for Education to the Principal, Deputy-Principals, Year Head or any Teacher.
- In the event another student is being made fun of, harassed or cyber-bullied by any comment made on a Google document, students are expected to report it to a Teacher, Year Head, Principal or Deputy Principal.
- Respect all security issues. Don't share passwords with other students.
- Recognise that the use of their Google account will be in support of and consistent with the educational goals of Midleton CBS Secondary School. The use of Google will also follow the guidelines of the School's Acceptable Use Policy. Therefore, students will abide by the following:
- Students will not use G Suite for Education to post any web pages for commercial activities, product advertisement, or political advocacy.
- Students will not use G Suite for Education to post any obscene, discriminatory or offensive material. All material posted will relate to classroom assignments.
- Students will understand that school account administrators have the right to monitor all postings, including emails.
- Students will only share and collaborate on projects that have been assigned to them by a teacher.
- Students will respect the collaborative work of their teachers and peers. In other words, they will not delete the work of others unless they have their permission.

8. **Appropriate Behaviour in Computer Labs**
   - Students must not bring bags into a Computer Room unless under guidance of teacher.
   - Eating and Drinking are forbidden in a Computer Room on Health and Safety grounds.
   - Students are to sit in allocated seats.
   - Students may only print with the specific permission of the teacher. Material printed in school must be of a school-related nature.
   - Students are not to interfere with hardware in Computer Room.
   - Students are advised to log-off after each session.
   - Students are forbidden to in any way interfere with software on school computer room PC's.

9. **Personal Safety / Online Privacy**
   - Circulating, publishing or distributing (including on the internet or by other electronic devices) material associated with school activities including but not limited to material in relation to staff and students where such circulation undermines, humiliates or causes damage to another person is considered a serious breach of school discipline and may result in disciplinary action. As part of such disciplinary action the Board of Management reserves the right to suspend or expel a student or students where it considers the actions to warrant such sanctions.
   - This policy is devised in line with the Child Protection Guidelines as set out in the school's Child Protection Policy to ensure the safety of all students and in line with the Department of Education and Skills Child Protection Procedures for Primary and Post Primary schools.
   - Students should never share personal information about themselves or others, including phone numbers, addresses, PPS numbers, birth-dates or any personal details over the Internet without teacher / parents / guardian permission.

10. **Internet Chat**
    - Students will only have access to chat rooms, discussion forums or other electronic communication forums 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.

11. **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 Midleton CBS Secondary School.
    - Do not 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 criminal offence.
    - Remember that student activities online can be monitored and retained.

- The school will support students, teachers and parents in dealing with cyber-bullying.
- Midleton CBS Secondary School is committed to the Child Protection Procedures for Primary and Post-Primary Schools (Circular 0081/2017) 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.

12. **Violations of this Accepted Use Policy**

Violations of this policy in Midleton CBS Secondary School may have disciplinary repercussions, including:
- Suspension of network and computer privileges
- Notification to parents in most cases
- Detention
- Suspension from school and/or school-related activities
- Expulsion
- Legal action and/or prosecution
- Disciplinary procedures as laid out in the Code of Ethics and Behaviour.

13. **School App / Website / Facebook Page**
- Students will be given the opportunity to publish projects, artwork or school work on the school app/ website.
- The publication of student work will be co-ordinated by designated teachers.
- Students' work will appear in an educational context on the App or Web pages with a copyright notice prohibiting the copying of such work without express written permission.
- Digital photographs, audio or video clips of individual students will be published on the school app / website and /or Facebook page as per consent given by parents when enrolling.
- Personal student information including home address and contact details will be omitted from school app / web pages.
- Students will continue to own the copyright on any work published.

14. **Personal Media Devices**

While Midleton CBS Secondary School accepts that it is a student's right to have a personal media device e.g. phone, the following policy aims to maintain a safe, nurturing environment where the personal dignity and rights of all the members of the school community are preserved. All personal technological devices, including mobile phones, are to be turned off while on school grounds. In order to assist the school in implementing this policy, parents / guardians are asked not to arrange to contact students by mobile phone at any time during the school day. Contact with the school may be made through the office at 021-4631555 and students are directed to use the office phone in emergencies.

- Where a student brings a mobile phone to school, the phone must be switched off (and not just placed on silent) and may not be used for any purpose on school premises or grounds.
- Students found in contravention of this policy will have phones confiscated for the duration of the school-day.
- No photographs can be taken, or recordings (video or audio) can be made with mobile phones. Using phones in such a way can seriously infringe on people's rights and appropriate sanctions may be imposed.
- Personal media devices may only be used with the express permission and supervision of teachers for educational purposes.
- Incidents where students use their mobile phones to bully other students or send offensive messages or calls will be investigated under the school's Anti-Bullying Policy. It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, the school may consider it appropriate to involve the Gardaí in such incidents.
- The school accepts no responsibility for replacing lost, stolen or damaged personal media devices. The safety and security of the personal media device is wholly a matter for students / parents.
- Sanctions for breach of these rules include the initial confiscation of the device. Sanctions up to and including expulsion may be enforced.

15. **Legislation**

The school will provide information on the following legislation relating to use of the Internet which staff, 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

16. **Support Structures**

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the internet.

17. **Sanctions**

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

18.   **Monitoring / Evaluation / Review**

This policy was approved by the Board of Management on 4th February 2021.

This policy will be reviewed and updated annually, taking into consideration implementation issues that may arise.

Approved at the Board of Management meeting of February 4th 2021.
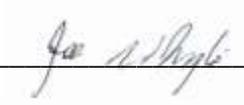
Signed: _____ (Chairperson)

Signed: _____(Principal)

Midleton CBS Secondary School

Internet and Emailing Acceptable Use Policy (AUP)

Please review the attached school AUP, sign and return this permission form to Midleton CBS Secondary School.

Name of Student: _____ Class: _____

Student:

I have read and understood this AUP and I agree to follow it. I will use the Internet and Social media in a responsible way and obey all the rules explained to me by the school.

(Student Printed Name) _____

(Student Signature)   _____

(Date)   _____

Parent / Guardian:

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my son / child in my care to access the Internet and I understand that Internet access is intended for educational purposes. My son / child in my care is fully aware of the sanctions that will be imposed for the improper use of the internet / social media sites / World Wide Web. 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.

(Parent/Guardian Printed Name)

_____

(Parent / Guardian Signature)

_____

(Date)

_____

<u>Permission for use of Photographs</u>

Midleton CBS Secondary School uses its website / social media to promote and support various activities that take place in the school. We have done this successfully for many years without incident. Individual students are not named / identified on the website; they are identified by class group or team.

If you do not want your child's photo on the school's 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 / social media:

(Parent / Guardian Printed Name)

_____

(Parent / Guardian Signature)

_____

(Date)

_____

Appendix 1:

Examples of Accepted 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, and 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.
- Ask teacher's permission before printing any document.

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

Appendix 2: Examples of Unacceptable Use

I will not:
- Use school technologies in a way that could be personally or physically harmful to me 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 is not intended for my use.

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

Note also that this is an evolving document that will change over time.

<u>Acceptable Use Policy for Students with Laptops / iPads / Tablets</u>
The SEN Department will liaise with the Department of Education & Skills and the NCSE to secure and facilitate personal equipment (such as laptop computers) for eligible students with individual needs and learning differences to enhance curricular access.

OWNERSHIP AND USAGE:

- SEN laptops / iPads / Tablets are the property of Midleton CBS Secondary School and must be returned to the school when the student finishes his education, together with charger, carrying case and any other accessories provided by the school.
- Parents/guardians must sign the SEN Electronic Device Acceptable Use Policy before the device is taken from the school.
- The devices are strictly to be used for school-related purposes.
- Students are not permitted to lend or trade their device to anyone else.
- Devices should be in a student's possession, or secured in a designated secure area (e.g. the school office or at home) at all times. The safety of the device is the responsibility of the student.
- Students are expected to treat these devices and accessories with care and respect. Students are advised not to leave their laptops plugged in all the time, but rather to charge battery to 100%, unplug and use, and recharge when battery levels are low. This will help guard the battery life span.
- Students should not deface the device or its carrying case in any way.
- Students are not permitted to add or change the hardware, memory, or hard drive; students are not permitted to download personal programs / apps, inappropriate material, illegal content etc. onto the device; students should not interfere with device management or security system software, including, but not limited to, antivirus; students may not host any web pages, ftp hosting etc. on their laptop.
- If devices are used with Internet access at home, it is the responsibility of parents/guardians to monitor safe and appropriate internet usage.
- INSURANCE: Once the device leaves the school, it is no longer covered by school insurance. As such, Midleton CBS Secondary School strongly advises parents/guardians to include the device on their own house insurance. Any loss or damage to the laptop will have to be met by parents/guardians.
- PASSWORDS: Students are not permitted to change the password on their device.
- PRINTING OF HOMEWORK: If students are using devices to do homework / research at home, it is the responsibility of the student to print their own work on their home printer, or email work to teacher prior to coming to school.

IN-SCHOOL USAGE:

- The devices must be brought to school daily, with the battery fully charged. In some cases, students may be specifically advised to only use devices at home for homework purposes by the SEN Department.
- Where appropriate, students will be encouraged to use devices for in-house assessments – the printing of these assessments will be arranged in school by a member of the SEN Department.
- Students may use devices in class to take down notes when appropriate, and in consultation with their subject teacher. Students need to ensure health and safety procedures are met when plugging in cables.

- MEMORY KEY: Students may only use memory key with school computers with permission of teacher.
- E-BOOKS: Students will still need to purchase a hard copy of their school books. Some publishers require receipts for books bought before they will issue E-books. Although the school will aim to help with the provision of E-Books, the primary responsibility for arranging E-books for the student on their devices lies with the parents / guardians.
- Students are strongly advised to spend time daily practicing their typing skills at home, to develop their proficiency with typing, particularly students who wish to use a Word Processor for their State Exams.
- Midleton CBS Secondary School reserves the right to monitor or access the hard drives of its SEN devices.

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 Acceptable Use Policy with my child:

Parent / Guardian Printed Name _____

Parent / Guardian Signature _____

Date _____

Midleton CBS Secondary School Guidelines for the Correct Use & Care of Laptops / Devices

Please read the following instructions carefully.

- Laptops can be fragile, and if they are dropped, even if in their carrying case, they may break.
- Laptops should only be used while they are on a flat, stable surface such as a table.
- When transporting the laptop to and from school, students should be particularly cautious.
- Laptops should not be left in a car, even if the car is locked.
- The laptop should either be turned off or in "sleep" mode when placed in the carrying case.
- Laptops should not be placed on or under soft items, such as pillows, chairs, or sofa cushions, or blankets. This will cause the laptop to overheat, and will result in damage to the laptop.
- Do not leave the laptop exposed to direct sunlight or near any heat or moisture sources for extended periods of time. Students should protect their laptop from extreme heat or cold.
- Students should never eat or drink (including water) while using their laptop, or use their laptop near others that are eating or drinking.
- No object should ever be placed or stacked on top of your laptop.
- Students should use care when plugging in their power cord, USB drive and when using their CD ROM drive.
- Laptops should be plugged at home to assure a full charge the following day in school.
- Laptops should not be plugged in constantly as this will weaken the life of the battery. Charge fully, then unplug and use as normal. Recharge when battery levels are low; do not wait for battery to fully discharge.
- Laptops should be shut down completely when not in use. All students should ensure that correct procedures are followed when shutting down and that the laptop is fully switched off.
- When not in use, the laptops should be stored in their carrying case, along with charger and any other accessories provided.
- Students are advised to back up their own work, either on a memory key or cloud storage.
- The password for each laptop will be set by the school and students are not to change this password.
- Students are not allowed to add or change the hardware, memory, or hard drive.
- As always, students should limit the personal information on the laptop for safety reasons.
- If the computer is lost or stolen, students and/or parents or guardians should immediately report the loss or theft to the School.
- Check for necessary Windows updates on a regular basis and ensure anti-virus software is up-to-date and set to scan regularly.