CARRIGTWOHILL COMMUNITY COLLEGE

ICT ACCEPTABLE USAGE POLICY [AUP]

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Introduction

The use of Information and Communications Technology (ICT), iPads, social media, mobile phones and other devices, e.g. laptops, netbooks, iPods, MP3 Players & smart watches is now a feature of modern society and such technology is an integral part of the lives of our students. Carrigtwohill Community College uses instructional technology as one method of teaching and learning and, in order to support our students in becoming proficient in the competencies essential for success in a 21st Century learning environment, the school provides a variety of resources alongside the curriculum.

However, our school's classes and activities need to be conducted in an environment free from unnecessary distractions or disruptions. It is incumbent on all members of Carrigtwohill Community College to use technology responsibly, ethically and respectfully of others. Internet use and permission to use an iPad is considered a privilege rather than a right, and this policy has been drawn up to ensure that modern technologies are used appropriately.

Increasing sophistication of technology presents a number of issues for the school including:

- The financial value of student iPads
- Potential to use iPads at inappropriate times for checking time, use as a calculator or stopwatch, surfing the net, taking photos or videos, playing games, or listening to music.
- Potential for cyber-bullying

The aims of this policy, therefore, are:

- To ensure that students benefit from the learning opportunities offered by iPads and the schools internet resources in a safe and effective manner
- To accommodate future needs and changing circumstance
- To outline clearly for students, parents and staff what is and isn't acceptable behaviour
- To allow staff of the school to carry out their duties unimpeded and free from harassment.

Mobile Phones

- Student mobile phones are not permitted on the grounds of Carrigtwohill Community College.

- Any student using a mobile phone at any time on the grounds of Carrigtwohill Community College, irrespective of the purpose, will have their phone confiscated.   It will be held in the office and returned to the student's parent/guardian at the end of the school day.   Refusal to hand over a phone may result in suspension from school.

- Should any student need to contact their parent/guardian, arrangement for same can be made through their Year Head, Deputy Principal or Principal.

- If parents need to contact children urgently, they should phone the school and the message will be relayed promptly.

- The school accepts no responsibility for the loss/damage of a student's mobile phone.

- The inappropriate use of the camera/video/voice recording functions on a student's mobile phone, e.g. unauthorized recording, infringement of privacy, bullying or threatening behaviour, will be dealt with very seriously.   Inappropriate viewing and/or messaging and/or social media use will be dealt with in the same manner.   This may result in suspension of up to five days and/or referral to the Board of Management.

iPads

Carrigtwohill Community College uses iPads as a required educational resource for students. Parents/Guardians are responsible for purchasing the iPad for their son/daughter. Parents/Guardians retain ownership and possession of the iPad and agree to grant to teachers and school management the right to collect and/or inspect and/or confiscate (for a limited period) the iPad at any time and the right to alter, add or delete installed software or hardware.   Usage within the school is a privilege and not a right.   Students may lose the privilege of using the iPad or to have it in their possession if they abuse their responsibilities or breach this or other school policies.

All students will be provided with a school Apple ID associated with their school email address and all school content will be purchased centrally and issued to all students via their

Apple ID account.

- Students must report any damage or loss to their Year Head or the Deputy Principal, who will determine necessary action. All iPads bought through the school purchase programme are covered by a manufacturer's warranty of one year.   The warranty covers manufacturer's defects.

- If an iPad is lost or damaged by neglect or misuse, it is the family's financial responsibility to replace the iPad.

- If an iPad is damaged, the school will work with the student and supplier to resolve any warranty issues.   The use of iPads is not permitted before school, between classes and at break or lunch times.

- The inappropriate use of the camera/video/voice recording functions on a student's iPad, e.g. unauthorized recording, infringement of privacy, bullying or threatening behaviour, will be dealt with very seriously.   Inappropriate viewing and/or messaging and/or social media use will be dealt with in the same manner.   This may result in suspension of up to five days and/or referral to the Board of Management.

- The inappropriate sharing of content via a student's iPad will be dealt with very seriously. This may result in suspension of up to five days and/or referral to the Board of Management.

Student Responsibilities:

- Students will arrive to school each day with their iPad fully charged.

- If an iPad is left at home or is not charged, the student remains responsible for completing all schoolwork as if they had use of their iPad.   Normal school rules apply.

- Students should keep their iPad within a protective case and in their locker/schoolbag when not in use.

- Students should not let anyone use the iPad other than their parents/guardians, teachers or another school-appointed person.

- Students must take good care of their iPad.   They will keep it clean and carry it carefully.   They will not eat or drink while using their iPad.

- Students are not permitted to use their own personal Apple ID to download apps and content onto their school iPad during school term.

- Students should report any problems, damage, or theft immediately to the ICT Coordinator, Year Head or the Deputy Principal.

- Students should report any issues and/or interference created by any other student because of mobile device possession, use or ownership.

- Students should not permanently alter the iPad in any way, nor should they remove any serial numbers, identification or school labels placed on the iPad.

- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only.

- Students should allow updates when requested. Updates should run overnight in a student's home, when the iPad is plugged in to charge.

- *Note*: If a student goes home from school without reporting any damage or interference that may have occurred during the school day, the school will have to assume that the damage and/or interference took place outside of school time.

Student Health and Safety regarding iPad usage:

- Students should avoid extended use of the iPad while resting directly on their lap as the bottom of the iPad can generate significant heat.

- Students should take frequent breaks when using the iPad for long periods of time. Look away from the iPad approximately every fifteen minutes.

- Students should not provide their personal information to anyone over the internet.

- Students should not share their passwords with anyone.

- Students should keep the iPad in a secure location when not in school.

Student use of iPad in Class:

- Students are subject to individual teacher classroom management rules and should follow all instructions of their teacher in class.

- Students are not allowed to use any app which is unrelated to class work during class.

- Teachers have the authority to view all apps and all information on a student's iPad, without any objection from them.

- Teachers have the authority to view all photos on a student's iPad, including recently deleted items, without any objection from them.

- Students are prohibited from deleting internet history unless given specific instruction by class teacher.

- Students should ensure that their eBooks are installed and working properly. Any issues or faults with eBooks should be reported to the ICT Coordinator or Class Tutor.

- Students should take care not to leave their device on table edges or in any position where damage may occur.

Restricted Use and Confiscation:

- Students who breach this policy and/or any reasonable standards of use of the iPad will be subject to sanction. An iPad may also be confiscated for a limited period because of misuse either by the student or any other student. Reasons for placing a student on restrictive use and/or confiscation include, but are not limited to the following:

  o Repeated failure to bring iPad to class or iPad not charged.

  o Violating standards for personal iPad care.

  o Inappropriate use of any app, camera, voice recorder or messaging in relation to other students (see Child Safeguarding Procedures – school protocols) or staff. Any use of camera in toilets or changing rooms, regardless of intent, will be treated as a serious violation.

  o Failing to co-operate with school's investigations of iPad misuse.

  o Non-acceptance and/or compliance with this policy.

  o 'Jailbreaking' – the process of removing any limitations placed on the iPad by CompuB/school authority. Under no circumstances should the installed management software, operating system or network configurations be interfered with.

  o Inappropriate, inaccurate, defamatory, obscene, or illegal material found on the iPad.

  o Attempting to gain access to another student's accounts, files, or data.

  o Excessive damage.

  o Note: Where possible, during the confiscation period textbooks will be

supplied in lieu of the student's iPad.

Parent/Guardian Responsibilities:

- Monitor student's use of iPads when not in school particularly during homework and study times.

- Inspect the iPad regularly to ensure that it is in good working order.

- Report, immediately, any damage, interference or issues relating to ownership, possession or use of the iPad to school management.

- Inspect the iPad and the installed apps on a regular basis to ensure that there is no inappropriate material.

- Repair/replace damaged iPads.   It is expected that parents will purchase suitable insurance to ensure the eventuality is covered.

- Parents should be aware that the school will not be monitoring the downloading of unapproved apps during school holidays.   It will be the parents' responsibility to ensure that their son/daughter has removed any unapproved apps from the iPad prior to return to school.

Responsibilities of Carrigtwohill Community College:

- The school will enforce this policy, the Code of Behaviour and other school policies, rules and procedures.

- The school will make every effort to ensure effective use of the iPad by all students.

- The school shall make every effort to resolve any reported issues relating to ownership, possession or use of the iPad.

- Every effort will be made to avoid sending school-related emails outside of normal office hours.   Where this is not possible, responses are not expected outside of these hours.

Internet Usage

To ensure that ICT resources are used appropriately, Carrigtwohill Community College has established procedures and parameters under which these resources may be used by staff and students.   The aim of these procedures is to ensure that students will benefit from

learning opportunities offered by the school's Internet resources in a safe and effective manner. Therefore, if this Acceptable Usage Policy (AUP) is not adhered to, this privilege will be withdrawn and appropriate sanctions, as outlined below, will be imposed. This AUP should be read carefully to ensure that the conditions of use are accepted and understood.

The school employs a number of strategies in order to maximize learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

- Communications via ICT resources are sometimes public in nature. School rules for behaviour apply. It is expected that at all times users will comply with these rules and will act in a responsible, ethical and legal manner. Particular care must be taken when using email and other forms of direct electronic communications. Hacking and other unlawful activities, including any form of cyber-bullying, is strictly prohibited. Users are prohibited from installing personal software to any ICT resource without prior permission from school management.

- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.

- The school may monitor student's internet usage.

- Students and teachers will be provided with training in the area of Internet Safety.

- Uploading and downloading of non-approved software is strictly forbidden.

- Virus protection software will be used where necessary and updated on a regular basis.

- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

In order to provide an Internet environment that is safe and age-appropriate to students, school management reserves the right to monitor and review the use of ICT resources and will do so as needed to ensure that the systems are being used for educational purposes. It is important that the school community understands this and recognises that monitoring access, among other things:

- Increases the safety and security of people and resources by supporting a positive learning and work environment, safe from harassment, intimidation, or threats.

- Discourages breaches of confidentiality, copyright infringements and inappropriate file downloads and print requests.
- Promotes appropriate internet access, electronic communications messages, e.g. blogs and appropriate discussion forums.

Therefore, users must be aware that they should not have any expectation of personal privacy in the use of these ICT resources.   Personal information, however, is not publicly accessible outside of the school network.

Use of the Internet:
- Students will not at any time intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will report accidental accessing inappropriate materials.
- Students will use the internet for appropriate 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 of their own or any other person.
- Downloading materials or images not relevant to students' studies is in direct breach of this AUP and is strictly forbidden.
- 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.
- Teachers will not share their personal details with students, including personal mobile numbers, personal email addresses or social networking personal details.
- Exchange of assignments, notes, resources etc. may be done through Office365, e.g. One Note, Teams, Outlook or similar applications and/or the teachers' school email addresses.   This is to ensure transparency and to protect both students and teachers from any potential harassment, embarrassment, inappropriate allegation, or Child Safeguarding issues that could arise in the absence of a monitored communication system.
- Unless explicitly instructed by a teacher to do so and/or supervised by the teacher,

students will not access any social networking websites while in school or during school opening hours. This access restriction also applies to all social networking sites in existence at the time of approving this policy, or any new social networking sites that arise before the date of the next review of this policy.

Email:

- Students will use approved email accounts (CETB Office365 school email only) under supervision by, or with permission from, a teacher.

- Students should not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.

- Students should not reveal their own or other people's personal details, such as addresses, telephone/mobile numbers, email addresses or pictures.

- Students should never arrange a face-to-face meeting with someone they only know through emails or the internet.

- Students should note that sending and receiving email attachments is subject to permission from their teacher.

- Students may only have access to chat rooms, discussion forums, messaging or other electronic communication that have been approved by the school.

- Internet chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and may only be accessed when supervised by a teacher.

- Usernames will be used to avoid disclosure of identity.

Sanctions:

Misuse of the internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities. Violations of this policy are deemed as violations of school behavioural expectations and the Code of Behaviour.

Anyone who is aware of problems or misuse of ICT resources or has a question regarding the

proper use of same should discuss this with a member of staff or management.   The Board of Management of Carrigtwohill Community College urges any person who receives a harassing, threatening, intimidating or other improper message to report it immediately to a member of staff.

Social Media

Carrigtwohill Community College reserves the right to investigate and deal with incidents and activities that happen outside school time and which impact on the welfare or education of students or teachers of the school.   This can apply in the case of misuse of social media sites which can lead to unfortunate online nastiness or cyber-bullying.   Students shall be advised that they need to think carefully about possible serious repercussions of anything they say or post on the interenet as well as the hurt it can cause.   The moment anything unpleasant is published online it can be viewed repeatedly and by multiple users and therefore formally constitutes bullying.

Circulating, publishing or distributing on the internet 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 the school or another person, is considered a serious breach of school discipline.

Dealing with hurtful comments on the Internet:

Reading hurtful or offensive comments on the Internet can be very difficult for any member of the school community.   It is essential in such situations that the student and/or their parent/guardian contact a member of the Carrigtwohill Community College staff so that the matter can be addressed.   Students and parents can sometimes feel that drawing attention to a cyber-bullying issue will exacerbate the problem, but our experience is that failing to deal with online nastiness means it will continue and most likely worsen.   The school can offer advice and counselling to students on dealing with upsetting material.   Any member of staff should be contacted to arrange this support.

There is also excellent advice on the Internet. The website www.webwise.ie is an internet safety intiative focused on raising awareness of online safety issues and good practice among students, their parents and teachers.

School Website & Social Media Sites

- Students may be given the opportunity to publish projects, artwork or schoolwork on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website or Facebook/Instagram/Twitter page.

- The website will be regularly checked to ensure that there is no content that compromises the safety of students or staff.

- The publication of student work will be coordinated by a teacher.

- The school will endeavour to use digital photographs, audio or video clips focusing on group activities rather than individual students where possible.

- Personal student information including home address and contact details will be omitted from school web pages.

General

- Carrigtwohill Community College accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to iPads, mobile phones or other devices. The safety and security of such devices is wholly a matter for students, parents and guardians.

- Carrigtwohill Community College is not responsible for any possible charges that might be incurred during approved school-related use.

- While virus protection software is used and updated on a regular basis, the school accepts no responsibility for any corruption of personal devices.

- It is strictly forbidden for students to share login names or passwords or to use another person's account.

- The use of a personal USB stick, or any other portable storage device in school requires a teacher's permission.

- The school reserves the right to investigate suspected incidents of misbehaviour by

accessing the personal devices or social media pages of students.   Where there is a suspicion of inappropriate content being stored on a device, the presumption of privacy does not apply.

- The school can provide information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:

  o The Data Protection Act 1988
  o Data Protection (Amendment) Act 2003
  o Child Trafficking and Pornography Act 1998
  o Video Recordings Act 1989
  o Interception Act 1993

Please review the attached school Acceptable Usage Policy (AUP), sign and return this sheet. Keep the policy safely at home for reference purposes.

Parent/Guardian must read and sign below:

As a parent or legal guardian of _____ [*Insert Students Name*] I have read, understand and agree to abide by the terms of the Carrigtwohill Community College Acceptable Usage Policy (AUP) and grant permission for this student to use the iPad and access the Internet.   I understand that iPad use and internet access is intended for educational purposes.   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 or use their iPad inappropriately.

In relation to the school website, I accept that, if the school considers it appropriate, this student's schoolwork may be chosen for inclusion on the website.   I understand and accept the terms of the AUP relating to publishing children's work on the school website.

I grant the school authorities the right to inspect this students iPad and its apps and, in exceptional circumstances, to confiscate the iPad for a limited period because of misuse by this student.

Please do not sign this if you have any concerns or queries without first talking to the Principal or Deputy Principal.

Parent/Guardian Name: _____   **Signature:** _____

Date: _____

Coláiste Pobail Charraig Thuathail
CARRIGTWOHILL COMMUNITY COLLEGE

Parents/Students please confirm the key points (Student Contract) of our Acceptable Usage Policy (AUP) in relation to iPads below:

Student Contract for iPad use:

- ☑ I will take good care of my iPad
- ☑ I will never leave my iPad unattended
- ☑ I will never lend my iPad to others
- ☑ I will know where my iPad is at all times
- ☑ I will charge my iPad's battery every night
- ☑ I will ensure that the Bluetooth function on my iPad is always on in class
- ☑ I will keep food and drinks away from my iPad as they may cause damage to the device
- ☑ I will not disassemble any part of my iPad or attempt any repairs
- ☑ I will protect my iPad by keeping it in its protective case at all times
- ☑ I will use my iPad appropriately and will not download/access social media sites
- ☑ I understand that my iPad is subject to inspection at any time without notice
- ☑ I will keep my iPad in my locker/schoolbag at break and lunch time and I will not use my iPad on the corridor, before, after or between classes
- ☑ I will only use the camera/video or the microphone under teacher instruction and supervision
- ☑ I will never share any images or videos of people in a public space on the Internet, unless I am asked to do so by a member of school staff
- ☑ I understand that my iPad is primarily an educational tool
- ☑ I will not interfere with CompuB (or other provider) device management software, operating system, or any network settings
- ☑ I will not use my own personal Apple ID to download apps and content onto my school iPad during school term.
- ☑ I agree to abide by the Acceptable Usage Policy (AUP) in its entirety.

Student Name: _____   **Signature:** _____

Date: _____

Parent Name: _____   **Signature:** _____

Date: _____