ICT and Internet Acceptable Use Policy
St. Mac Dara's Community College, Templeogue, Dublin, 6W

The aim of this Acceptable Use Policy (AUP) is to ensure that pupils and all college internet users will benefit from learning opportunities offered by our college's Internet resources in a safe and effective manner. Internet use and access via all methods including both LAN (Local Area Networks) and Wi-Fi and from all internet accessible devices 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 school and parent representatives will revise the AUP at regular intervals. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

This version of the AUP was created on May 31st, 2022

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College's Strategy
The college will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

General
- Internet sessions by students 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 pupils' Internet usage.
- Students and teachers will be provided with training in the area of internet safety.
- Uploading and 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 storage devices or CD-ROMs in college requires a teacher's permission.

- All college internet users will observe good "netiquette" (i.e., etiquette on the internet) always and will not undertake any actions that may bring the college into disrepute.

World Wide Web
- All college internet users will not visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- All college internet users will use the internet for educational purposes only.
- All college internet users will be familiar with copyright issues relating to online learning.
- All college internet users will never disclose or publicise personal information.
- All college internet users will 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.

Email
- Students will use approved class email accounts under supervision by or permission from a teacher.
- All college internet users will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- All college internet users will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- All college internet users 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

- All college internet users will only have access to chat rooms, discussion forums or other electronic communication forums that have been approved by the college.
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised, where possible.
- Usernames will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via Internet chat will be forbidden.

College Website -- www.stmacdaras.ie

- Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web.
- The publication of student work will be co-ordinated by a teacher.
- Pupils' work will appear in an educational context on 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 not be published on the school website, without prior permission. Photographs, audio and video clips will try to focus on group activities. Video clips may be password protected.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- Pupils will continue to own the copyright on any work published.

Wi-Fi Network

- Any passwords given in order to access the college Wi-Fi network **MUST** be kept safe and secure at all times. You **MUST NOT** share these with anyone.
- The Wi-Fi network provides an **HTTP/HTTPS** Internet connection **ONLY**. It does not provide any other services.
- In the interests of network performance, the School may restrict the data bandwidth and user experience to an individual user and electronic device, if it deems necessary.
- This is a public Wi-Fi network and as such should be subject to the same precautions as any other public network. We advise you to ensure that your electronic device has suitable anti-virus and firewall security software installed, and that you set the network profile as 'public' or similar on your electronic device / firewall security software.
- The Wi-Fi network and Internet activity is logged and monitored at all times, in order for us to meet with our e-Safety and Child Protection responsibilities.
- Student use of Wi-Fi enabled devices such as our school iPads is monitored to help ensure compliance with our AUP.
- The unauthorised capture of images, video or audio is in direct breach of the college's AUP.

- **Your usage of the college Wi-Fi network constitutes your acceptance of this policy.**

Cyber-bullying

- When using the internet, pupils, parents and staff are expected to treat others with respect at all times.
- Engaging in online activities with the intention to harm, harass or embarrass another pupil or member of staff is an unacceptable and absolutely prohibited behaviour which breaches our Code of Behaviour and carries serious consequences and sanctions for those involved.
- Measures are taken to ensure that staff and pupils are aware that bullying is defined as unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time. This definition includes cyber-bullying even when it happens outside school time.
- Cyber-bullying does not need to be a repeated action in order to be considered bullying.

Legislation

The college 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

Support Structures

The college will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of 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. The college also reserves the right to report any illegal activities to the appropriate authorities.

Insurance

It is your own responsibility to ensure that any electronic devices you bring on to the school premises are suitably insured. The School's insurance DOES NOT cover these items.

Liability

Connecting your electronic device to the school network is entirely at your own risk. The school will **NOT** be liable for any (hardware or software) loss, damage, malfunctioning or inconvenience to your electronic device arising either directly or indirectly as a result of its connection to the college Wi-Fi network. It is your own responsibility to ensure that any software installed on your electronic device is correctly licensed.

St. Mac Dara's Community College
Transition Year
iPad Etiquette
November 2021

Contents

General Notice

The aim of the iPads is to enhance the teaching and learning experience of Transition Year students using technology. The iPads are considered a privilege and a resource and as such, any failure to adhere to this code of conduct and/or the school AUP will result in a withdrawal of privileges and may face further sanction.
Internet and iPad usage should always be supervised by a teacher to reduce risks. Filtering software is employed to keep students safe. iPads are managed by Wriggle, a specialist in technology in schools.
Students will receive training in use of the iPad.

1. ## Use of Equipment

The use of the iPads must always be in adherence with the AUP of the College. Follow the link to access this policy: https://www.stmacdaras.ie/wp-content/uploads/2020/10/St-Mac-Daras-AUP-signed-2020.pdf

The following guidelines must be followed:

- iPads are used at the request of school staff and as such, should remain closed until given permission to use
- Students should not use iPads without direct instruction from a member of school staff
- Students should be logged into their Microsoft accounts
- Students are responsible for charging their iPad and pen and maintaining battery life for their lessons
- iPads must be stored correctly in their assigned spot in the iPad charging box
- Students are not permitted to bring their devices home
- iPads should not be used during prefecting duties
- Students are not allowed place any personal data on the iPad; all content must be related to their academic studies

2. ## Settings

The following settings must be employed and cannot be changed without direct instruction.

- Students are not permitted to place a passcode on their iPad
- Students must keep iPads connected to the school wifi throughout the day
- Students must accept and join any Apple Classrooms requested by their teachers
- Students should keep their iPads on silent so as not to disturb lessons
- Students do not have permission to alter any iPad settings without seeking permission from a member of the school digital team

3. ## Home and Lock Screen

- All students must have their home and lock screen set to a designated design as shared on their Teams tutor page.
- Students are not permitted to change either the home or lock screen. See image below as example of how student screens should look.

St. Mac Dara's Community College

Transition Year iPad 1

4. Teams Use

- St. Mac Dara's CC uses the Microsoft platform as a VLE. All students have a dedicated email address connected to the college and managed by the TEL Team and DDLETB I.T department.
- Students are only permitted to use their school email address on school devices.
- All iPads have the Microsoft apps downloaded and students should sign in to their @stmacdaras.ie account within these apps for ease of access.
- Students should have their notifications turned on for their Teams pages to avoid missing key communications.
- The chat function may only be used for official class related content. Personal messages are not to be sent via chat.

5. Miscellaneous

- iPads are not permitted during registration unless instructed to by tutor or year head
- Games are not permitted unless explicitly given permission by teacher

Permission Form

Please review the attached college Internet Acceptable Use Policy, sign and return this permission form to the Principal.
St. Mac Dara's Community College

Name of College Internet User: _____

Class/Year (if applicable): _____

I agree to follow the school's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the college.

Signature: _____   Date: _____

Parent/Guardian (if applicable)
As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the college to provide for online safety but the college cannot be held responsible if pupils access unsuitable websites.

I accept the above paragraph ☐   I do not accept the above paragraph ☐
(Please tick as appropriate)

In relation to the college website, I accept that, if the college considers it appropriate, my child's schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing children's work on the college website.

I accept the above paragraph ☐   I do not accept the above paragraph ☐
(Please tick as appropriate)

Signature: _____   Date: _____

Address: _____   Telephone: _____

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This policy was ratified by the Board of Management of St. Mac Dara's Community College:

Signed: _Pamela Keun_   Date: _31/5/2022_.
Chairperson of the BOM

Signed: _Derek Ward_   Date: _31/5/2022_
Principal of St. Mac Dara's CC