

# **Scoil Íosagáin**

## **Policy on: Staff ICT Acceptable Use**

# **Scoil Íosagáin**

## **Staff ICT Acceptable Use Policy**

### **Mission Statement**

Scoil Íosagáin is committed to the use of electronic resources and technology to enhance the administrative, teaching and learning opportunities for students and staff. Therefore, students and staff are encouraged to utilise these resources within the guidelines set forth in the Acceptable Use Policy (AUP). Keep in mind all such usage should apply directly to school administration and to the implementation of the school curriculum.

### **Responsibilities of Scoil Íosagáin Employees**

Employees will:

1. Follow the guidelines set forth in this AUP
2. Return an application form signed by the user stating the user has read, understands, agrees and will adhere to all guidelines and assume responsibility for their own actions
3. Supervise student use
4. Model and provide instruction in the ethical and appropriate use of technology in a school setting
5. Maintain a curricular focus
6. Keep the user password secure and confidential
7. Ensure the computer is being legally used according to the software's licence
8. Only install software onto a school computer or network, which has been approved by the staff member with responsibility for ICT or the Principal
9. Not transmit, request or receive materials inconsistent with the mission and values of Scoil Íosagáin

### **Acceptable Use**

Scoil Íosagáin computers and networks are to be used in a responsible, efficient, ethical and legal manner and must be in support of the educational objectives of Scoil Íosagáin. Management reserves the right to monitor this usage.

Incidental personal use of school computers is permitted as long as such use does not interfere with the employee's job, duties and performance with system operations or other system users. 'Incidental personal use' is defined as use by an individual employee for occasional personal communications. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures and rules, and must take place outside of official school opening times.

### **School Strategies**

The school 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

- Access to internet 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 school internet is protected by the firewall provided by the NCTE (National Centre for Technology in Education).
- The school will regularly monitor pupils' Internet usage.
- Pupils will be provided with training in the area of Internet safety (SPHE)
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- Pupils will observe good "netiquette" (i.e., etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute.

### World Wide Web

- Pupils will use the Internet for educational purposes only.
- Pupils will be familiar with copyright issues relating to online learning.
- Pupils will never disclose or publicise personal information.
- Pupils 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.
- Pupils will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials
- Pupils will be taught appropriate use of the internet.

### Email

- Pupils will not have access to email facilities at school. Any emails to other children/schools, will be sent through the school email address.

### Internet Chat

- Pupils will have no access to chat rooms, discussion forums or other electronic communication forums that have been approved by the school.
- Usernames will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via Internet chat is forbidden.
- Skype may be used for contacting other children/schools for project work, or penpals. This will only be done under teacher supervision.

### School Website

- Pupils may be given the opportunity to publish projects, artwork or school work on the school website.
- The publication of student work will be co-ordinated by a teacher.

- Pupils' work will appear in an educational context on Web pages.
- No photographs, audio or video clips of individual pupils will be published on the school website. Instead photographs, audio or video clips will focus on group activities and children's work. .
- Personal pupil information including surnames, home address and contact details will not be used on school web pages.
- Pupils will continue to own the copyright on any work published.

### Legislation

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

- Data Protection (Amendment) Act 2003 ( see school policy)
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

### Unacceptable Use

This includes but is not limited to the following:

1. Accessing, transmitting, or receiving obscene or pornographic material
2. Engaging in cyber cheating or plagiarism. Plagiarism is material created by others and presenting it as if it were one's own
3. Accessing the Internet for non-school related activities, such as chat rooms, engaging in instant messaging, posting or filling out forms with private or personal information about yourself or another person
4. Downloading or loading software or applications without permission from the Principal or ICT Coordinator.

The above provide general guidelines and examples of prohibited uses for illustrative purposes, but do not attempt to state all required or prohibited activities by users. Staffs who have questions regarding whether a particular activity or use is acceptable should seek further guidance from the Principal.

### Consequences

The use of technology resources inside Scoil Íosagáin is a privilege. Inappropriate or unethical use or failure to adhere to these guidelines may include, but are not limited to, limitation or cancellation of user privileges, possible disciplinary action and/or appropriate legal action.

This policy will be reviewed by the BOM annually, or as new legislation dictates. All partners will be informed of any amendments necessary after such a review.

### Communication

This policy will be communicated to the staff following ratification.

**Review:**

This policy will be reviewed every 3 years.

**Ratification:**

This policy was reviewed by Staff of Scoil Íosagáin and ratified by Board of Management in December 2017

Signed P. J. Harrington  
Chairperson, Board of Management

Date: 19<sup>th</sup> Dec 2017

Signed Alma O'Leary  
Principal

Date: 12<sup>th</sup> Dec 2017