St. Peter's College

Dunboyne, Co. Meath

71950F

Acceptable Use *of ICT* Policy

Implemented: xx/xx/2016

Review Date: xx/xx/2018

Person/s responsible for Review: MAC

Signed: _____ Meave Gallagher____   Date:27th March 2017

(Chairperson of the Board of Management)

Date approved by:

1. Staff   15 / 12 / 2016

2. Students   07/12/2016

3. Parent/Guardians   24 / 01 / 2017

Introduction

St. Peter's College 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, **St. Peter's College** provides access to ICT for student use.

The *ICT Usage 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 St. Peter's College campus or at St. Peter's College organised activities.

Technologies Covered

St. Peter's College may provide students with internet access, desktop computers, digital imaging technologies, laptop or tablet devices, video conferencing capabilities, virtual learning environments, online collaboration capabilities, online discussion forums, email and more.

As new technologies emerge; St. Peter's College may provide 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.

St. Peter's College ICT Network

St. Peter's College computer network is intended for educational purposes.

- All activity over the network may be monitored and retained
- Access to online content via the network is restricted in accordance with the policies of *LMETB* and the *Department of Education and Skills* through its agency, the *National Centre for Technology in Education.*

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 shouldn't be, the student can ask his/her teacher to submit the site for review. This is done through our ICT helpdesk via the LMETB.

- Students are expected to follow the same rules for good behaviour and respectful conduct online as offline – these rules can be found in the **St. Peter's College's** existing *Code of 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/her teacher immediately of any concerns for safety or security.

E-mail and online collaboration

St. Peter's College provides students with email accounts for the purpose of school-related communication. E-mail accounts should be used with care and usage may be monitored and archived.

St. Peter's College recognises that online collaboration is essential to education and may provide students with access to a variety of online tools that allow communication, sharing, and messaging among students and teachers.

Students are expected to communicate with the same appropriate, safe, mindful and courteous conduct online as offline.

St. Peter's College own mobile devices

St. Peter's College may provide students with mobile devices, digital recorders or other devices to promote learning both inside and outside of the school. Students should abide by the same Acceptable Use policies, when using school devices off the school network, as on the school network.

Students are expected to treat these devices with respect. They should report any loss, damage, or malfunction to their teacher or tutor immediately. Students may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices will be monitored.

Student Mobile Phones

While St. Peter's College allows students to have a mobile phone whilst in school, the following policy aims to maintain a safe environment where the personal dignity and rights of all members of the school community are preserved. 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 01 8252552 and students are directed to go to the student office, where contact with home can be made in an emergency.*

a. Where a student brings a phone to school, the phone must be switched off during class times. The phone may be turned on before assembly, at break time, at lunchtime and after school. A phone may only be turned on during class time if directed to do so by a teacher.

b. Students found in contravention of (a) will have their phone confiscated for one day and the parent/guardian must collect the phone from the Deputy Principal. If a student refuses to hand over the phone this will lead to further sanctions.

c. **Students are not allowed to take pictures or record videos during those times that phones can be turned on.**

d. Incidents where students use mobile phones to bully other students will be treated as serious breaches of discipline. 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 will consider it appropriate to involve the Gardaí in such incidents.

e. The school accepts no responsibility for replacing lost, stolen or damaged phones. The safety and security of mobile phones is wholly a matter for students/parents.

f. All personal music devices including earphones are prohibited during class time. Therefore, these devices are liable to be confiscated as above.

St. Peter's College website

Our school website is provided by the LMETB and is located at http://www.stpeterscc.ie. **St. Peter's College** is committed to using our website in order to promote our school, showcase student work and to provide information for our students, their parents/guardians and the general public.

- Students may be given the opportunity to publish projects, artwork or other schoolwork on the World Wide Web.
- The creation and publishing of photographs, audio and video clips will focus on educational activities.
- Personal information including home address and contact details will be omitted from school web pages.
- St. Peter's College will continue to own the copyright of any work it publishes.

ICT Security

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 untrusted origin.

Students should use common sense if a website does not look right and should inform a teacher before clicking on anything they deem to be suspicious.

If students believe a computer or mobile device might be infected with a virus, they should alert a teacher. Students should not attempt to remove the virus or download any programmes to help remove the virus.

Downloading files and Programmes

Students should not download or attempt to download or run *.exe* programmes over the school network or onto any school resources or devices. Students may be able to download other file types, such as images of videos, PDF, MS Office Documents.

For the security of our network, download such files only from reputable site, and only for educational purposes.

Netiquette

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

- 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 never post anything online that they wouldn't want parents, teachers or future colleges or employers to see. Once something is online it is out there, and can sometimes be shared and spread in ways students never intended.

Plagiarism

Students should not plagiarise content (copy or use as your own without citing the original creator) including words or images, from the internet.

Students should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the internet should be appropriately cited, giving credit to the original author.

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 copyright ownership of their work using a *Creative Commons* licence.

Personal Safety

The College will ensure that students are aware of good practice in relation to personal safety while online; including the following:

 If students see a message, comment, image, or anything else that makes them concerned for their personal safety, they should bring it to the immediate attention of:
- A teacher if at school
- A parent/ guardian if at home

Students should never share personal information about themselves or others, including phone numbers, addresses, PPS numbers or birth dates online.

Students should never agree to meet someone they meet online in real life without parental permission.

Cyber-bullying *(this section should be read in conjunction with all other school policies)*

Harassing, impersonating, outing, tricking, excluding, and cyber-stalking are some examples of cyber-bullying. This list is not exhaustive.

Cyber-bullying will not be tolerated in **St. Peter's College**; in many cases cyber-bullying is a crime.

St. Peter's College will support students, teachers and parents in dealing with cyber-bullying. St. Peter's College is committed to the 0065/2011 - Child Protection Procedures for Primary and Post-Primary Schools and will act as required by LMETB, the Department of Education and Skills - http://www.education.ie, the Department of Children and Youth Affairs - Ireland, the Department of Justice and Equality and the Health Service Executive

Violations of Policy

Violations of this policy in **St. Peter's College** 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.