

St. Peter's College  
Dunboyne, Co. Meath  
71950F



**Acceptable Use of ICT Policy**

Policy Reviewed and Ratified: 15<sup>th</sup> June 2020

Signed:

Date:

(Chairperson of the Board of Management)

## **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.

Parents/Guardians are not to use their child's email account to directly email teachers. Parents must email the main office [stpeterscollege@lmetb.ie](mailto:stpeterscollege@lmetb.ie) from their personal email account or telephone the main office 01 8252552 to request to contact a teacher.

**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**

#### Student Mobile Phones/Internet Enabled Devices

Students are not permitted to have mobile phones or any other non-school issued internet enabled device (MP3, Ipod, Smart watch etc) (ON or OFF) on the school premises. The school premises is any area within the school gates. This policy will apply 24 hours. **During school hours the community centre and its grounds are considered part of the school premises.**

However, in exceptional circumstances (medical necessity) the prior written permission of the Principal may be granted for the use of a phone. When permission is granted the phone must be turned off during school hours.

This policy in relation to mobile phones is to ensure student wellbeing and to improve student concentration and learning;

- Students develop their conversational and interpersonal skills
- Student and Staff privacy rights are upheld – no photos/videos taken on site without permission
- Classes are not interrupted by the sound of mobile phones
- Students are not late for class because they are talking or sending messages via mobile phone
- Students in class are concentrating on work rather than sending text messages to one another.
- Text/video bullying and intimidation are prevented during school hours.
- Students are not exposed to inappropriate content

If a teacher sees or hears a mobile phone or any internet enabled device (including headphones) anywhere on the school premises, in class, on corridors, on the pitches, at any-time, the device including sim card will be confiscated immediately and given to the Principal or Deputy Principal.

The school reserves the right to confiscate a mobile phone or any internet enabled device (including sim card).

For the first incident, a mobile phone or internet enabled device, which is confiscated, may be collected by the parent/guardian of the student concerned 1 week from date of confiscation.

If a second offence occurs, the mobile/device will be held for 2 weeks from date of confiscation.

If a third offence occurs, the mobile/device will be held for 4 weeks.

Fourth offence 8 weeks

Fifth offence 16 weeks

If a situation arises where a member of staff is confiscating a mobile phone/internet enabled device and the student refuses to hand it over to the teacher, an automatic 1-day suspension will apply.

If the teacher is of the opinion that the phone/device has subsequently been concealed, the student must cooperate with the teacher and empty pockets/bag to demonstrate that they have no phone/device on their person.

If it is established that the student has a phone/device and the student then refuses to hand it over to Principal/Deputy Principal a further 1-day suspension will apply.

Following the suspension, the student will be re-admitted following a meeting with one of his/her parents/guardians on the condition that he/she hands over the mobile phone including sim card which is brought to the school in its entirety and that a commitment is given that no further breaches will occur. Any further occurrences will be referred to the Board of Management.

**PARENTS AND STUDENTS PLEASE BE AWARE : Under no circumstances will a confiscated mobile phone or internet enabled device be returned before the times stated above.**

Students who need to communicate with parents / guardians may do so from the school office with prior permission from their Tutor/Year Head.

Parental communication during the school day by mobile phone is not allowed – the school office must be called to contact a student.

On certain school tours that involve an overnight, students may be given permission to take their mobile phone on the trip. The organising teacher will inform the students if they are allowed to take their phone.

### **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.
- Students should not post any content that identifies the school, a staff member of the school or a student in St Peter's College school uniform without the Principal's written permission.
- Students must consider all posts and texts as public posts as there is no guarantee of privacy when a student posts something to a private group.

## **Unacceptable uses of Social Media sites and their consequences**

Unacceptable use of Social Media sites will include:

Sending or posting or forwarding or 'liking' defamatory, discriminatory, harassing, or threatening messages or images that may cause harm to any member of the school community (staff or student)

Sending or posting or forwarding or 'liking' material that is likely to cause offence or hurt to a third party.

Sending or posting or forwarding or 'liking' messages or material that could damage the school's image or reputation.

Creating a fake profile that impersonates any another member of the school community.

Sending or posting or forwarding material that is confidential to the school.

Uses that violates copyright law, fail to observe licensing agreements or infringe on others intellectual property rights.

Participating in the viewing or exchange of inappropriate images or obscene material.

While all cases involving the inappropriate use of social media will be dealt with on an individual basis, the school and its Board of Management considers the above to be serious breaches of our Code of Behaviour. Disciplinary consequences up to and including expulsion may be exercised in certain cases.

Please see the school's Code of Behaviour for information on the full range of sanctions the school employs and our appeal procedures.

### **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.

**If students are found to have plagiarised content for classwork they will receive no grade. If students are found to have plagiarised content for Classroom Based Assessments, they will automatically be awarded the descriptor 'Yet to meet expectations'.**

### **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 own personal safety they should bring it to the immediate attention of:

- A teacher if at school
- A parent/ guardian if at home

If students see a message, comment, image, or anything else that makes them concerned for their own personal safety, health or wellbeing of another member of the school community they should bring it to the immediate attention of a teacher.

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.

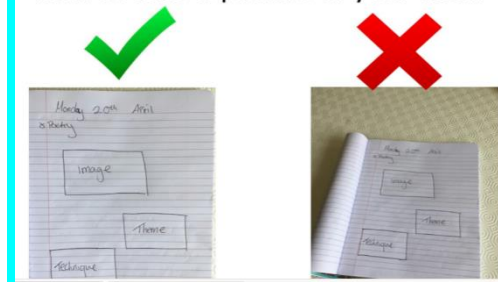
Students should not be part of a social media group that shares comments and posts that could be construed as bullying. If students view such content they should remove themselves immediately from the group and report the content.

**St. Peter's College** will support students, teachers and parents in dealing with cyber-bullying. St. Peter's College is committed to the 0081/2017 Child Protection Procedures for Primary and Post-Primary Schools 2017 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

## **Online Behaviour Protocol**

1. You must be familiar with relevant school policies and abide by them at all times. This includes:  
The Code of Behaviour  
Anti-Bullying Policy
2. Respect must be shown for all members of the school community at all times. Students who fail to act in a respectful and appropriate manner in any format will be removed from the online class by the teacher. Furthermore, any student who interferes with the learning of others will also be removed from class.
3. Live Classes must start on time so please ensure that you are ready at the appointed time with all your books, copies, pens, equipment, classwork etc. Make sure that your laptop/tablet/phone is charged and you are ready for class.
4. Only students belonging to the Class Team (students having login rights) should participate and view live streamed classes.
5. Choose a space within your home that is quiet and where you are not likely to be interrupted.
6. You should let other members of your family know that you are participating in an online class and that you should not be disturbed.
7. You should be sitting at a table or desk with a suitably sized chair to ensure correct posture.
8. Be mindful of your background. You may wish to remove personal items from view. You can blur or hide your background on TEAMS to ensure privacy for you and your family.
9. Care should be taken when submitting photos of work to ensure that it is legible. Please see the example below:

How to take a picture of your work



10. You must be suitably dressed for class.
11. Absolutely no screenshots, live streams, recordings, simultaneous video calls, TikToks etc. can be made during class, or while any member of the school community is active or visible.
12. Remember that even though you are at home, you are still regarded as being in school during these activities and you are representing our school at all times. School rules still apply.

### **Violations of Policy**

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