Bord Oideachais agus Oiliúna Dhún na nGall
Education and Training Board Donegal

Coláiste Cranncha

Crana College

ICT, Network and Internet Acceptable Usage Policy

Ethos Statement

ETB schools are state, co-educational, multi denominational schools underpinned by the core values of:

- Excellence in Education;
- Care;
- Equality;
- Community and
- Respect.

School Vision

'We inspire every student to learn, to think, to care and to achieve'

Mission Statement

It is our mission to create a calm, caring and creative environment where all pupils are given the best opportunities to develop their potential to the full, to acquire knowledge and to adopt a positive attitude towards work, life and their community

Introduction

Crana College provides a comprehensive and modern ICT infrastructure to its staff and students to create a technology-enabled teaching and learning environment. Our goal in providing this service is to promote educational excellence in the school by facilitating resource sharing, innovation, and communication. The aim of this ICT Acceptable Usage Policy is to ensure that staff and students benefit from the learning opportunities offered by those facilities in a safe and effective manner.

Crana College is committed to making ICT an integral part of its teaching and learning environment:

• To enhance the curriculum by using ICT to raise standards.

• To encourage creativity, collaboration, communication and critical thinking by using technology.

• To prepare students to meet the demands of a technology based society.

• To use technology to gather and share information in real time so as to meet the personalised needs of each student.

• To enable teachers to support and instruct their student in the safe, effective and appropriate use of technology.

Internet and ICT usage is considered a school resource. Therefore, it is necessary to provide guidelines on effective usage and to prohibit certain illicit activities.

<u>This Acceptable Usage policy covers the following areas:</u>

• Usage Guidelines

• Network Storage

• Internet Access & Email

• School-issued devices

• Online Learning

To gain access to the school's ICT resources all students under the age of 18 must obtain parental permission and must sign and return this form. Students 18 years of age and over may sign their own forms. Before signing this form, the ICT Acceptable Usage Policy should be read carefully so that the conditions of use are accepted and understood. If you breach any of these conditions, the school may regard this as misconduct. In appropriate cases the school will deal with such breaches under the school's Code of Behaviour and Discipline.

Usage Guidelines

The ICT facilities in the school have been established for educational purposes, which includes classroom activities, career development and limited high quality self-discovery activities, such as project work and research. Students are responsible for good behaviour while using the school's ICT facilities.

The school reserves the right to place reasonable restrictions on the material accessed or posted through the system. Users are also expected to follow the rules set forth by the law in their use of the ICT facilities.

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 recognize 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 not 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 you never intended

• Students should use school facilities for educational purposes.

• All users must keep their passwords private.

• All users must log off or lock their machines if they leave a computer/ device unattended.

• All users must log off when they are finished with a computer.

• All users should be aware that all actions on computers are monitored and can be recorded.

• Users should not attempt to bypass the filters, or gain inappropriate access to content or servers.

Legislation

The school will provide information on the following legislation relating to the use of the Internet with teachers and 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;
- Harassment, Harmful Communications and Related Offences Act 2020;
- The Data Protection Act 1988.

Network Storage

Network storage areas (online & on school server) may be treated like school lockers in that they are liable to inspection. School network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on Donegal ETB servers will always be private.

Internet and Email

Communications on the network are often public in nature. The school's Code of Behaviour and Discipline governs such behaviour and communications. A content filter also controls Internet access in the school. This filter is designed to protect students from harmful material as well preventing frivolous internet access during school time. Students using the Internet and email are expected to abide by the generally-accepted

rules of network etiquette.The use of the Internet to harass or bully other members of the school community will result in sanctions up to and including removal from the school (please refer to the school's Anti-bullying Policy, Mobile Phone and Electronic Devices Policy and Code of Behaviour).

The following are not permitted:

• Posting, displaying or approving of offensive messages or pictures on social networking sites.

• Using obscene language in emails or on social networking sites.

• Harassing, insulting or attacking others via email / social networking sites.

• Violating copyright laws (illegal downloading of Software / Music /Movies).

• Setting up Class Whats App/other social media groups for classwork, homework or otherwise. Google Classroom is the school's platform in relation to homework.

• Using another's user ID/password.

• Supplying others with your user ID/password or not taking appropriate measures to protect your details.

• Illegal use of data in folders or work files.

• Intentionally wasting limited resources.

• Employing the network for commercial purposes.

Within reason, freedom of speech and access to information will be honoured. During school, teachers will guide students toward appropriate materials. Outside of school, parents / guardians bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, mobile phones, movies, radio, electronic devices and other potentially offensive media.

School Issued Devices (including Mobile Devices, IPads and Chromebooks)

The school may issue devices to students for use during their schooling. These devices remain Crana College's property at all times and must be returned to the school on request. Students must have read and accepted the Digital Devices Policy before a

device is issued to them. The school provides instruction on how to back-up the data on the devices but takes no responsibility for data loss. Students should ensure that they have an adequate backup of their data (e.g. Google Drive). Devices may be monitored remotely and students may be required to remove some applications that are not educational in nature. All devices will work through the school web filtering system.

The taking of images/video while in school using the student's own devices or school-issued devices is strictly forbidden within this policy except where deemed appropriate by a teacher/staff member.

The following is expected:
• Students will take all reasonable precautions to ensure the physical safety and security of school-issued devices.
• School-issued devices may only be used in the school or at home. They will not be used while traveling to or from school or in the GP areas.
• Students will ensure that school-issued devices are charged and ready for use at the start of each school day.
• Students will use devices primarily for educational purposes.

Consequences for Unacceptable Usage

Users who engage in any of the above-referenced activities (or who are deemed not to be using the facilities in a responsible way), may have their access privileges revoked and other disciplinary measures may result. The Code of Behaviour and Discipline applies to students' usage of ICT and the Internet.

Guidelines for Students Online Learning (2021)
- Classroom rules still apply during online schooling and must be adhered to. The Code of Behaviour for the school applies in all online classroom settings and appropriate sanctions shall be applied if deemed necessary.
- Only your school email account should be used for Google Classroom.
- Be on time for online classes.

- Where possible, choose a suitable workspace – be mindful of what others might see in your background during live classes, and dress in a way which would be appropriate for school setting or function. You should not present for class with any logos that could be deemed inappropriate or offensive.
- When you have joined an online class, there should not be any other person present who has the potential to interrupt an online class.
- Follow your teacher's instructions regarding the use of device camera, microphone and chat function during online classes. In most instances students will be asked to have their camera on and have their mic on mute.
- Do not take screenshots, photos or recordings of other students or teachers.
- If photographs or video recordings of work are being uploaded, they should not contain images of other family members or friends.
- Stay off social media/messaging when you are in an online class.
- If you are using a profile photo on your Google classroom/email account, it should not contain images of other people and should be appropriate for a school setting.
- You are not permitted to share access details to the online classroom with any other person
- Speak up and ask for help if necessary – contact teachers during school hours Monday-Friday (not at weekends) or agreed contact times.
- A teacher may remove a student from the online class, if necessary.

- Leave the lesson when instructed by the teacher at the end of the lesson.
- Interactive Classroom meets (live lessons) will not be recorded by the teacher unless written permission has been obtained from all parents. The teacher may make recordings prior to the lesson and post them on Google Classroom.

Recommendations for the Use of ICT and the Internet

- Do not engage (while in school or elsewhere) in any of the unacceptable online activities described above and remember that the school's Code of Behaviour and Discipline applies to your usage of ICT and the Internet.
- Never give out personal information (for example: your full name, home address, date of birth, telephone number, your parents' / guardians' work address or telephone number, credit card numbers, bank details) without your parents' / guardians' permission.

- Never give out the name and location of your school without the permission of a member of staff for the purpose of learning and teaching.
- Always tell your parents / guardians immediately if you see or receive anything on the Internet that makes you feel uncomfortable or threatened; this includes e-mail messages, websites, or even anything in the regular mail from Internet friends. Above all, do not reply or respond and do remember to save copies of such material.
- Never agree to meet anyone in person that your have met online, without your parents' /guardians' permission.
- Never send pictures of yourself or other family members to other people through the Internet or regular mail without your parents' / guardians' permission.
- Never share your Internet passwords with anyone (even your best friends) other than your parents / guardians / I.T. teachers.
- Behave appropriately while online and do not do anything that could hurt or anger other people or that is against the law.
- Never download, install, or copy anything from disks, data storage devices or the Internet without proper permission.
- Never do anything on the Internet or mobile device that costs money without your parents' / guardians' permission.
- Never use a bank or credit card without the express permission of the owner of that card.

Final note to Parents / Guardians

The Internet is a powerful learning tool, but it should not be used indiscriminately or without supervision. While your child is at school, the staff will make every reasonable effort to ensure that this resource is used appropriately. As parents / guardians, it is your responsibility to monitor this resource at home, not unlike the manner in which you monitor use of TV, video games, or the telephone. It is not advisable for children to

engage in long hours of unsupervised time on-line. Your child should not engage in creating content that would be inappropriate or damaging towards other students/staff.

Policy Review

This ICT Acceptable Usage Policy may be amended from time to time as is deemed necessary by the school. A copy will be made available to all new students and their parents / guardians. It is the responsibility of the students and their parents / guardians to ensure familiarity with the current

version.

I have read and understand this policy and agree to adhere to all rules and regulations as set out in this policy.

Student's Signature:_____

Parents Signature:_____

Date:_____

Policy review: August 2022
Ratified by the Board of Management: November 2022