

St. Colman's  
Community  
College, Midleton.  
ICT Acceptable Use Policy  
2022/2023



# St Colman's ICT Acceptable Use Policy

## Introduction

It is a stated aim of St Colman's Community College that all our staff and students and approved visitors/speakers will benefit from teaching and learning opportunities offered by the College's Internet resources in a safe and effective manner. Internet use and access is considered a College resource and privilege.

Students have the opportunity to achieve computer literacy to equip themselves for participation in the information society and 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, this is why St. Colmans Community College provides access to ICT for student use.

This Acceptable Use Policy outlines the guidelines and behaviours that our staff and students are expected to follow when using digital technologies. In St. Colman's Community College or outside when it may concern the welfare of its staff and students or other staff and students of the college or the college's good standing and reputation in the community .

## Links with other School Policies

This policy is linked to the following school policies:

- Child Safeguarding
- Code of Behaviour
- Anti Bullying
- Data Protection
- Mobile Devices

## Digital Technologies and Legislation - the following legislation is relevant to the articles of this policy

- Data Protection Acts 1988 -2018 these acts were passed in order to deal with privacy issues arising from the increasing amount of information kept on a computer about individuals.
  - Child Trafficking and Pornography Act 1998 - this act legislates against anyone who knowingly produces, prints, publishes, distributes, exports, imports, shows, possesses or sells child pornography.
  - Interception Act 1993 – this act stipulates that telecommunication messages can be intercepted for the purpose of an investigation of a serious offence. Authorisations are subject to certain conditions.
  - Video Recordings Act 1989 - this act prohibits the distribution of videos which contain obscene or indecent material which may lead to the deprivation or corruption of the viewer.
  - Copyright and Related Rights Act 2000 – this act governs copyright in Ireland.

## St Colman's Technologies

St Colman's Community College provides staff and students with Internet access on desktop computers, laptops and tablet devices, with video-conferencing capabilities, photographic capabilities, virtual learning Environments such as google classroom, online collaboration capabilities using google apps such as Drive and Google Documents, email with google mail , social media and more. Students may also be using video cameras and many forms of ICT not explicitly mentioned here but it is understood that they are also subject to the policy.

- St Colman's Community 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 our policies and the Department of Education and Skills through its agency, the National Centre for Technology in Education

#### St Colman's Community College School Email and online collaboration

- St Colman's Community College provides staff and students with email accounts for the purpose of school curricular communication. Availability and use is restricted based on school policies.
- Email accounts should be used with care. Email usage may be monitored and archived.
- Staff and students should not under any circumstances share their email account login details with other students.
- Staff or students will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Students should avoid opening emails that appear suspicious. If in doubt, pupils should ask their teacher before opening emails from unknown senders.
- St Colman's Community College recognises that online collaboration is essential to education and may provide staff and students with access to a variety of online tools that allow communication, sharing, and messaging among staff and students.
- Staff and students are expected to communicate with the same appropriate, safe, mindful and courteous conduct online as offline.

#### Social Media

The principles set out in this policy are designed to help ensure that social media is used responsibly so that the confidentiality of students and other staff and the reputation of the College is protected.

- This policy applies to personal websites such as social networking sites (for example Instagram, Tik Tok, Facebook), blogs, microblogs such as Twitter, chat rooms, forums, podcasts, open access online encyclopaedias such as Wikipedia, social bookmarking sites such as del.icio.us and content sharing sites such as Flickr and YouTube.( This list is not exhaustive as the internet is a fast moving technology and it is impossible to cover all circumstances or emerging media.

The following statements apply to the use of messaging, blogging and video streaming services by students and staff at St Colman's Community College:

- Staff and students must not use social media and the internet in any way to harass, insult, abuse or defame students, their family members, staff, other members of the St Colman's Community College community.
- Staff and students must not discuss personal information about students, staff and other members of the St Colman's Community College community on social media.
- Staff and students must not use College email addresses for setting up personal social media accounts or to communicate through such media.
- Staff and students must not engage in activities involving social media which might bring St Colman's Community College into disrepute.
- Staff and students must not represent their personal views as the views of St Colman's Community College on any social medium.

- Staff and Students must not use the school name St Colman’s Community College or any other perceived form of the school name which could identify the school on any online platforms including group names, account names or channels etc.
- Staff and students should not use the school crest or school images on their personal media pages except in the case where they are resharing posts from official school accounts.

### St Colman’s Community College Stock Mobile Devices

St Colman’s Community College may provide staff and students with mobile computers, digital recorders or other devices to promote learning both inside and outside of the school.

Staff and students should abide by the same expected use policies, when using school devices off the school network, as on the school network.

Staff and students are expected to treat these devices with respect. They should report any loss, damage, or malfunction to the relevant IT personnel or their teacher as appropriate.

Staff or students may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued devices will be monitored.

### Mobile devices in the possession of St Colman’s Community College students

- Students are not permitted to have or use mobile phones on the school grounds.(see mobile phone policy)
- If a student needs to contact home urgently, they will be allowed to use the phone in the Main Office.
- If parents need to contact children urgently, they should phone the Main Office.
- If a student breaches these rules the sanctions outlined in mobile phone policy will apply.

### St Colman’s Community College Computer 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 are encouraged to report any concerns they have in this regard to their teacher.
- Students should use common sense if you think a website does not look right. Inform your teacher. Students should think twice before clicking on anything they feel is not right.
- Staff or students who believe a computer or mobile device that they are using might be infected with a virus, should alert IT or a teacher as appropriate.
- Staff or students should not attempt to remove the virus themselves or download any programmes to help remove the virus.
- Staff or students should not download or attempt to download or run .exe programmes over the school network or onto school resources. You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for educational purposes.

### Student behaviour when using technology

- 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 via the Professional Development service for teachers - technology filtering service brightcloud.

- When using a computer - accessing inappropriate sites, uploading or downloading material that may be considered offensive to others is strictly forbidden.
- The use of all instant messaging services or apps including Snapchat, Whatsapp, etc. by pupils is strictly forbidden in school or on any school devices
- Students are expected to follow the same rules for good behaviour and respectful conduct online as offline – these rules are found in the St Colman’s Community College Code of Behaviour.
- Misuse of school resources may result in disciplinary action.
- Students are expected to alert his/her teacher immediately of any concerns for safety or Security. Alert a teacher if you see threatening/bullying, inappropriate, or harmful content (images, messages, postings) online.
- Students should always use the Internet, network resources, and online sites in a courteous and respectful manner.
- Students should not use language online that would be unacceptable in the classroom.
- 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 use their own good judgement when using school technologies.
- Students should not to 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

### Personal Safety

- Students who see a message, comment, image, or anything else online that makes them concerned for their personal safety, 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 and birth-dates over the Internet without adult permission.
- Students should never agree to meet someone they meet online in real life without parental Permission.
- Staff and students should not store personal data on desktops and should ensure that all personal data is password protected.

### Cyber-bullying

- Harassing, flaming, denigrating, impersonating, outing, tricking, excluding and cyberstalking are all examples of cyberbullying.
  - Such bullying will not be tolerated in St Colman’s Community College.
  - Students should not send emails or post comments or photos with the intent of scaring, hurting, or intimidating someone else.
  - Engaging in any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges.
  - In some cases, cyber-bullying is a crime and may be the subject of a Garda Investigation.
  - The school will support students, teachers and parents in dealing with cyberbullying.
- St Colman’s Community College is committed to the Child Protection Procedures for Primary and Post-Primary Schools 2017 (Circular 0081/2017) and will act as required by the Department of

Education and Skills, the Department of Children and Youth Affairs, the Department of Justice and Equality and the Health Service Executive and The Child and Family Agency - TUSLA.

### Plagiarism

- Students should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online.
- If using information from the internet staff and students must acknowledge the creator and reference the source of the content.

### Digital Images/Videos

- The development of digital imaging technologies has created significant benefits to teaching and learning, allowing staff and students instant use of images that they have recorded themselves or downloaded from the internet.
- Staff, parents / guardians and students need to be aware of the risks associated with publishing digital images on the internet. Such images may provide opportunities for harassment or breaches of privacy to take place.
- Staff, parents / guardians and students should be aware that digital images may remain available on the internet forever and may cause harm to individuals in the short or longer term.
- At St Colman's Community College students are not permitted to use mobile phones and must not take, use, share, publish or distribute images of others.
- Students are not permitted to bring into school any device for the purpose of recording images, video or sound such as cameras, smart watches, tablets, computers, this list is not exhaustive, as this would breach data protection guidelines.
- When using school stock mobile devices students should take due care when taking photographic or video images that they are not participating in activities that might bring the individuals or the College into disrepute.
- Students should not take, use, share, publish or distribute images of others using school stock devices without their permission and the direction of a teacher.
- All parents/guardians are invited to complete a google form annually which grants the College permission to publish photographs of students with due regard to the guidelines.
- Taking photos or videos on the grounds of St Colman's Community College or when participating in school activities is permitted using school stock mobile devices with the expressed permission from staff only.
- Students must not share images, videos or other content online with the intention to harm another member of the College community regardless of whether this happens in school or outside.
- Sharing explicit images and in particular explicit images of students and/or minors is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

### Parents/Guardians

- Parents and Guardians are expected to take responsibility for their son/daughters use of ICT, electronic devices (including mobile phones) and access to social media/online platforms and should monitor their behaviour outside of school.
- St Colman's C.C. cannot be responsible for student online behaviour that arises outside of the school environment. However, the school will cooperate and support parents/guardians in so far as is possible in dealing with reports of inappropriate online incidents that impact on the wellbeing of students and/or staff within the school setting. St Colman's C.C. will inform parents/guardians of any reported incidents of inappropriate online behaviour and such incidents will be dealt with where deemed necessary in accordance with the school's Code of Behaviour and Anti Bullying Policies.

- Where the school authorities are concerned about the wellbeing of a student arising from online issues the school may advise the parent/guardian that access to certain online platforms should be removed from the student.

#### Breaches of the Acceptable Use Policy

- This policy will apply in conjunction with St Colman's Community College Code of Behaviour, Mobile phone Policy, Online learning policy and Anti-Bullying Policy which may be used to determine whether further intervention or sanction is required should a breach take place.
- Breaches of this policy may result in suspension of network and computer privileges.
- Unlawful actions may result in legal action and/or prosecution.
- The school also reserves the right to report any illegal or inappropriate activities to the relevant statutory authorities i.e. Gardaí, TUSLA. Office of the Data Commissioner etc.

This policy was reviewed by the Board of Management of St Colman's Community College on \_\_\_\_\_, as signed by the Chairperson of the Board of Management and the Principal.

It is available to all members of the school community.

The policy will be reviewed on an annual basis, and/or as deemed necessary.

Signed by:

\_\_\_\_\_  
Denis O'Shea  
Chairperson of the Board

Date: August 2022

\_\_\_\_\_  
Máirín Lally  
Principal

Date: August 2022