

## ICT Acceptable Use Policy, April 2023:

**School Name:** Edmund Rice Secondary School, Carrick-on-Suir.

**School Address:** Mount St. Nicholas, Carrick-on-Suir, Co. Tipperary.

**School Details:** ERSS Carrick-on-Suir is a Voluntary Roman Catholic Secondary School under the trusteeship and the patronage of the Edmund Rice Schools Trust. The School is grant aided by the Department of Education & Skills and is a single sex (boys) school.

**School Management:** The Board of Management of ERSS Carrick-on-Suir is a statutory Board appointed pursuant to the provisions of the Education Act 1998.

### Mission Statement:

Inspired by its founder, ERSS Carrick-on-Suir's mission is to *"To provide a caring Christian community which celebrates effort and talent in an environment of hope and happiness"*, with a vision to *"Learn together, succeed together in a respectful environment."*

### Ethos:

As an Edmund Rice School ERSS Carrick-on-Suir seeks to promote the five key elements of an Edmund Rice School as espoused by the ERST Charter:

- Nurturing faith, Christian spirituality and Gospel-based values
- Promoting partnership in the school community
- Excelling in teaching and learning
- Creating a caring school community ● Inspiring transformational leadership

Please Note:

Personal data collected about prospective students/students and their parents/guardians will be retained and used strictly in accordance with the provisions of GDPR legislation as introduced 25<sup>th</sup> May 2018. Further details on data protection are set out in the school's Data Protection Policy.

## **Rationale**

The aim of this Acceptable Usage Policy (AUP) is to ensure that students will benefit from learning opportunities offered by the school's ICT and internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. If the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions will be imposed.

## **School AU Strategy**

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies include:

### **GENERAL**

- Open internet sessions will always be supervised by a teacher.
- Filtering software and/or equivalent systems will be used where appropriate in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor students' internet usage.
- Each student will be issued a unique Computer Network Account voucher. This will grant them access to the schools ICT resources at a student's security level.
- Students and teachers will be provided with training in the area of internet usage and safety.
- Uploading/downloading and installation of non-approved software will not be permitted. All relevant requests must be made to the ICT coordinator in writing.
- Virus protection software will be used and updated on a regular basis.
- The use of digital storage media in school requires a teacher's permission.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

### **WORLD WIDE WEB**

- Students will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials or attempt to circumvent protective software.
- Students will report accidental accessing of inappropriate materials.
- Students will use the internet for educational purposes only.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Students will never disclose or publicise personal information.

- Downloading materials or images which are not relevant to their studies is in direct breach of the school's AUP.
- Students will be made 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.

### **EMAIL/INTERNET COMMUNICATION**

- Students will not use email for personal reasons. Email which is used for educational purposes will use approved email addresses and will be supervised or authorised by a teacher.
- Students will not send or receive any material that is illegal, obscene and/or defamatory, or that is intended to annoy or intimidate another person.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Students will never arrange a face-to-face meeting with someone they only know through emails or other online communication.
- Internet chat/social networking sites: students will only have access to chat rooms, discussion forums, messaging or other forms of electronic communication that have been approved by the school.
- Where appropriate, usernames will be used to avoid disclosure of identity.

### **SCHOOL WEBSITE**

- Students will be given the opportunity to publish projects, artwork or school work on [www.erss.ie](http://www.erss.ie) in accordance with this policy and approval processes regarding the content that can be loaded to the school's website.
- The website will be moderated to ensure that there is no content that compromises the safety of students or staff.
- The publication of student work will be co-ordinated by a teacher and authorised by the school.
- Students' work will appear in an educational context. Students will continue to own the copyright of any work published.
- The school will endeavour to focus on group activities when using digital photographs, audio or video clips. Content focusing on individual students will not be published on the school website without parental consent.
- Personal student information including home address and contact details will be omitted from school web pages.



## STUDENT PERSONAL DEVICES

This section refers to personal devices such as: phones, iPods, cameras, Dictaphones, game consoles, PSPs, etc.

- Students' personal devices, unless authorised by a teacher, are not to be used on school premises

(classrooms, corridors or within the school building). Each student must ensure all his devices are SWITCHED OFF. Mobile phone usage is not permitted within the school or grounds. Note: Devices in 'Silent' or 'Vibrate' mode are not considered 'off'.

- The unauthorized capture of images, video or audio is in direct breach of the school's AUP.
- Connecting or attempting to connect to the school's network system (wired or wireless) without authorisation is in direct breach of the school's AUP

## Netiquette & Social Media posting

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

The use of social media, such as Facebook, Instagram, Tiktok, YouTube, Twitter etc by students gives rise to issues where postings include comments and / or photographs about staff, their fellow students and the school. Postings raise issues of conduct inside and outside the school. They raise issues of privacy for both staff and students. Postings must not bring the school community into disrepute.

- 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 not post anything online that they wouldn't want parents, staff, 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. The school social media platforms are used for information purposes only. They are not a public forum for discussion and students should not comment on these posts.
- Students are expected to be polite at all times, to use appropriate "school" language at all times, to not type abusive, hurtful or gossip-type messages.
- Students are also expected to respect other student's privacy.
- Students are not permitted to use the school name (ERSS or Edmund Rice Secondary School) on any groups or pages they use without permission of the school authorities. Private groups

on personal messaging apps or social media (eg snapchat, Instagram, whatsapp, facebook messenger etc) should not contain any references to the school.

- More detailed examples of expected use and unacceptable use are given in Appendices One and Two.

*With particular regard to Microsoft Office/Teams for Education, all students must:*

- Practice appropriate ethical use of for Education and abide by the accepted rules of network etiquette.
- Accept responsibility for reporting any misuse of the Microsoft Office/Teams for Education to the Principal, Deputy-Principals, Year Head or any Teacher.
- In the event another student is being made fun of, harassed or cyber-bullied by any comment made on a Microsoft Office/Teams document, students are expected to report it to a Teacher, Year Head, Principal or Deputy Principal.
- Respect all security issues. Don't share passwords with other students.
- Recognise that the use of their Microsoft Office/Teams account will be in support of and consistent with the educational goals of the ERSSI. The use of *Microsoft Office/Teams* will also follow the guidelines of the School's Acceptable Use Policy. Therefore, students will abide by the following:
  - Students will not use *Microsoft Office/Teams* for Education to post any web pages for commercial activities, product advertisement, or political advocacy.
  - Students will not use *Microsoft Office/Teams* for Education to post any obscene, discriminatory or offensive material. All material posted will relate to classroom assignments.
  - Students will understand that school account administrators have the right to monitor all postings, including emails.
  - Students will only share and collaborate on projects that have been assigned to them by a teacher.
  - Students will respect the collaborative work of their teachers and peers. In other words, they will not delete the work of others unless they have their permission.

## SANCTIONS

Misuse of ICT and internet resources may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

## LEGISLATION

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

- Data Protection Act 1988 (and Amendment Act 2003) •  
<http://www.dataprotection.ie/>
- <http://www.irishstatutebook.ie/1988/en/act/pub/0025/index.html>
- <http://www.irishstatutebook.ie/2003/en/act/pub/0006/index.html>
- Child Trafficking and Pornography Act 1998
- <http://www.irishstatutebook.ie/1998/en/act/pub/0022/index.html>
- Interception Act 1993
- <http://www.irishstatutebook.ie/1993/en/act/pub/0010/print.html> •
- Video Recordings Act 1989
- <http://www.irishstatutebook.ie/1989/en/act/pub/0022/index.html>

## SUPPORT STRUCTURES

Where appropriate, the school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet. ERSS Carrick-on-Suir has adopted the Child Protection Procedures for Primary and Post Primary Schools as part of its child protection policy. This policy has been made available to the Parents' Council and is available to all parents on request.

DESIGNATED LIAISON PERSON (DLP) Miss Majella Gleeson (Principal)

DEPUTY DESIGNATED LIAISON PERSON Ms. Linda Barry (Deputy Principal)

## Approval:

This policy has been distributed to staff, parents and students for their approval. Amendments have been made after consultation with these stakeholders.

This policy has been ratified by the Board of Management of ERSS Carrick-on-Suir;

Chairperson:  \_\_\_\_\_

Date: 28/6/2023

This policy will be due for review on:

Date: June 2025



## PERMISSION FORM TEMPLATE

Please review the attached school Internet Acceptable Use Policy, sign and return this permission form to the school's ICT coordinator.

Name of Student: \_\_\_\_\_

Class/Year: \_\_\_\_\_

**Student**

I agree to follow the school's Acceptable Usage Policy on the use of the internet. I will use the internet in a responsible way and obey all the rules explained to me by the school.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent/Guardian**

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my son or the child in my care to access the internet. I understand that internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if students access unsuitable websites.

I accept the above paragraph  I do not accept the above paragraph  (Please tick as appropriate)

In relation to the school website, I hereby grant permission to management of ERSS Carrick-on-Suir to publish content and photographs which refer to/include my son if the school considers it appropriate.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix 1:****Examples of Accepted Use:**

I will:

- Use school technologies for school-related activities and research.
- Follow the same guidelines for respectful, responsible behaviour online that I am expected to follow offline.
- Treat school resources carefully, and alert teachers if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher if I see threatening/bullying, inappropriate, or harmful content (images, messages, and postings) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits only.

- Cite sources when using online sites and resources for research; ensure there is no copyright infringement.
- Recognise that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.
- Ask teacher's permission before printing any document.

This is not intended to be an exhaustive list. Students should use their own good judgment when using school technologies.

### **Appendix 2:**

#### **Examples of Unacceptable Use**

I will not:

- Use school technologies in a way that could be personally or physically harmful to me or others.
- Search inappropriate images or content.
- Engage in cyber-bullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarise content (copy, use as their own, without citing the original creator) I find online.
- Post personally-identifying information, about myself or others.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to access sites, servers, accounts, or content that is not intended for my use.

This is not intended to be an exhaustive list. Students should use their own good judgment when using school technologies.

Note also that this is an evolving document that will change over time.