



**TEMPLE
CARRIG
SCHOOL**

ICT Acceptable Use Policy

Introduction

The use of Information and Communications Technology (hereafter “ICT”), iPads, social media, mobile phones and other devices¹ is now a feature of modern society and such technology is integral to the lives of most of our pupils. Temple Carrig School uses instructional technology as one method of teaching and learning and, in order to support our students in becoming proficient in the competencies essential for success in a 21st Century learning environment, the School provides a variety of resources alongside the curriculum.

However, the School’s classes and activities need to be conducted in an environment free from unnecessary distractions or disruptions. It is incumbent on all members of the Temple Carrig School community to use technology responsibly, ethically and respectfully of others. Internet use and permission to use an iPad or mobile phone are considered a privilege rather than a right, and this policy has been drawn up to ensure that modern technologies are used appropriately.

Increasing sophistication of technology presents a number of issues for the School including:

- The high value of many iPads, phones and devices
- Integration of cameras into phones leading to child protection, data protection and teacher harassment issues
- Potential to use iPads and phones at inappropriate time for phoning, texting, checking time using as a calculator or stop watch, surfing the net, taking photos or videos, playing games, listening to music
- Potential for text and cyber-bullying
- Potential for disruption of class. Even when silent, the use of mobile phones for texting purposes undermines classroom discipline.

The aims of this policy, therefore, are:

- To ensure that students benefit from the learning opportunities offered by iPads and the School’s internet resources in a safe and effective manner
- To ensure that mobile phones are used appropriately and that their use doesn’t disrupt teaching and learning or infringe the rights of others
- To accommodate future needs and changing circumstances

¹ For the purpose of this policy, the word “device” shall be taken to mean any personal electronic item, such as (but not restricted to) iPads, laptops, netbooks, cameras, mobile phones, iPods, eReaders, gaming devices such as Nintendo DS, etc.

- To outline clearly for students and staff what is and isn't acceptable behaviour
- To allow staff of the School to carry out their duties unimpeded and free from harassment.

Mobile Phones

- 1) Students may carry their mobile phone on their person, but it must be turned off (not on "silent") except during break or lunchtime.
- 2) The one exception to this rule is during exams, when the Exam Rules will supersede this policy. Mobile phones should NEVER be brought into an exam, and exam papers will be cancelled if it emerges that a student has done so.
- 3) Phones and devices should not be used in any way between classes, before classes, etc. Phones may only be used before school and at break or lunchtime.
- 4) If a student needs to contact home urgently, they will be allowed to use the phone in the School Office. If parents need to contact children urgently, they should phone the School and the message will be relayed promptly.
- 5) If a student needs to check for an urgent text message outside of the permitted times they may do so by reporting to the School Office and asking permission. If, in the opinion of the Principal, a student is over-using this privilege it shall be withdrawn.
- 6) If a student breaches these rules the phone (and SIM card) will be confiscated immediately and given to the Deputy Principal.
- 7) In the event of a dispute about whether these rules have been breached, the phone shall be handed over immediately to the teacher who will give it to the Deputy Principal so the matter can be investigated. Failure to hand over the phone immediately shall constitute an admission of guilt.
- 8) At all times, the privacy of a student shall be respected. Where the data on a phone is accessed it shall only be to determine whether there has been misuse of the phone, not to monitor the private activities of the owner.

If a phone disturbs a class or if a student is seen using a phone outside the permitted time:

- The phone will be confiscated for two school days. Phones will be returned to a parent/guardian for weekends or holiday periods if requested (and subsequently returned to the Deputy Principal by the student upon their return).
- The phone will be returned by the Deputy Principal at 4.00pm on the appropriate day.
- A second offence will lead to the phone being confiscated for seven days, and a third offence will necessitate a parent/guardian coming in to collect it after seven days.
- If a student refuses to hand over the phone or behaves unhelpfully to the teacher, the phone will be confiscated for seven days and a parent/guardian will be required to collect it.

If a phone is deliberately used in a class for any purpose unless a teacher gives direct permission:

- The phone will be confiscated for seven days. Phones will be returned to a parent/guardian for weekends or holiday periods if requested (and subsequently returned to the Deputy Principal by the student upon their return).
- The phone will be returned by the Deputy Principal at 4.00pm on the appropriate day.
- A condition of the phone's return will be that the Deputy Principal is entitled to view all the photos saved on the device. (As mentioned above, this shall be done with respect for the student's privacy and normally in the presence of the student.)
- A second offence will lead to the phone being confiscated for fourteen days, and a third offence will necessitate a parent/guardian coming in to collect it after fourteen days.

- If a student refuses to hand over the phone or behaves unhelpfully to the teacher, the phone will be confiscated for fourteen days and a parent/guardian will be required to collect it.

If a phone has been used to take photographs/audio or video footage:

- The phone will be confiscated until the matter can be resolved.
- If the material (photographs/audio/video footage) has been taken with the consent of the subject(s) therein there shall be no further sanction.
- If the material has been taken without the consent of the subject(s) therein, the student responsible shall be suspended for three school days.²
- If the material has been taken without the consent of the subject(s) therein and subsequently posted on the internet, shown to others or distributed in any manner, the student responsible shall be suspended for a minimum of five school days. This applies regardless of how the School management learns of the matter
- Depending on the nature of the content viewed, the School reserves the right to contact relevant outside bodies (Gardai, legal advice, HSE, etc) to determine the appropriate course of action

Exempt occasions

There are certain events in the life of the School where it is normal and reasonable for photographs to be taken and where the explicit consent of the subject therein would usually not be required. These include concerts, sports events, TY activities, trips, etc. Students should use discretion as to what is appropriate and must continue to be extremely cautious about posting anything to the internet or showing it to others without achieving the direct consent of those involved. If they are in any doubt at all about what is appropriate, the guidance of a member of staff should be sought because if, in the opinion of the Principal or Deputy Principal, their actions are deemed to have been inappropriate the sanctions as outlined above shall apply.

iPads

Temple Carrig School operates a system where families may choose to use iPads instead of textbooks.

Parents are responsible for purchasing the iPad and Apps for their son/daughter. Parents are also responsible for the safe-keeping, repair and insurance of their son/ daughter's iPad. Parents retain ownership and possession of the iPad and agree to grant to teachers and school management the right to collect and/or inspect and/or confiscate (for a limited period) the iPad at any time and the right to alter, add or delete installed software or hardware. Usage, within the school is a privilege and not a right. Students may lose the privilege of using the iPad or to have it in their possession if they abuse their responsibilities or breach this or other School policies.

Substitution of Equipment

In the event that a student's iPad is inoperable, the school will try to provide a spare iPad for use while the student's machine is repaired or replaced. This agreement remains in effect for the substitute iPad. However, only one substitute iPad will be provided to a student at any one time. If a student damages, forgets to bring this replacement iPad to school, or comes to school with it uncharged, a substitute will not be provided.

Damage or Loss of Equipment

² This policy will apply in conjunction with the *Temple Carrig School Anti-Bullying Policy* which may be used to determine whether further intervention or sanction is required.

Students must report any damage or loss to their Year Head or the Deputy Principal, who will determine necessary action. All iPads are covered by a manufacturer's warranty of one year. The warranty covers manufacturer's defects. If an iPad is lost or damaged by neglect or misuse it is the family's financial responsibility to replace the iPad. If an iPad is damaged, the school will work with the student and supplier to resolve any warranty issues.

Parental Responsibilities:

- Parents should inspect the iPad each evening to ensure that it is in good working order, charged and ready for use.
- Parents should report, immediately, any damage, interference or issues relating to ownership, possession or use of the iPad to their Year Head or the Deputy Principal.
- Parents should inspect the iPad and the installed Apps on a regular basis to ensure that there is no inappropriate material.
- Parents are responsible for repairing/replacing damaged iPads. It is expected that parents will effect suitable insurance to ensure this eventuality is covered.

Student Responsibilities:

- The same rules regarding appropriate social behavior that apply to mobile phone use also apply to iPads.
- Students whose choose to use iPads should arrive to school each day with it fully charged.
- Students should keep the iPad within a protective case and in their locker when not in use.
- Students should not let anyone use the iPad other than their parents, teacher or another school-appointed person.
- Students must take good care of their iPad. They will keep it clean and carry it carefully. They will not eat or drink while using the iPad.
- Students should report any problems, damage or theft immediately to their Year Head or the Deputy Principal.
- Students should report any issues and interference created by any other student because of mobile device possession, use or ownership.

NOTE: If students go home from school without reporting any damage or interference that may have occurred during the school day, the School will have to assume that the damage and/or interference took place outside of school time.

Temple Carrig School's Responsibilities:

- The School will enforce this Policy, the Code of Conduct and other School policies, rules and procedures.
- The School will make every effort to ensure effective use of the iPad by all students.
- The School will provide a locker for safe storage for all students who use an iPad.
- The School will make every effort to resolve any reported issues relating to ownership, possession or use of the iPad.

Internet Usage

To ensure that ICT resources are used appropriately, Temple Carrig School has established procedures and parameters under which these resources may be used by staff and students.

The aim of these procedures is to ensure that students will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner. Therefore, if this Acceptable Use Policy is not adhered to, this privilege will be withdrawn and appropriate sanctions, as outlined below, will be imposed. This Acceptable Use Policy should be read carefully to ensure that the conditions of use are accepted and understood.

The School employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

- Communications via ICT resources are sometimes public in nature. School rules for behaviour apply. It is expected that users will at all times comply with these rules and will act in a responsible, ethical and legal manner at all times. Particular care must be taken when using email and other forms of direct electronic communications. Hacking and other unlawful activities, including any form of cyber-bullying, is strictly prohibited. Users are prohibited from installing personal software to any ICT resource without prior permission from school management.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school may monitor students' Internet usage.
- Students and teachers will be provided with training in the area of Internet safety.
- Uploading and downloading of non-approved software is strictly forbidden.
- Virus protection software will be used where necessary and updated on a regular basis.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

In order to provide an Internet environment that is safe and age-appropriate to students, school management reserves the right to monitor and review the use of ICT resources and will do so as needed to ensure that the systems are being used for educational purposes. It is important that the school community understands this and recognises that monitoring access, among other things:

- increases the safety and security of people and resources by supporting a positive learning and work environment, safe from harassment, intimidation or threats,
- discourages breaches of confidentiality, copyright infringements and inappropriate file downloads and print requests,
- promotes appropriate internet access, electronic communications messages (e.g. blogs and appropriate discussion forums).

Therefore, users must be aware that they should not have any expectation of personal privacy in the use of these ICT resources. Personal information, however, is not publicly accessible outside of the school network.

Use of the Internet

- Students will not at any time intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will report accidental accessing of inappropriate materials.
- Students will use the internet for appropriate 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 of their own or any other person.
- Downloading materials or images not relevant to students' studies is in direct breach of this Acceptable Use Policy and is strictly forbidden.
- Students will be 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.
- Teachers will not share their personal details with students, including personal mobile numbers, personal email addresses or social networking personal details. Exchange of

assignments, notes, resources etc. may be done through Edmodo or similar applications and/or the teachers' school email addresses. This is to ensure transparency and protect both students and teachers from any potential harassment, embarrassment, inappropriate allegation or Child Protection issue that could arise in the absence of a monitored communication system.

- Unless explicitly instructed by a teacher to do so, students will not access any social networking websites while in school or during school opening hours. Student access to social networking sites is strictly forbidden while in school or during school opening hours, unless under a teacher's direct supervision and instruction. This access restriction also applies to all other social networking sites in existence at the time of approving this policy, or any new social networking sites that arise before the date of the next review of this policy.

Email

- Students will use approved email accounts under supervision by, or with permission from, a teacher.
- Students should not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Students should not reveal their own or other people's personal details, such as addresses, telephone/mobile numbers, email addresses or pictures.
- Students should never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Students should note that sending and receiving email attachments is subject to permission from their teacher.
- Students may only have access to chat rooms, discussion forums, messaging or other electronic communication that have been approved by the school.
- Internet chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and may only be accessed when supervised by a teacher.
- Usernames will be used to avoid disclosure of identity.

Sanctions

Misuse of the internet 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. Violations of this policy are deemed as violations of school behavioural expectations and the Code of Conduct.

Anyone who is aware of problems with, or misuse of these ICT resources, or has a question regarding the proper use of same, should discuss this with a member of staff or management. The Temple Carrig School Board of Management urges any person who receives a harassing, threatening, intimidating or other improper message to report it immediately to a member of staff.

Social Media

Temple Carrig School reserves the right to investigate and deal with incidents and activities that happen outside school time and which impact on the welfare or education of students of the School.

This often applies in the case of misuse of social media sites which can lead to unfortunate online nastiness or cyber-bullying. Students shall be advised that they need to think carefully about possible serious repercussions of anything they say on the internet as well as the hurt it can cause. The minute anything unpleasant is published online it can be viewed repeatedly and by multiple users and therefore formally constitutes bullying.

Circulating, publishing or distributing on the internet material associated with School activities, including, but not limited to, material in relation to staff and students, where such circulation undermines, humiliates or causes damage to the School or another person, is considered a serious breach of School discipline. It should be noted that section 9.4 of the Temple Carrig School Code of Conduct clearly specifies that in cases of inappropriate online activity

As part of any disciplinary action, the Board of Management reserves the right to suspend or expel a student where it considers the actions to warrant such sanctions.

Dealing with hurtful comments on the internet

Reading hurtful or offensive comments on the internet can be very difficult for a student and their parents.

It is essential in such situations that the student and/or their parent contact a member of the Temple Carrig School staff so that the matter can be addressed. Students and parents can sometimes feel that drawing attention to a cyber-bullying issue will exacerbate the problem, but our experience is that failing to deal with online nastiness means it will continue and most likely worsen.

The School can offer advice and counselling to students on dealing with upsetting material. Any member of staff should be contacted to arrange this support.

There is also excellent advice on the internet. The website www.webwise.ie is an internet safety initiative focused on raising awareness of online safety issues and good practice among students, their parents and teachers.

General

- 1) Temple Carrig School accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to iPads, mobile phones or other devices. The safety and security of sch devices is wholly a matter for students, parents and guardians.
- 2) Temple Carrig School is not responsible for any possible charges that might be incurred during approved school-related use.
- 3) While virus protection software is used and updated on a regular basis, the School accepts no responsibility for any corruption of personal devices.
- 4) It is strictly forbidden for students to share login names or passwords or to use another person's account.
- 5) The School reserves the right to investigate suspected incidents of misbehaviour by accessing the personal devices or social media pages of students. Where there is a suspicion of inappropriate content being stored on a device the presumption of privacy does not apply.

Reviewed and approved by the Board of Management:

1st May 2014