

Coláiste Alhuire



ACCEPTABLE USE POLICY
(INFORMATION TECHNOLOGY &
SCHOOL RESOURCES)

Colaiste Mhuire's information technology resources, including iPads, email and internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's technological resources:

Online Code of Conduct:

In school, students must:

- Respect and protect the privacy of others.
 - Use only assigned accounts.
 - Not view, use, or copy passwords, data, or networks to which they are not authorized.
 - Not distribute private information about others or themselves.

- Respect and protect the integrity, availability, and security of all electronic resources.
 - Observe all network security practices.
 - Report security risks or violations to a teacher or network administrator.
 - Not delete or damage data, networks, or other resources.
 - Conserve, protect, and share these resources with other students and internet users.

- Respect and protect the intellectual property of others.
 - Not infringe copyrights (i.e. making illegal copies of music, games, or movies, blogs, posts, and social media).
 - Not plagiarise.

- Respect and practice the principles of community.
 - Communicate only in ways that are kind and respectful.
 - Not send spam, chain letters, or other mass unsolicited mailings.
 - Report threatening or discomfoting materials to a teacher.

When online, students must:

- Always follow the teacher's instructions when using the internet in class
- Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).

- Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyright works).
- Not use the resources to further other acts that are criminal or violate the school's code of conduct.
- Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

At home, students should:

- Discuss with their parent(s)/guardian(s) what they can do online, when they can go online and how long they can be online
- Never give out personal information such as their home address, telephone number, work address or telephone number of their parent(s)/guardian(s), credit card numbers or the name and location of their school without the permission of their parent(s)/guardian(s)
- Always tell their parent(s)/guardian(s) immediately if they see or receive anything on the internet that makes them feel uncomfortable or threatened; this includes e-mail messages, web sites or even anything in the regular mail or social media from online friends
- Never meet anyone in person that they have met online
- Never send pictures of themselves, family members or other people through the internet or regular mail without the permission of their parents/guardians.
- Never give out their internet passwords to anyone (even best friends) other than their parent(s)/guardian(s)
- Never do anything online that could hurt or anger other people or that is against the law
- Never download, install or copy anything from disks or the internet without proper permission
- Never do anything online that costs money without the permission of their parent(s)/guardian(s)

What to do if you are a target of cyberbullies:

- Do not reply or retaliate! This only gives the cyberbully satisfaction and could make other people think you are part of the problem.
- Save a copy of the message/messages that made you feel uncomfortable and try to figure out who the cyberbully is.
- Make sure to tell your parent(s)/guardian(s) about it immediately and they can help you file a complaint.
- Block the sender.
- Always seek help. Remember, because it is digital, there is always a trace of it left online.

Personal Electronic Devices:

Personal electronic devices means all iPads, phones, mp3/4 players and all other devices which could be used to play music and to communicate with, record or film another individual. These guidelines also cover personal music equipment and any other device, which could interfere with health and safety regulations and could compromise the learning environment in Coláiste Mhuire.

- All personal electronic devices must be switched off at the entrance to the school and must be put in a safe place and out of sight by the student until the end of the school day.
- It is absolutely prohibited to photograph/film/record another person without his/her permission and approval and/or for that material to be shared with other people either from one device to another or on the internet.
- Any parent(s)/ guardian(s) wishing to urgently contact their son/daughter may contact the school office to relay the message. Any student who needs to urgently contact their parent(s)/guardian(s) may only do so through the school office.
- The Coláiste cannot be responsible for the safe keeping of various items of electronic equipment students choose to bring to school. They do so entirely at their own risk and against Colaiste advice.

Students may not have any personal electronic equipment turned on in the school building. Any equipment seen, heard or used without the teacher's permission will immediately be confiscated, placed in a confiscation envelope and handed into the school office. Management at the Coláiste may check the device to ensure that it has not been used to photograph, film or record any other person or persons. If it has not been used inappropriately, it will be returned in adherence to the guidelines below:

1st confiscation – return after 1 week to student

2nd confiscation – return after 2 weeks to parent/guardian

3rd confiscation – return after 1 month to parent/guardian

iPads at Colaiste Mhuire

Parents/Guardians are responsible for purchasing the iPad and required Apps for their child. Colaiste Mhuire will install the required eBooks, iBooks, Google Drive, 'Find My iPhone' app and school email account.

Parents/Guardians are also responsible for the safe-keeping, repair and insurance of their child'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. The school may also insist that apps be added or deleted.

Usage of an iPad within Colaiste Mhuire is a privilege and not a right. Students may lose this privilege to use their iPad and to have it in their possession if they abuse their responsibilities and breach this Policy.

Damage or Loss of Equipment:

Students must report any damage or loss of their iPad to their Class Teacher or the Principal, who will determine necessary action. 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.

Students Responsibilities:

- Arrive to school each day with a fully charged iPad.
- Ensure there is a Pass-Code lock on the iPad.
- Ensure that 'Find My iPhone' App is enabled.
- Keep the iPad within the school supplied protective case.
- Before arrival to school and at the start of each class ensure that all APPS are closed
- iPad must be laid flat on the desk for all classes unless otherwise directed by the teacher.
- iPads are to be left in lockers when not in class.
- Do not let anyone use the iPad other than your parents and teachers.

- Keep the equipment clean. For example, do not eat or drink while using the iPad.
- Students may not permanently alter the iPad in any way, including; any serial numbers, identification or school labels placed on the iPad.
- Report any problems, damage or theft immediately to your Class Teacher or Principal.
- Report any issues and/or interference created by any other students because of iPad possession, use or ownership.
- Adhere to this policy at all times.

Parental Responsibilities:

- Parents should inspect the iPad and the installed Apps on a regular basis to ensure it is in working order and that there is no inappropriate material on it.
- Parents should report, immediately, any damage, interference or issues relating to ownership, possession or use of the iPad to school management.
- Parents should monitor students' use of iPads when not in school, particularly during homework and study times.

School's Responsibilities:

- To enforce this policy and the Code of Behaviour.
- To provide a locker for safe storage for all students who use an iPad.
- to make every effort to resolve any reported issues relating to ownership, possession or use of the iPad.

Carrying the iPad:

- Transport the iPad in the closed iPad case while in school and in the school bag when travelling to and from school.
- Leave the iPad in the locker when not in class - including break times.

Screen Care:

Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only.

Cover – Screen Cover prevents against scratches.

Personal Health & Safety:

- Take frequent breaks when using the iPad for long periods of time. Look away from the iPad approximately every fifteen minutes.
- Avoid extended use of the iPad while resting directly on your lap. The bottom of the iPad can generate significant heat.
- Do not provide your personal information to anyone over the internet.
- Do not share your passwords with anyone.
- Keep the iPad in a secure location when it is not at school.
- iPads are only to be used during class time or with the permission of the teacher. This is to ensure that students don't become over reliant on their device and to enable them to socialise with their peers.

Restricted Use & Confiscation:

Students who breach this Policy will be subject to sanction. Their iPad may also be confiscated for a limited period because of misuse either by the student or any other student. Books will be provided on loan to pupils whose iPad is confiscated. Reasons for placing a student on Restricted Use and/or confiscation include, but are not limited to the following:

- Non-acceptance and/or compliance with this policy.
- Inappropriate use of any App, camera, voice recorder or messaging.
- Inappropriate, inaccurate, defamatory, obscene, or illegal material found on the iPad.
- Violating standards for Personal iPad Care.
- Failing to co-operate with school's investigations of iPad misuse.
- Repeated failure to bring iPad to class.

- Once-off serious incident
- Over-reliance on device (at school and/or at home)

During a confiscation period hard copies of class work or notes will be supplied in lieu of the student's iPad.

Substitution of Equipment:

In the event that a student's iPad is inoperable, the school will try to provide a spare iPad or books for use while the student's iPad is repaired or replaced. This policy remains in effect for the substitute iPad. However, only one substitute iPad will be provided to a student at any one time. If the student damages the replacement iPad, the cost of repairing or replacing must be borne by the parents.

forgets to bring this replacement iPad to school, or comes to school with it uncharged, a replacement iPad will not be provided.

Supervision and Monitoring of IT at Colaiste Mhuire:

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement.