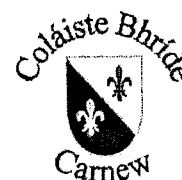


# INFORMATION AND COMMUNICATIONS TECHNOLOGY USAGE POLICY



Coláiste Bhríde Carnew's ICT Policy incorporates all laws, restrictions and policies issued by the Irish Government and Kildare Wicklow Education and Training Board.

The policy is comprised of the following:

1. Students should only enter computer rooms in the presence of their teacher. They should do so in a calm and orderly manner.
2. All bags and coats should be placed neatly and safely on or under chairs or in a designated area.
3. No food or drink should be consumed in computer rooms or near any school computer at any time.
4. Students should only start work on computers with their teacher's permission.
5. Under no circumstances should any student alter computer settings.
6. Students should never access, alter or remove materials or data that belongs to another student.
7. Any student misusing, damaging or tampering with computer equipment anywhere in the school building will be brought before the ICT committee. They will be required to produce the cost to repair or replace the damaged property.
8. Every student will be allocated an email address and password in first year. This will allow them to access the computer network and to save to their personal files. These details are only for the individual student's use. Students may not share another student's login information.
9. Access to removable media (USB Drives etc.) has been disabled on the school system. Every student has access to cloud storage. Under no circumstances should any student insert or attempt to install any of their own USB devices onto any school computer.
10. Students are advised that the use of social media and the provision of personal information to anyone on the internet can be extremely dangerous. Therefore, the access to social media is prohibited in the

school. Further information regarding safety on the Internet is available from the school on request.


11. Students are expected to observe good "Netiquette" (i.e. etiquette on the internet) at all times and are not permitted to undertake any actions online that may bring the school into disrepute.
12. Students are not permitted to access, download, save, create or transmit unauthorised software, games or other entertainment software, or save inappropriate or offensive materials on any school computers.
13. Any student found in breach of the above articles shall have his/her computer privileges revoked for a period set at the discretion of school management and the school ICT committee.

**Support Structures:**

The school will inform students and parents of key support structures and organisations that deal with illegal material use of Internet as applicable.

**Sanctions:**

Misuse of social media 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.

Signed  \_\_\_\_\_ Date 8/5/18  
Chairperson, Board of Management

Signed  \_\_\_\_\_ Date 8/5/18  
Principal