



## **INFORMATION AND COMMUNICATIONS TECHNOLOGY ACCEPTABLE 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.

This policy applies to the use of any of the school computers/iPads, regardless of location. It also applies whenever a user is logged on to the school network. Please note that this is policy used in conjunction with the iPad Acceptable Usage Policy.

The policy is comprised of the following:

General Rules:

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 in a designated area.
3. No food or drink should be consumed in computer rooms or near any school computer or laptop 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 or change equipment eg mouse, keyboard without a teacher's permission.
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 is in breach of the Code of Behaviour. Code of Behaviour sanctions will apply and the student will be required to produce the cost to repair or replace the damaged property.
8. Every student will be allocated a school user name, 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. Every student has access to cloud storage. Under no circumstances should any student insert or attempt to install any of their own USB devices into any school computer.

### **WWW/Email**

1. Students must adhere to this policy and guidelines at all times when accessing the Internet.
2. Access to the Internet is intended for educational purposes only.
3. 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. Any accidental access to inappropriate material should be reported immediately.
4. 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,
  - a. The access to social media is prohibited in the school
  - b. Students are not permitted to undertake any actions that may bring the school into disrepute
  - c. Users should be polite and use appropriate language at all times, (no swearing or using vulgarities)
  - d. Users must not harass or bully
  - e. Personal Information should not be disclosed on any unapproved media siteThese include but are not limited to:
  - date of birth, personal address or contact number, the date of birth, personal address or contact number of other users
  - images of themselves or others

### **PLAGIARISM AND COPYRIGHT**

Students must not copy information into assignments and fail to acknowledge the original source of the information.

The act of plagiarism is a severe form of cheating which constitutes intellectual theft. Plagiarism occurs when a person presents someone else's work as his/her own. Whether a student copies an assignment, downloads a paper from an Internet site, or uses a cut and paste system for creating text, that student has committed plagiarism.

Copyright refers to exclusive legal rights authors or owners have over their works, usually of an intellectual nature such as literary, dramatic, and educational (including computer software), for a specific period of time.

### **Remote Learning and using Microsoft Teams/Edmodo**

1. Students are unable/may not attempt to call, chat or set up private groups between each other on Microsoft Teams.
2. Students are must not attempt to start or record a meeting/lesson.
3. Students are not permitted to share recorded videos/lessons made by teachers within or outside of the Teams account.
4. Students should blur their background if in a conference meeting which involves a camera (if this facility is available to them).
5. Students should think carefully about what is acceptable language with regards to what they type and post. Comments should be restricted to work related matters ONLY.
6. Students must hang up at the end of the lesson once instructed to do so. The teacher must be the last person in the meeting to hang up.
7. Any student found in breach of the above rules shall have his/her computer privileges revoked for a period set at the discretion of school management.

### **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:**

Any student found in breach of the above policy 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.

POLICY DEVELOPMENT PROCEDURE:

Version number	6 (June 2020)
Policy drafted by	Parents, teachers, students
Approved by Board of Management	30/6/2020
Sent to KWETB for verification	01/07/2020
Next review date	June 2022

  
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Chairperson Board of Management