

Dublin North East

Educate Together Secondary School

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Secondary School

Roll No: 68346T

ICT & Acceptable Use Policy

Introduction

This policy is informed by the vision for Dublin North East ETSS coupled with the school's ethos which aims to enable students to reach their full potential both academically and socially. Dublin North East ETSS recognises that access to Information and Communication Technology (ICT) gives our students enhanced opportunities to develop skills that will equip them for 21st century life. For this reason, Dublin North East ETSS provides access to ICT for student use. This Acceptable Use Policy outlines the guidelines and behaviours that our students are expected to follow when using school technologies or when using personally owned devices inside Dublin North East ETSS campus or at Dublin North East ETSS organised events.

Digital Citizenship

Respect Yourself

I will show respect for myself through my actions. I will only use appropriate language and images on the internet or on the school website / virtual learning environment. I will not post inappropriate personal information about my life, experiences or relationships.

Protect Yourself

I will ensure that the information I post online will not put me at risk. I will not publish full contact details, a schedule of my activities or inappropriate personal details in public spaces. I will report any aggressive or inappropriate behaviour directed at me. I will not share my password or account details with anyone else.

Respect Others

I will show respect to others. I will not use electronic mediums to bully, harass or stalk other people. I will not visit sites that are degrading, pornographic, racist or that the school would deem inappropriate. I will not abuse my access privileges and I will not enter other people's private spaces or work areas. I will respect my peers and teachers by not using technology inappropriately in or out of class.

Protect Others

I will protect others by reporting abuse. I will not forward any materials (including emails and images, memes and gifs) that the school would deem inappropriate.

Respect Copyright

I will use and abide by the fair use rules. I will not install software on school machines without permission. I will not steal music or other media and will refrain from distributing these in a manner that violates their licenses.

Respecting Technology

I will take all reasonable precautions to protect my mobile device from damage. I will always keep it with me or in secure storage when appropriate. I will not tamper with its software or remove restrictions. I will not interfere with school ICT systems or attempt to bypass school restrictions.

Basic Expectations

- Mobile phones are not allowed during the school day. They are to be turned off and placed in the locker at the start of the day and only turned on again when leaving the school premises. In case of emergency where students must be contacted, parents/guardians may contact the school office on 01 539 2455 or email info@dublinnortheastetss.ie
- Students are allowed the use of the iPad exclusively for Dublin North East ETSS instructional use. The purpose of the iPad is to enhance learning and teaching. All student content uploaded to Google Drive will be stored for the required timeframe in accordance with GDPR regulations.

- Students will practice extreme care when using their iPad. It is expected that the student will maintain control of the tablet at all times. The iPad will be transported exclusively within its appropriate case and handled with care.
- Students are not permitted to use their iPads during lunch and break time hours.
- The iPad must only be used in class as instructed by the teacher.
- As a student of Dublin North East ETSS you are expected to uphold all copyright laws, value and protect the privacy of information, particularly Dublin North East ETSS secure and private information. Do not share your iPad, password or account information with anyone else.
- The student, in whose name the iPad is issued, will be responsible at all times for its appropriate use.
- Outside of school, parents/guardians are responsible for monitoring the use of the iPad.

Dublin North East ETSS email and online collaboration

Dublin North East ETSS provides students with email accounts for the purpose of school related communication. Email accounts should be used with care. Email usage may be monitored and archived. Dublin North East ETSS recognises that online collaboration is essential to education and may provide students with access to a variety of online tools that allow communication, sharing and messaging among students. Students are expected to communicate with the same appropriate, safe, mindful and courteous conduct online as offline.

Cyber-bullying (This should be read in conjunction with our [Anti-Bullying Policy p 15 - 17](#))

The Department of Education and Skills defines cyberbullying as; “placing a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people.” Harassing, ‘flaming’, denigrating, impersonating, outing, tricking, excluding and cyber-stalking are all examples of cyber-bullying.

- Such bullying will not be tolerated in Dublin North East ETSS.
- Inappropriate actions on social media sites can also constitute bullying, e.g. “liking” degrading comments/photos on Facebook, Trolling etc.
- Don’t be mean. Don’t send emails or post comments or photos with the intent of scaring, hurting, or intimidating someone else.
- Engaging in any online activities intended to harm (physically or emotionally) another person, will result in disciplinary action and loss of ICT privileges.
- In some cases, cyber-bullying is a crime and may be reported to the Garda.
- Students are advised that activities are monitored and retained.
- The school will support students, teachers and parents in dealing with cyber-bullying.

Violations of this Acceptable Use Policy

Violations of this policy in Dublin North East ETSS may have disciplinary repercussions including but not limited to:

- Suspension of technology privileges
- Notification to parents
- Additional Learning Time after school
- Suspension from school and/or school-related activities
- Expulsion
- Legal action and/or prosecution
- Dublin North East ETSS reserves the right to report any illegal activities to the appropriate authorities, such as the Garda. Queries related to ICT in Dublin North East ETSS may be directed to info@dublinnortheastetss.ie.

Inspection

Students may be selected at random to provide their iPad for inspection. If a student's device is requested for an inspection, students must unlock the device. Dublin North East ETSS reserves the right to confiscate the device for any reason at any time if inappropriate materials are found on the device. The device will be kept in the Principal/Deputy Principal office until such time that a parent can come and collect it. The return of the device will be subject to certain behavioural conditions that all parties will adhere to.

School Motto & AUP:

We are a digital school which will allow us to develop the technological skills needed to be active members of the 21st century. Technology also brings huge responsibility and it is essential that we ensure to Stand Proud, Aim High, Be Respectful and make No Excuses with our use of technology.

The DNEETSS AUP

Our Motto	Minimum Expectations
<p style="text-align: center;">Stand Proud</p>	<ul style="list-style-type: none"> · I will ensure that the information I post online will not put me at risk. I will not publish full contact details, a schedule of my activities or inappropriate personal details in public spaces. · I will report any aggressive or inappropriate behaviour directed at me immediately to my parent/ guardian/ teacher/tutor/Deputy Principal/Principal. · I will not share my password or account details with anyone else. · I will not post inappropriate personal information about my life, experiences or relationships. · I will not visit sites that are degrading, pornographic, racist or that the school would deem inappropriate. · I will not abuse my access privileges and I will not enter other people's private spaces or work areas. · I will be proud of my on-line persona as it will be a reflection of who I am as a person.
<p style="text-align: center;">Aim High</p>	<ul style="list-style-type: none"> · I will use the technology available to me to enhance my educational experience. · I will put 100% effort into developing appropriate technologic skills during my time in school. · I will use the technology available to me to ensure I can submit my highest quality work.
<p style="text-align: center;">Be Respectful</p>	<ul style="list-style-type: none"> · I will show respect for myself through my actions. I will only use appropriate language and images on the Internet or on the school website/virtual learning environment. · I will show respect to others. I will not use electronic mediums to bully, harass or stalk other people. · I will never post or share anything on-line that would embarrass or hurt another person. Remember – treat others as you would like to be treated. · I will respect my peers and teachers by not using technology inappropriately in or out of class.

No Excuses	<ul style="list-style-type: none"> • I will take responsibility for myself and my on-line behaviour. • I will be ready to protect others by reporting abuse. I will not forward any materials (including emails, messages and images) that the school would deem inappropriate or would embarrass or hurt another person. • I will take all reasonable precautions to protect my mobile device from damage. • I will always keep it with me or in secure storage (my Locker) when appropriate. I will not tamper with its software or jailbreak it. • I will not interfere with school ICT management systems or attempt to bypass school restrictions.
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Acceptance

By signing this agreement, I agree to always act in a manner that is respectful to myself and others, in a way that will represent the school in a positive way. I accept that this policy applies in school and outside school. I understand that failing to follow the above will lead to appropriate sanctions being carried out.

Student Name: _____

Student Signature: _____ **Date:** _____

As the parent or legal guardian of the above student, I have read the ICT Acceptable Use Policy and grant permission for my son/daughter 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 agree to support the school’s AUP by appropriate monitoring of home internet use.

Parent Name: _____

Parent Signature: _____ **Date:** _____

Ratification:

This policy was ratified by the Board of Management on 31/03/2020

Signed: Kristina Ryan

Chairperson of the Board of Management