Coláiste Bhaile Chláir

Lakeview, Baile Chláir, Co na Gaillimhe

School Roll Number: 76233C

Acceptable Use Policy

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INTRODUCTION

This document states the expectations and rules that both students of Coláiste Bhaile Chláir and their parent/guardian(s) accept when they elect to use a device and internet services in school for educational purposes. On acceptance of a place at this school both students and their parent/guardian(s) should read this document and adhere to it at all times throughout their enrolment in the school.

At Coláiste Bhaile Chláir (hereinafter CBC) we are an innovative learning community committed to leadership & excellence. We are constantly learning and striving to find and create better ways of pursuing our goals. We are all engaged and committed to life-long learning – staff and students alike. We are a community bound by strong values and traditions. We are committed to developing young people who will become leaders in their community and society. We recognise the role that the correct use of digital technologies can play in this and also the dangers of its misuse.

In our efforts to live this vision, we have made a substantial investment in infrastructure and services to ensure the best education possible for our students. Many of these involve the use of technology, which is embedded throughout our school. We are expanding educational opportunities for students that will help ensure equitable access to instructional tools and resources in school and at home. We acknowledge and appreciate the support of parents in making this possible.

The policies, procedures and information within this Acceptable Use Policy document (hereinafter AUP) apply to all devices used on premise at CBC and to all users who connect to the internet through the CBC network, regardless of ownership, it also applies when devices are used for distance learning purposes while at home during school closure or when completing work and assignments for school. The platform used by the school is Microsoft TEAMS, OneNote and Office 365. The school also uses TYRO, StudyCLix, Examrevision.ie and online class learning platforms such as Kahoot, GeoGebra, Scratch and other similar programming languages on online learning resources.

While not all are listed here any software used for school purposes and students and staff use of same fall under the principles and guidelines laid out in this document.

INTRODUCTION AND DEPLOYMENT:

Parents/guardians are responsible for the purchasing of the selected teaching and learning device for their son/daughter. We advise that this should be done through the nominated online store, as discussed at information evenings. While the device may be purchased elsewhere, it must be of a similar spec as the one selected for use by the school – including operating system, storage and form factor.

The use of a cellular network connection on a teaching and learning device is not permitted while on school grounds.

Parents are also responsible for the safe-keeping, repair and insurance of their son/daughters device. We advise that insurance to cover accidental damage to the device is taken out at time of purchase. The device will be distributed at the beginning of term along with login details for the device itself, a student email and file storage account (Office 365) and student information system account.

Other computers such as those located in computer labs or selected classrooms may be used under supervision of the classroom teacher. The use of personal student devices such as mobile phones, cameras or games consoles is prohibited on-site unless approved by a teacher for essential project

work. All student work may be accessed from their personal mobile device with the correct security settings applied.

BASIC EXPECTATIONS OF STUDENTS

- The teaching and learning device is solely for school use and must be brought to school every day. It will be used to access class resources and will enhance classroom learning.
- The device must be fully charged for the beginning of each day. Failure to do so may result in the device not being in a useable state throughout the day, thus impacting student access to essential learning resources. This may result in a sanction being applied.
- Students will practice extreme care when using their device. It is expected that the student will maintain control of the device at all times. The device will be transported exclusively within its appropriate case and handled with care.
- Students are not permitted to use their device during lunch and break time hours. The device must be locked away when it is not being used, including while at physical education, sport activities and extracurricular activities where the device is not required.
- As a student of CBC, you are expected to uphold all copyright laws, as well as valuing and protecting the privacy of information. Do not share your device, password or account information with anyone else.
- The student, in whose name the device is issued, will be responsible at all times for its appropriate use.
- Outside of school time, parents/guardians are responsible for monitoring the use of the device.
- Should damage occur to the device repair should be arranged without delay. Arrangement of this is a responsibility of parents/guardians.
- Any queries relating to ICT should be logged using the Helpdesk ticketing system available through email to helpdesk@cbcg.ie or via the school website.
- The use of school owned devices such as those located in computer labs or classrooms, as well as all connected accessories are governed by the same rules as above. Damage to any property will negatively impact the resources available to other students and will result in a sanction being applied.
- The use of all technologies is a privilege which may be withdrawn at any stage upon a student's failure to adhere fully to all sections of this AUP.
- No form of cyber-bullying will be tolerated. Any concerns or issues should be highlighted to a member of school management immediately.

UNACCEPTABLE CONDUCT

(Includes but is not limited by the following)

- Use of the device for illegal activities, including copyright or contract violations, downloading inappropriate content including harmful files, file sharing software, hacking programs or any other form of inappropriate content.
- Disabling, bypassing, or attempting to disable or bypass any system monitoring, filtering or security measures.
- Stealing, using, or disclosing login credentials without authorization, regardless of ownership
- Removal of teaching and learning device from the school domain.
- Electronically posting personal information about yourself or others. (i.e. address, phone, photos)
- Sending or posting discriminatory, harassing, or threatening messages or images on the Internet, social media or via email service
- Maliciously altering data, the configuration of a computer, files of another user, accessing restricted network files or any other form of technological vandalism.
- Engaging in any conduct that is considered illegal under Irish, county, local or any other Government law.
- Wasting or abusing resources through excessive use of bandwidth or unauthorized system use (e.g. Internet radio, online gaming, downloading media files).
- Use of camera without prior permission from a member of staff.
- Use of social media which brings the reputation of the school or members of the school community into disrepute.
- Accessing of Facebook, Snapchat, Tiktok, Instagram and other social media sites which are filtered by the schools broadband network.
- Accessing of pornographic material or material of a pornographic nature.
- Arranging a face-to-face meeting with someone who a student only know through emails or other online communication.
- Any form of bullying or harassment using electronic forms of contact
- Sending or posting chain letters, solicitations, or advertisements not related to educational purposes or activities

TAKING CARE OF YOUR DEVICE:

General Precautions:

- Students are responsible for the general care of their device. Devices that are not functioning normally must be logged with helpdesk without delay for an inspection of the equipment. If device is held overnight for repair work can be accessed from any device by visiting www.office.com
- Use only a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be connected and disconnected carefully to prevent damage to the device.
- Your device must never be left in an unlocked locker, car or any unsupervised area.
- Students are responsible for keeping their device's battery charged for school each day.

- Your device should always remain in a protective case while in school and at home.

Devices Undergoing Repair

A substitute device may be issued to a student when their devices is undergoing repair. This will be facilitated only if a replacement device is available, and the student has the required accessories to accompany it (case, keyboard, stylus and charger). The student receiving the device, along with their parents/guardians assume full responsible for the safekeeping of the substitute device while it is on loan. If a student damages a substitute device, the onus to repair the device will fall on the student and parent/guardian. These repairs must be carried out by a recommended authorised supplier as agreed by the school. If the student forgets to bring this replacement device to school, or comes to school with it uncharged, a substitute will not be provided.

If the school believes that the substitute device will not be properly cared for, based on previous behaviour, we reserve the right not to provide it.

Charging your device's battery

Devices must be brought to school each day in a fully charged condition. Students must charge their devices each evening. Charging in class cannot be facilitated. A number of charging lockers are available on the school premises. It is the student's responsibility to ensure that if they are using a charging locker their device is safely stored and locked in the cabinet. The school do not accept any responsibility for damage, theft or loss of a device as a result of usage.

Media

Any media deemed inappropriate by CBC staff should not be stored or shown on the device. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols or pictures are strictly prohibited.

Sound, Music, Games, or Programs

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Music is allowed on the device and can be used at the discretion of the teacher. Students are responsible for carrying earphones at all times. These may only be used under direction of their teacher. Students should not download/buy applications and games unless authorized by a teacher or parent/guardian.

Printing

Printing is discouraged in order to preserve resources. Printing will be available through a request to a teacher where this is required for class projects. Students can work with teachers to print in instances where printing cannot be avoided.

Printing at home will require a printer along with the accompanying software. Installation of this software can be achieved by logging a ticket with Helpdesk and advising of make and model of printer.

Home Internet Access

Students are permitted to connect to wireless networks on their devices. This will assist them with device use while at home. This is at the discretion of parents/guardians.

Students experiencing difficulty with internet access at home should contact their Internet Service Provider (ISP).

Usage of teaching and learning device at home is in line with this AUP and subject to the same sanctions if online behaviour poses a risk to the student or others.

TYRO

Students and parents will be provided with access to TYRO at the beginning of their study. TYRO can be used to view a student's timetable and term reports, behaviour incidents and attendance. Attendance notes should be logged by parents using TYRO. TYRO logins should not be shared with anyone else.

Student access to parental TYRO accounts is prohibited. Any attempt by a student to use parents' TYRO accounts to submit attendance notes is subject to sanction.

Office 365

All students will be provided with a Coláiste Bhaile Chláir email address and password at the beginning of their study. This will take the form of ***@cbcg.ie, where *** is the student's unique identifier.

This account is to be used only for school purposes. The use of a student's @cbcg.ie email address on social media and non-education related sites is strictly prohibited. This account remains under the control of school authorities and is subject to compliance and governance checks as required.

MANAGING YOUR FILES & SAVING YOUR WORK

Saving to the device/Cloud

Students should always save their work to the cloud using Office365 OneDrive. Students may also email documents to themselves or use an external hard-drive/USB key.

Student devices are not backed up by the school. Any work saved to the local disk is at high risk of loss. Students are strongly discouraged from saving work to their local disk and should always save to OneDrive for safe storage. In case of repair, a device may need to be formatted – this will result in the loss of all data from the local disk, including any files that have not been saved to OneDrive. CBC does not accept responsibility for the loss of any data stored on the local disk of a teaching and learning device. It is the students' responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.

Device malfunctions are not an acceptable reason for not submitting work.

Network Connectivity

CBC aim to always have an internet connection, however in the rare case that the network is down, CBC will not be responsible for lost or missing data. It is a violation of this Policy to use applications that bypass CBC web-filtering. Violations will result in disciplinary action.

SOFTWARE ON DEVICES

Originally Installed Software

Software will be pre-installed on the device for use in school. Software will also be distributed for use through InTune. The use of this software is subject to the terms of this policy. Any failure to adhere to this may result in student access to software being withdrawn using InTune.

Additional Software

Students are not permitted to install software on the device without approval from helpdesk. Students wishing to do this should log a ticket with helpdesk for installation. Once it has been verified that software does not pose a risk to the school network or student learning it may then be installed. The use of this software is subject to the terms of this policy. Any failure to adhere to this may result in student access to software being withdrawn using InTune.

Procedure for re-loading software

If technical difficulties occur, or if illegal or inappropriate software are discovered, the device will be wiped and re-imaged by CBC helpdesk. The school does not accept responsibility for the loss of any software or documents deleted due to a re-image.

Software Upgrades

Students are encouraged to install updates on their device routinely as prompted to ensure that it remains secure and working as it should. Any student who requires assistance in this regard should log a ticket with Helpdesk.

INTERNET USAGE

The World-Wide-Web is a valuable resource for teaching and learning. It can be used to augment the learning that takes place in the classroom, and can provide additional support for those who need it. Students will regularly use the internet during their time at CBC and should always adhere to the advice below.

Searching and downloading

- The internet may only be used for educational purposes.
- Students may not search for or download any material or images not relevant to their studies while using the CBC school network
- Students will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials
- Students are expected to report accidental accessing of inappropriate material to their classroom teacher in accordance with school procedures, regardless of intention
- Students will not copy or plagiarise information into assignments without failing to acknowledge the source

Electronic Communications

- Devices may not be used for personal communication during school time

- Communications outside of school time using teaching and learning device is subject to approval by parents/guardians. This must not interfere with school work or bypass any school safety features installed on the device
- The use of mobile phones is not permitted in CBC. Any student found to be using a mobile phone during school time will have the device confiscated.
- Circulation of photographs or images of others without their permission is strictly prohibited
- See Unacceptable Conduct above

INSPECTION

Students may be selected at random to provide their device for inspection. If a student's device is requested for an inspection, students must unlock the device. CBC 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 Principals/Deputy Principals office until such a time that a parent can come in and collect it. The return of the device will be subject to certain behavioural conditions that all parties (students and parents) will adhere to.

Should concerns be raised regarding the wellbeing or safety of an individual, CBC reserves the right to access and investigate any school email address which they believe may be in breach of this AUP, or be connected to the concern raised.

PROTECTING & STORING YOUR COMPUTER

Storing your device

When students are not using their devices, they should be stored in their lockers. Nothing should be placed on top of the device, when stored in the locker. Students are encouraged to take their devices home every day after school, regardless of whether or not they are needed for homework.

Devices Left in Unsupervised Areas

Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include the school grounds and campus, lunch areas, computer labs, locker areas, the library, unlocked classrooms, changing rooms and hallways. Any device left in these areas is in danger of being stolen. If a device is found in an unsupervised area, it should be taken to a member of CBC Staff. Multiple offenses will result in disciplinary action.

PERSONAL HEALTH & SAFETY

Avoid extended use of the device while resting directly on your lap. The bottom of the device can generate significant heat. Take frequent breaks when using the device for long periods of time. Look away from the device screen approximately every 15-20 minutes.

Do not use the device during lunch breaks. Do not provide your personal information to anyone over the Internet. Do not share your passwords with anyone.

RESPONSIBILITIES

School Responsibilities

- Provide Internet access at school
- Provide an academic email account (e.g. username@cbcg.ie) to its students)
- Provide Internet blocking of inappropriate materials when accessing through the CBC network
- Provide staff guidance to aid students in doing research, academically related activities and how to ensure student compliance of the acceptable usage policy

Parent/ Guardian Responsibilities

- Talk to your children about values and the standards that you expect from them when using the internet and their device.
- Ensure that you receive all necessary information and sign the relevant forms for Acceptable Usage and Data Protection.
- Ensure your child is not engaging is any inappropriate behaviour, as deemed so by this Policy, with their device at home.

Student Responsibilities

- Read, understand and follow this AUP Policy
- Use all computers/devices in a responsible and ethical manner
- Act responsibly when using all forms of technology at school
- Obey general school rules concerning behaviour and communication that applies to device/computer use
- Do not initiate or engage in any form of bullying online
- Alert a member of school management if you witness any incident of cyber-bullying
- Physical damage to devices should be reported immediately to helpdesk and repair arranged at the responsibility of parent/guardian
- Help CBC protect our computer systems by informing helpdesk of any security problems they may encounter

CONSEQUENCES

Noncompliance with the policies and expectations within this document may result in the suspension or termination of technology privileges along with possible disciplinary actions.

CBC cooperates fully with local, state, or Garda officials in any investigation concerning or relating to violations of computer crime laws. Contents of network and email communication using a tablet can be legally requested and turned over to the proper authorities as evidence for such crimes.

The use of a device in school is a privilege, not a right. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a student violates the terms and conditions named in this policy, privileges may be suspended, access to the school's other technology resources denied, and the appropriate disciplinary action shall be applied. This can include verbal and/or written warning, issuing of a detention, withdrawal of access privileges and in extreme cases suspension or expulsion. The school reserves the right to report any illegal activities to the appropriate authorities.