

# Temple Carrig School

## ICT Acceptable Use Policy

### Introduction

The use of Information and Communications Technology (hereafter “ICT”), iPads, social media, mobile phones and other devices<sup>1</sup> is now a feature of modern society and such technology is integral to the lives of most of our pupils. Temple Carrig School uses instructional technology as one method of teaching and learning and, in order to support our students in becoming proficient in the competencies essential for success in a 21<sup>st</sup> Century learning environment, the School facilitates a variety of resources alongside the curriculum.

However, the School’s classes and activities need to be conducted in an environment free from unnecessary distractions or disruptions. It is incumbent on all members of the Temple Carrig School community to use technology responsibly, ethically and respectfully of others. Internet use and permission to use an iPad or mobile phone are considered a privilege rather than a right, and this policy has been drawn up to ensure that modern technologies are used appropriately.

Increasing sophistication of technology presents a number of issues for the School including:

- The high value of many iPads, phones and devices.
- Integration of cameras into phones and iPads leading to child protection, GDPR, bullying and teacher harassment issues.
- Potential for text and cyber-bullying.
- Potential to use iPads and phones at inappropriate times and for distracting or inappropriate uses.
- Potential for disruption to classes. Even when silent, the use of mobile phones for communication purposes undermines classroom discipline.

The aims of this policy, therefore, are:

- To ensure that students benefit from the learning opportunities offered by iPads and the School’s internet resources in a safe and effective manner
- To ensure that devices are used appropriately and that their use does not disrupt teaching and learning or infringe on the rights of others
- To outline clearly the acceptable use of devices.
- To allow staff to carry out their duties unimpeded and free from harassment.
- To accommodate future needs and changing circumstances

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<sup>1</sup> For the purpose of this policy, the word “device” shall be taken to mean any personal electronic item, such as (but not restricted to) iPads, laptops, netbooks, cameras, mobile phones, iPods, eReaders, gaming devices, etc.

## General Principles for use

This policy attempts to set out boundaries and sanctions for inappropriate device usage. It is difficult to cover all possibilities which might arise, and so, in instances not specifically covered the following general principles apply. Sanctions will depend on the seriousness of the incident.

1. Phones should not be used in class at any time unless directed by a teacher.
2. iPads should only be used for school and study purposes and should only contain apps appropriate to these uses. Students should never remove school managing software from them.
3. The use of social media is forbidden in school or at school activities.
4. Students should not take photographs or videos without permission.
5. Inappropriate web searches or activities are forbidden on any device.
6. Cyberbullying, in any form, is strictly forbidden.
7. Misuse of technology may result in a number of sanctions, depending on the seriousness of the incident, including iPad detention, confiscation, detention, report card, suspension and, in very serious cases, expulsion.

## Mobile Phones

- If a mobile phone is brought to school, it must be turned off (or placed on silent) and left in the student's locker during the school day (including before and after school). Students are allowed to text home if absolutely necessary (e.g. if a match is cancelled) but only at break times (not between classes), while standing at their lockers. Parents are reminded to resist from texting or calling their students during the school day (the exception being a text to tell of a change in plan, which can be checked for at break times)
- If a student needs to contact home urgently, they will be allowed to use the phone in the School Office. If parents need to contact children urgently, they should phone the School and the message will be relayed promptly.
- If a student needs to check for an urgent text message outside of the permitted times they may do so by reporting to the School Office and asking permission. If, in the opinion of the School, a student is over-using this privilege it shall be withdrawn.
- If a student is feeling unwell, he/she should not contact home requesting to be picked up, but let the office staff know, who will then contact home if necessary.
- If a student breaches these rules the phone (and SIM card) may be confiscated immediately. Normally the phone will be returned at the end of the following school day. Repeat offences, or if the student behaves unhelpfully, will result in the phone being confiscated for a longer period of time, a parent or guardian being required to collect it, or further sanctions. If a student's phone is confiscated, it is his/her responsibility to request that the student may phone home at the office to let his/her parents/guardians know.
- Except for the purposes of ensuring compliance with these rules, the privacy of a student shall be respected. Where the data on a phone is accessed it shall only be to determine whether there has been misuse of the phone, not to monitor the private activities of the owner. When a phone is confiscated, it is normal practice for the School to check it for breaches of the rules (e.g. if social media apps have been used during the school day or if photographs have been taken in school), regardless of the reason for which the phone was taken.
- Mobile phones should NEVER be brought into an exam, and exam papers will be cancelled if it emerges that a student has done so.
- Social media should never be accessed during school or on school activities.
- It is recommended that students do not bring expensive phones to school.

## iPads

Parents are responsible for purchasing the iPad and Apps for their son/daughter. Parents are also responsible for the safe-keeping, repair and insurance of their son/daughter'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 and the right to alter, add or delete installed software or hardware. Usage, within the school is a privilege and not a right. Students may lose the privilege of using the iPad or to have it in their possession if they abuse their responsibilities or breach this or other School policies. The school reserves the right to confiscate iPads in cases of mis-use.

### **Guidelines for use:**

- iPads should only be used in class with the teacher's permission, and for the use that the teacher has requested.
- Apps should not be downloaded without a teacher's permission.
- iPads should not be used for social media purposes (including messaging) or for playing games, either at home or in school. This is to ensure that students are not distracted while studying.

### **Damage or Loss of Equipment**

If an iPad is lost or damaged by theft, 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.

### **Parental Responsibilities:**

- Parents should regularly inspect the iPad to ensure that it is in good working order, and ensure that it is charged and ready for use.
- Parents should report, immediately, any damage, interference or issues relating to ownership, possession or use of the iPad to their Year Head or the Deputy Principal.
- Parents should inspect the iPad, internet history and the installed Apps on a regular basis to ensure that there is no inappropriate usage.
- It is recommended that students use the iPads at home in a supervised environment.

### **Student Responsibilities:**

- Students should arrive to school each day with their iPad fully charged. They should take good care of it.
- Students may not use their iPad at break or lunchtime unless they are given permission by a teacher.
- Students should keep the iPad within a protective case.
- Students should not let anyone use the iPad other than their parents, a teacher or another school-appointed person.
- Students must never share passwords from individual accounts.
- All students must have their timetable as their screensaver and background image.
- Students should report any problems, damage or theft immediately to their Year Head or the Deputy Principal.
- Students should report any issues and interference created by any other student because of mobile device possession, use or ownership.

### **Temple Carrig School's Responsibilities:**

- The School will enforce this Policy, the Code of Conduct and other School policies, rules and procedures.
- The School will make every effort to ensure effective use of the iPad by all students.
- The School will make every effort to resolve any reported issues relating to ownership, possession or use of the iPad.
- The School retains the right to carry out random iPad inspections of the physical condition of the iPad and any relevant material stored or downloaded on the device.

### Photographs, videos and audio

Students should not store personal photographs on their iPads, or show such photos to others in school (including those on their phones). Photographs, video or audio are often taken as part of class activities. However, they should not be taken in school without a teacher's permission.

#### **If a device has been used to take photographs/audio or video footage:**

- The device will be confiscated until the matter can be resolved.
- Depending on the nature of the content viewed, the School reserves the right to contact relevant outside bodies (Gardai, legal advice, HSE, etc) to determine the appropriate course of action.
- The sanction applied will depend on a number of factors, including:
  - Where the photographs/audio/video footage was taken.
  - Whether the subject(s) consented to the photographs/audio/video footage being taken.
  - The content of the photographs/audio/video footage.
  - If a teacher is included in the photographs/audio/video footage.
  - If the material was shared with others or posted on social media.

Sanctions can range from detention to expulsion, depending on the nature of the incident.

### Internet Usage

To ensure that ICT resources are used appropriately, Temple Carrig School has established procedures and parameters under which these resources may be used by staff and students.

The aim of these procedures is to ensure that students will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner. Therefore, if this Acceptable Use Policy is not adhered to, this privilege will be withdrawn and appropriate sanctions will be imposed. This Acceptable Use Policy should be read carefully to ensure that the conditions of use are accepted and understood.

The School employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

- Communications via ICT resources are sometimes public in nature. School rules for behaviour apply. It is expected that users will at all times comply with these rules and will act in a responsible, ethical and legal manner at all times. Particular care must be taken when using email and other forms of direct electronic communications. Hacking and other unlawful activities, including any form of cyber-bullying, is strictly prohibited. Users are prohibited from installing personal software to any ICT resource without prior permission from school management.

- It is recommended that parents use software and/or equivalent systems at home in order to minimise the risk of exposure to inappropriate material. It is also recommended that parents use the “restrictions” settings on iPads.
- The school may monitor students’ Internet usage, this includes looking at their history on their iPads.
- The school may monitor students’ and staff’s school email account usage for adherence to this policy.
- Students and teachers will be provided with training in the area of Internet safety.
- Uploading and downloading of non-approved software is strictly forbidden, whether downloaded in school or elsewhere.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

In order to provide an Internet environment that is safe and age-appropriate to students, school management reserves the right to monitor and review the use of ICT resources and will do so as needed to ensure that the systems are being used for educational purposes. It is important that the school community understands this and recognises that monitoring access, among other things:

- increases the safety and security of people and resources by supporting a positive learning and work environment, safe from harassment, intimidation or threats,
- discourages breaches of confidentiality, copyright infringements and inappropriate file downloads and print requests,
- promotes appropriate internet access, electronic communications messages (e.g. blogs and appropriate discussion forums).

Therefore, users must be aware that they should not have any expectation of personal privacy in the use of these ICT resources. Personal information, however, is not publicly accessible outside of the school network.

### **Use of the Internet**

- Students will not at any time intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will report accidental accessing of inappropriate materials.
- Students will use the internet for appropriate purposes only.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Students will never disclose or publicise personal information of their own or any other person.
- Students or staff must not use their Temple Carrig School identity for taking part in any personal activities. A school profile is for use of school business only.
- Downloading materials or images not relevant to students’ studies is in direct breach of this Acceptable Use Policy and is strictly forbidden.
- Students will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.
- Teachers will not share their personal details with students, including personal mobile numbers, personal email addresses or social networking personal details. Exchange of assignments, notes, resources etc. may be done through Schoology or similar virtual learning environments and/or through school email addresses. This is to ensure transparency and protect both students and teachers from any potential harassment, embarrassment, inappropriate allegation or Child Protection issue that could arise in the absence of a monitored communication system.
- Unless explicitly instructed by a teacher to do so, students will not access any social networking websites while in school or during school opening hours. Student access to

social networking sites is strictly forbidden while in school or during school opening hours, unless under a teacher's direct supervision and instruction. This access restriction also applies to all other social networking sites in existence at the time of approving this policy, or any new social networking sites that arise before the date of the next review of this policy.

### **Email**

- Students will use school email accounts.
- Students should not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Students should not reveal their own or other people's personal details, such as addresses, telephone/mobile numbers, email addresses or pictures.
- Students should never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Students should note that sending and receiving email attachments is subject to permission from their teacher.
- Students may only have access to chat rooms, discussion forums, messaging or other electronic communication that have been approved by the school.
- Internet chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and may only be accessed when supervised by a teacher.
- Usernames will be used to avoid disclosure of identity.

### **Sanctions**

Misuse of the internet may result in disciplinary action, including written warnings, withdrawal of access privileges, detention, and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities. Violations of this policy are deemed as violations of school behavioural expectations and the Code of Conduct.

Anyone who is aware of problems with, or misuse of these ICT resources, or has a question regarding the proper use of same, should discuss this with a member of staff or management. The Temple Carrig School Board of Management urges any person who receives a harassing, threatening, intimidating or other improper messages to report it immediately to a member of staff.

### **Social Media**

Temple Carrig School reserves the right to investigate and deal with incidents and activities that happen outside school time and which impact on the welfare or education of students of the School.

This often applies in the case of misuse of social media sites which can lead to unfortunate online nastiness or cyber-bullying. Students shall be advised that they need to think carefully about possible serious repercussions of anything they say on the internet as well as the hurt it can cause. The minute anything unpleasant is published online it can be viewed repeatedly and by multiple users and therefore formally constitutes bullying.

Students and Staff should not use their Temple Carrig School email address to register for any Social Media services, including but not limited to Instagram, Snapchat, Pinterest, Twitter etc.

Circulating, publishing or distributing on the internet material associated with School activities, including, but not limited to, material in relation to staff and students, where such circulation undermines, humiliates or causes damage to the School or another person, is considered a serious breach of School discipline. It should be noted that section 9.4 of the Temple Carrig School Code of Conduct clearly specifies that in cases of inappropriate online activity

*As part of any disciplinary action, the Board of Management reserves the right to suspend or expel a student where it considers the actions to warrant such sanctions.*

### **Dealing with hurtful comments on the internet**

Reading hurtful or offensive comments on the internet can be very difficult for a student and their parents.

It is essential in such situations that the student and/or their parent contact a member of the Temple Carrig School staff so that the matter can be addressed. Students and parents can sometimes feel that drawing attention to a cyber-bullying issue will exacerbate the problem, but our experience is that failing to deal with online nastiness means it will continue and most likely worsen.

The School can offer advice and counselling to students on dealing with upsetting material. Any member of staff should be contacted to arrange this support.

There is also excellent advice on the internet. The website [www.webwise.ie](http://www.webwise.ie) is an internet safety initiative focused on raising awareness of online safety issues and good practice among students, their parents and teachers.

### General

- Temple Carrig School accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to iPads, mobile phones or other devices. The safety and security of school devices is wholly a matter for students, parents and guardians.
- Temple Carrig School is not responsible for any possible charges that might be incurred during approved school-related use.
- The School accepts no responsibility for any corruption of personal devices.
- It is strictly forbidden for students to share login names or passwords or to use another person's account.
- The School reserves the right to investigate suspected incidents of misbehaviour by accessing the personal devices or social media pages of students. Where there is a suspicion of inappropriate content being stored on a device the presumption of privacy does not apply.

Reviewed and approved by the Board of Management: 25 February 2016