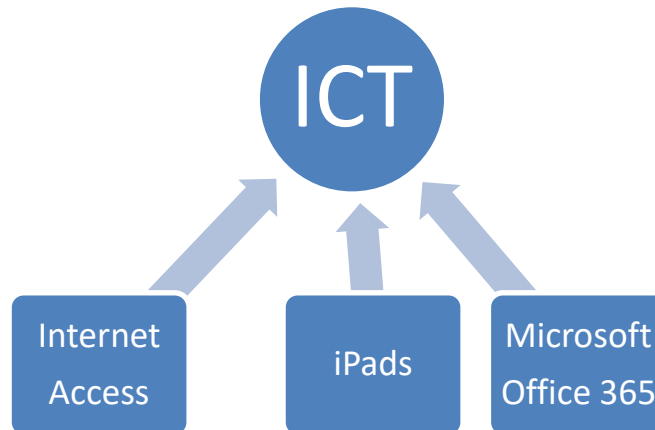


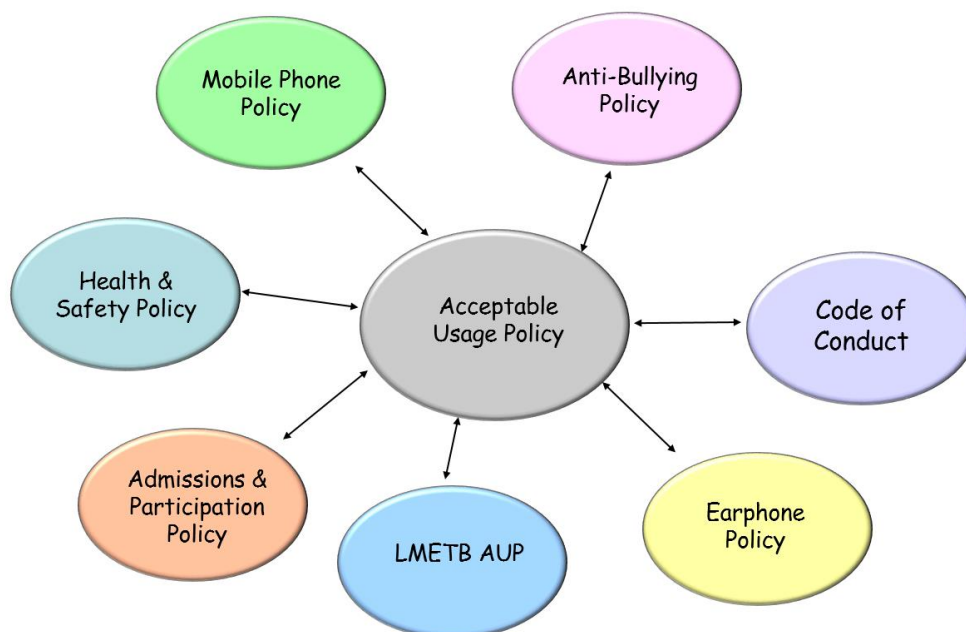


ICT Acceptable Usage Policy



Our priority in Coláiste De Lacy is to ensure a safe, positive, supportive and optimal educational environment for all. The aim of this Acceptable Use Policy (AUP) is to ensure that students will benefit from learning opportunities offered by the school's Internet resources and digital technologies in a safe and effective manner. Internet use and access is considered a school resource and privilege. It is provided for educational purposes only. Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions (as outlined in the AUP) will be imposed. This AUP should be read carefully to ensure that the conditions of use are understood and accepted.

Associated policies include the following:



Schools Strategy

Coláiste De Lacy will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

General	<ul style="list-style-type: none">✓ Internet sessions will always be supervised by a teacher✓ Students are not allowed unauthorised access to the Internet✓ Filtering software and/or equivalent systems will be used in order to maximise the risk of exposure to inappropriate material✓ Coláiste De Lacy will regularly monitor student's Internet usage e.g. each Caomhnóir will check iPads during Clann Time✓ Downloading of non-approved apps is not allowed✓ Students will observe good 'netiquette' (i.e. etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute✓ Students will not engage in any unauthorised communication via iMessaging, email, Airdrop or any other means✓ Students must not engage in any disruption of teaching and learning (online or onsite)✓ Students must never damage ICT resources✓ Students must only access Social Media/ Games/ Streaming Services that have been approved by the school and only when instructed to do so, in line with their teaching and learning✓ Parents/guardians should support the Coláiste by fully complying with the <i>Twilight Agreement</i>. As part of this agreement, students give all devices (iPads, laptops, mobile phones...etc.) to parents/guardians before they go to bed at night. This is a strategy to promote positive mental health and responsible usage of technology.
World Wide Web	<ul style="list-style-type: none">✓ Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials✓ Students will use the Internet for educational purposes only✓ Students will consider copyright issues relating to online learning✓ Students will never disclose or publicise personal information✓ 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 issues
Office 365 (Email, MS Teams, One Drive etc.)	<ul style="list-style-type: none">✓ Students will only use their approved school email accounts for all school communication✓ Students will not send, receive, upload or store any material that is illegal, obscene, defamatory or that is intended to annoy, hurt or intimidate another person✓ Students will not reveal their own or other people's personal details, such as addresses, telephone numbers or pictures

	<ul style="list-style-type: none"> ✓ Students will never arrange a face-to-face meeting with someone they only know online, through emails or the internet ✓ Students will seek permission from their teacher before sending email attachments ✓ Students should consider if an attachment is from a known/reliable source before opening ✓ Students Office 365 profile picture must only contain student's own initials ✓ Students will never invite others or share/disseminate links to online lessons/meetings/assemblies/events ✓ Students must never admit anyone to online lessons/assemblies/events/meetings...etc. ✓ Online lessons / meetings / calls / must never be recorded.
Internet Chat	<ul style="list-style-type: none"> ✓ Students will only access chat function, discussion forums or other electronic communication forums that have been approved by the school for the purpose of teaching and learning ✓ Chat rooms, discussion forums, and other electronic communication forums will only be used for educational purposes and will always be supervised ✓ In-person, face-to-face meetings with someone organised via Internet chat is absolutely forbidden.
Photography and Videography	<ul style="list-style-type: none"> ✓ Students will only use photography and videography for educational purposes, when instructed to do so by a teacher. ✓ Prior to taking a video or photograph a student must check that every participant consents to partaking and that all participants have parental photo consent ✓ Any videos or pictures captured within Coláiste De Lacy or when on official school activities must not be shared to the media or posted on social media without prior approval of the Principal or their nominee ✓ Online lessons/meetings/events/assemblies must never be recorded

The AUP and the Code of Conduct

Misuse of the Internet may result in disciplinary action, including (but not limited to) withdrawal of access privileges, and, in extreme cases, suspension or exclusion from the school. Circulating, publishing or distributing (including 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 another person), is considered a serious breach of school discipline and may also result in the imposition of sanctions.

The school also reserves the right to report any illegal activities to the appropriate authorities.

safebook

YOU 

THINK

THINK BEFORE YOU POST

FRIENDS

ONLY CONNECT WITH FRIENDS

KIND

BE KIND TO OTHERS

PASSWORD

DON'T SHARE YOUR PASSWORD

PRIVACY

KEEP YOUR SETTINGS PRIVATE

HURT



DON'T BE HURTFUL TOWARDS OTHERS



THINK BEFORE U POST

- T = Is it True?
- H = is it Helpful?
- I = is it Inspiring?
- N = is it Necessary?
- K = is it Kind?

FRIENDS

-  **DON'T:** Stay silent
-  **DO:** Help your friend
Report the bully
Tell your parents
Tell your teacher

THE BULLY

-  **DON'T:** Respond
-  **DO:** Save what they say
Unfriend the person
Block them
Tell a Friend
Tell your Parents
Report the person

TELL



UNFRIEND



BLOCK



REPORT

Before you...



THINK!

T

= Is it True?

H

= Is it Helpful?

I

= Is it Inspiring?

N

= Is it Necessary?

K

= Is it Kind?

Twilight Agreement

Please remember that all devices (phones, laptops, iPads, tablets...etc) should be handed to parents/guardians before bedtime!

Bedrooms should be screen free zones!!

Facebook, Snapchat, Messenger ...etc are not allowed on school iPads.

