ICT Acceptable use Policy.
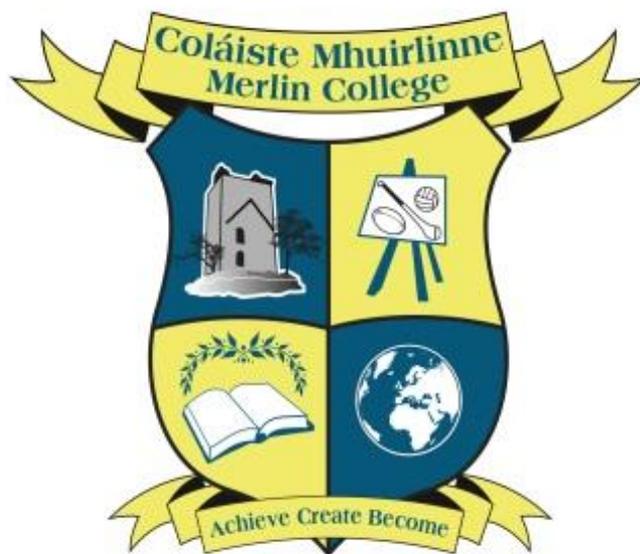
Coláiste Mhuirlinne/ Merlin College

Doughiska,

Galway City.

Ratified by the Board of Management on 27th May, 2015

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Introduction

Coláiste Mhuirlinne aims to ensure that pupils will benefit from learning opportunities offered by the school's ICT resources in a safe and effective manner in this Acceptable Use Policy. Internet use and access is considered a school resource and privilege. Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions will be imposed. It is envisaged that school representatives will revise the AUP annually. Coláiste Mhuirlinne is fortunate in having the most up to date facilities in the area of ICT therefore the school community is privileged yet this resource must be managed and safe guarded to get maximum and lasting benefit.

The use of ICT in Coláiste Mhuirlinne should be in accordance with the ethos of the school. At no time is it acceptable to use any technology for the purposes of bullying, intimidation or hurting others.

General

- General use of ICT rooms will always be supervised by a teacher.

- Filtering software is used in order to minimize the risk of exposure to inappropriate material.

- Coláiste Mhuirlinne will regularly monitor pupils' Internet usage.

- It is envisaged that students will be provided with training in the area of Internet safety.

- Uploading and downloading of non-approved software will not be permitted.

- The most up to date virus protection software will be used and updated on a regular basis.

- The use of personal memory sticks or other digital storage media in school requires a teacher's permission.

- ICT facilities should not be used to make or post indecent remarks, proposals or any material which may bring the school into disrepute. Users are advised that any form of cyber abuse against the school/ another member of the school community will not be tolerated. Any incidents of cyber abuse/bullying should be reported to the Principal and will be subject to disciplinary actions as set out by the Code of Behaviour.

Internet Use

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

- Students will use the Internet for educational 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.

- Downloading materials or images not relevant to their studies, is in direct breach of AUP

- Students will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity and security.

- Any attempt to access banned material or websites will be sanctioned appropriately.

Email

- Students will only use approved class email accounts under supervision of a teacher.
- Students will not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.

Social Media

Social Media is the term commonly used for websites or internet applications that allow people to interact with each other in some way – by sharing information, opinions, knowledge and interests. Websites such as Facebook, Twitter and Instagram are perhaps the most well-known examples of Social Media sites but the term also covers other web based services such as blogs, video and audio podcast, photo document and video sharing websites such as YouTube. This definition of Social Media is not exhaustive as technology develops with new ways of communicating advancing every day.

Coláiste Mhuirlinne uses social media to link with parents and to promote and to report on events within the school. This Face Book page is managed by teachers and no personal information such as pupil names or pictures will appear here. The page is monitored closely for posts by others and inappropriate posts will be deleted. Students who would like to report on an event can do so via a teacher.

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Strategies for use of social media

- Social media is blocked on all school devices and this applies also to personal devices used within the school
- Any form of media such as apps or websites that can be used to transmit pictures videos or text is banned within the school
- Any form of cyber bullying will not be tolerated in Coláiste Mhuirlinne

Security & Monitoring:

As a representative of the school, each student must accept responsibility for reporting any misuse of the schools network to a staff member. Misuse may come in many forms, but it is commonly viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal requests, racism, sexism, inappropriate language, any use which may be likely to cause offence and other issues described in this document.

- It is the school's policy that all students have a designated user account i.e. their own username and password assigned by the school
- Students are required to keep this information confidential as they alone are responsible for activity which takes place on their account. Students found disclosing passwords to friends or using another student's login information to gain access will be subject to disciplinary action
- If a student identifies a security problem she should notify a member of school staff immediately.
- Any malicious attempt to harm or destroy any equipment or data will be sanctioned appropriately

Personal Devices

- Pupils using their own technology in school, such as leaving a mobile phone turned on, sending or receiving media or the unauthorized taking of images or videos with any device, are in direct breach of the school's acceptable use policy.

Legislation

This policy was written in accordance with different pieces of legislation such as:

- The Data Protection Act 2003
- The Child Trafficking and Pornography Act, 1998.
- The Video Recordings Act, 1989.

Legislation