



Information and Communication Technologies Acceptable Use Policy and Guidelines

School Name: Dominican College,
Address: Wicklow.

In order to support our students in becoming proficient in the Information and Communication Technologies (ICT) competencies essential for success in a 21st century learning environment, Dominican College Wicklow provides a variety of resources in support of the curriculum. Staff (and students, where explicit permission is granted by the school authorities) may also, at times, use their own personal ICTs for educational purposes. Therefore, it is incumbent upon all members of the school community to use technology responsibly, ethically and respectfully for the work of others. Internet use and access is considered a school resource and privilege – not a right. To ensure that ICT resources remain available in working order, Dominican College Wicklow has established an Acceptable Use Policy (AUP) and Guidelines which define the procedures and parameters under which these resources may be used by staff and students.

The aim of this Acceptable Use Policy 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed. To accommodate future needs and circumstances, the AUP procedures and guidelines related to ICT resources will be regularly reviewed, updated and made available. It is envisaged that school and parent representatives will revise the AUP annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

This version of the AUP was created on 20th May 2015 by Management (following consultation with staff, students & parents) and updated on 11th October 2016.

School's Strategy

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:

General

- 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.
- Permitted Internet sessions will always be supervised by a teacher or IT prefect.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor students' Internet usage.
- Students and teachers will be provided with training in the area of Internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of personal USB devices, memory sticks/cards, CD-ROMs, or other digital storage media in school requires a teacher's permission.
- 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. Password systems implemented are designed solely to provide system security from unauthorised users, not to provide privacy to the individual system user.

World Wide Web

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- 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 of their own or any other person.
- Downloading materials or images not relevant to students' studies is in direct breach of the school's acceptable use policy and is 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, Facebook or other Social Networking personal details. Exchange of assignments, notes, resources etc. may be done through *Edmodo* and/or the teachers' school email addresses. Any teacher needing to notify a student or parent of information by text or email will use the school mobile phone, Remind 101 or professional email account (dominicanwicklow.com email address assigned) for this purpose. 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 or other websites while in school or during school opening hours. Student access to social networking sites such as Facebook, Ask.FM and Twitter 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 and similar sites in existence at the time of approving this policy, or any new social networking and similar sites that arise before the date of the next Policy Review of the AUP. Students must comply with the Mobile Device Management Policy at all times and ensure that banned apps are not downloaded onto iPads at any time (including weekends and school holiday periods) and that they only use their Dominican / Wriggle ID details to access their iPad and not their smartphones. Please see the MDMP for details of banned apps. This list is updated on the school website from time to time and parents must consult the school website for updates.

Email

- Students will use approved class email accounts under supervision by or with permission from a teacher.
- Students will not send or receive any material that is illegal, obscene, 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, telephone/mobile numbers, email addresses or pictures.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.
- Students will 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.
- Face-to-face meetings with someone organised via Internet chat is strictly forbidden.

School Website

- Students will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website
- The website will be regularly checked to ensure that there is no content that compromises the safety of students or staff.
- Website using facilities such as guest-books, noticeboards or weblogs will be checked frequently to ensure that they do not contain personal details.
- The publication of student work will be co-ordinated by a teacher.
- Students' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website without parental permission. Video clips may be password protected.
- Personal student information including home address and contact details will be omitted from school web pages.
- The school website will avoid publishing the first name and last name of individuals in a photograph.
- The school will ensure that the image files are appropriately named – will not use students' names in image file names or ALT tags if published on the web.
- Students will continue to own the copyright on any of their work published.
- All distributed content shall follow the standards for ethical behaviour in regard to ICTs by showing respect for the principles of intellectual freedom, intellectual property rights and the responsible use of ICTs. It is understood that all distributed content may be accessible beyond the DCW community and viewed by a global audience.
- All content should be free of any spelling or grammatical errors. Content shall not contain objectionable material or point to objectionable material. The determination of what constitutes objectionable material shall be made on a case-by-case basis, but will be deemed to be out of keeping with the school's ethos and values, unethical, or in violation of any equality or other laws.

Personal Devices

Students using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorised taking of images with a mobile phone camera/iPad camera, still or moving, is in direct breach of the school's acceptable use policy. The Code of Behaviour, Mobile Phone Policy and Mobile Device Management Policy must be adhered to at all times. iPads or similar tablet devices may only be used



with the explicit permission of a teacher and under that teacher's supervision. Students are not permitted to use the school's Wi Fi network on their mobile phones, iPads or other devices during break / lunchtimes unless under the direct supervision of a teacher. Students' iPads / tablet devices must be managed by Wriggle at all times and to be used for educational purposes only. Students must not download banned apps onto their devices at any time, including during any school closures, holiday times, mid-term breaks and weekends. Students must not allow their device to become unmanaged from Wriggle at any time.

Legislation

The school will provide information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

Support Structures

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

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. All ICT resource users must submit annually a signed Acceptable Use Agreement (detailed below), non-adherence of which may result in loss of related access and/or disciplinary and/or legal action. Violations of the AUP are deemed as violations of school behavioural expectations and codes.

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 Board of Management of DCW urge any person who receives harassing, threatening, intimidating or other improper message through DCW's ICT resources to immediately report it.



Permission Form Template

Please review the attached school Internet Acceptable Use Policy, sign and return this permission form to your Year Head.

School Name: Dominican College, Wicklow.

Name of Student: _____

Class: _____

Student

I agree to follow the school's Acceptable Use Policy on the use of the Internet & ICT resources. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Student's Signature: _____ **Date:** _____

Parent/Guardian

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my 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 accept the above paragraph **I do not accept the above paragraph**
(Please tick as appropriate)

In relation to the school website, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing children's work on the school website.

I accept the above paragraph **I do not accept the above paragraph**
(Please tick as appropriate)

Signature: _____ **Date:** _____

Address: _____ **Telephone:** _____

Non return of this form indicates acceptance of the content of this policy.



Agreement Form Template (Staff)

Please review the attached school Internet Acceptable Use Policy, sign and return this agreement form to the principal.

School Name: Dominican College, Wicklow.

Name of Teacher: _____

Teacher

I agree to follow the school's Acceptable Use Policy on the use of the Internet & ICT resources. I will use the Internet in a responsible, ethical and legal way.

I accept the above paragraph I do not accept the above paragraph

(Please tick as appropriate)

Teacher's Signature: _____ **Date:** _____

Non return of this form indicates acceptance of the content of this policy.

**Ratified by the Board of Management on 20th May 2015, updated on 11th October 2016.
For review in October 2017.**