Electronic Device & Acceptable Usage Policy

May 2022

Contents

Clonturk Community College

Acceptable User Policy (AUP)

1. Introduction

Clonturk Community College promotes a happy and caring school environment where students are encouraged and supported to reach their full potential. The learning in Clonturk Community College centres on a positive environment, with a strong emphasis on the promotion and reward of positive behaviours. Clonturk provides a caring and safe environment for our students where the values of respect, fairness, kindness, ambition, pride, self-discipline and hard-work will be expected from all of us.

This Acceptable User Policy is designed to support the school community to work together to meet the schools motto of Achieving Excellence Together.

Clonturk Community College is committed to providing a 21st Century eLearning environment for our staff and students. We are committed to creating students who have the ability to :

1. Think Creatively
2. Communicate Clearly
3. Collaborate
4. Become Critical Thinkers

Clonturk Community College recognizes the benefits of eLearning in education, which include:

- Access to world-wide educational resources.

- Opportunities to involve students actively in their own learning.

- Educational and cultural exchanges between students worldwide.

- Access to experts in many fields for students and staff.

- Communication with support services, professional associations and colleagues.

- Staff professional development through access to national and international developments, educational materials and good curriculum practice.

The AUP policy should be read carefully to ensure that the conditions of use are understood and accepted before signing.

2. Clonturk Community College AUP Strategies

Clonturk Community College 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	✓ Internet sessions will always be supervised by a teacher ✓ Students are not allowed unauthorized access to the Internet ✓ Filtering software and/or equivalent systems will be used in order to maximize the risk of exposure to inappropriate material ✓ Clonturk Community College will regularly monitor students' Internet usage ✓ 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 or their person into disrepute ✓ Students will not use iMessaging in the school or Air Drop without the permission of the teacher ✓ IPads are to be used primarily in the classroom / specialist room. Break times are digital switch off time unless under the instruction and supervision of a teacher ✓ Students must display a set identifiable screen. This must include name and class group and contain no inappropriate images.
World Wide Web	✓ Students will not 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 consider copyright issues relating to online learning ✓ Students will never disclose or publicize 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 ✓ Students will never arrange a face to face meeting with someone they only know through emails or the Internet ✓ Students will not download material or images not relevant to their studies
Email	✓ Students will use their approved school email accounts for all school communication ✓ Students will not send or receive 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, phone numbers or pictures ✓ Students will note that sending and receiving email attachments is subject to permission from their teacher ✓ Students must not contact other students/parents through email during school time. Contact to home must be made through the school office.
Internet Chat	✓ Students will only access chat rooms, discussion forums or other electronic communication forums that have been approved by the school ✓ Chat rooms, discussion forums, and other electronic communication forums will only be used for educational purposes and will always be supervised ✓ Usernames will be used to avoid disclosure of identity

| | ✓ Face-to-face meetings with someone organised via Internet chat is absolutely forbidden |
| | ✓ Students are not to change or alter Classroom Management Tools on their iPads |

3. Social Media & Internet Safety

3.1 Legislation

Information posted to social networking sites must adhere to the legislation in force at the time. Particular attention must be paid to the following:

- Copyright and Related Rights Acts 2000, 2004 and 2007

- Data Protection Acts 1988 and 2003

- The Child Trafficking and Pornography Acts 1998 and 2004

- Defamation Act 2009

- Prohibition of Incitement to Hatred Act 1989

3.2 Boundaries for Students

Maintaining boundaries on social media is critical to sustaining public trust and ensuring relationships remain positive. Students must remember that, on social media, the world is watching. Social media for personal use is prohibited in the school at all times. Exceptions may be used for limited school related activities that are supervised by a teacher.

- All online dialogue and interactions between students or with teachers should be for educational purposes only.
- Never send private messages and/or texts to people you do not know.
- Keep your posts positive and do not engage in negative or critical conversations online.

3.3 Privacy and confidentiality

Safety is the overriding concern with regard to information posted online. Always respect the privacy and confidentiality of information. Breaches of privacy and confidentiality can occur with respect

1) Data Protection Acts 1988 and 2003

2) The Child Trafficking and Pornography Acts 1998 and 2004 Defamation Act 2009

3) Prohibition of Incitement to Hatred Act 1989

4

4) Children First: National Guidance for the Protection and Welfare of Children 2017, Child Protection Procedures for Primary and Post Primary Schools 2017 and Clonturk Community College policies and procedures.

- Familiarise yourself with the social media tools' privacy settings. Settings can change without notice so you will need to check them frequently. This often occurs when platforms are updated.
- Personal information, including student names, location, etc., should not be posted on social media without informed consent from students' parents/guardians. This includes, but is not limited to blogs, student work, individual and group photographs, videos featuring the student or other identifying information.
- Informed consent is necessary when placing personal student information online.
- Remember everything you post can be altered and shared, even if your account is anonymous. Comments expressed privately between social media users can be shared in a more public domain, even with privacy settings set to high.

3.4 Security and Passwords

- Students must not utilise any other person's access rights or attempt to gain access to resources, data or devices. Users must not attempt to bypass or probe any security mechanisms governing access to any devices or attempt to remove the management system.
- No student may misrepresent himself / herself as another individual. This includes using another student's username and password.
- Passwords must remain confidential to each user and must not be relayed to any other person. The designated staff member may provide the option to alter any passwords as necessary. Each user carries sole responsibility for security access to his/her computer, laptop or any other electronic device.

4 Legal Implications of Storing Electronic Data

- It is an offence to alter or falsify documents in an electronic format or paper / hard copy format. Care must be taken when forwarding or sending information which has been received from a third party or which is specific to another organisation.
- Students should be aware that merely deleting information may not remove it from the system and deleted material may still be reviewed by Clonturk Community College.

4.1 Photographs and student work

The generic consent form (Appendix I) that goes home with students at the start of the school year covers social media use also. Students who return signed forms can have their names, images and student works posted on social media.

- Photos of and videos featuring students should not be posted on social media without the informed consent of a parent/guardian.
- Group photos (e.g. a sports team or musical group) may be used with informed consent from everyone in the photograph.

5

- As a courtesy, verbal consent should be obtained from any adult (teacher, parent, volunteer, other board or staff member) whose photo, video footage and/or work is posted on social media. Exceptions include images of Principals or Deputy-Principals that are taken during the course of their employment or photos taken at public events where there is no expectation of privacy.
- Consent is not required for photos and videos that are taken at public meetings and/or events.
- Students for whom consent is not provided must be excluded and/or have their faces blurred.
- The consent form is signed at the beginning of the school year and is available also in the school office for consultation.

4.2 Material of Obscene or Offensive Nature

Users must not store, download, upload, circulate or otherwise distribute material containing:

- Any derogatory comment regarding gender, material status, family status, sexual orientation, religious or political belief, age, disability, race or membership of the travelling community or other categories pursuant to applicable law.
- Material containing offensive or foul language.
- Altering of images, including those of staff whether shared or stored on a device.
- Any content prohibited by law.

If a student receives any offensive, unpleasant, harassing or intimidating messages via e-mail or other computer sources the student should bring it to the attention of a parent/guardian, teacher, Principal/DLP or DDLP.

5. E-Mails

The content of any e-mail must be in a similar style to that of any written communication such as a letter or report as they have the same legal standing. It is important that e-mails are treated in the same manner as any other written form of communication in terms of punctuation, accuracy, brevity and confidentiality. Similarly any written, stored or forwarded and disseminated information must adhere to the guidelines within Data Protection legislation.

In order to avoid or reduce the risks inherent in the use of e-mail within Clonturk Community College, the following rules must be complied with:

- School e-mail is provided for education purposes only.
- Only use official school email account for purposes such as communication, registration for events or with signing up to apps.
- Correct spelling and punctuation should be maintained in all communications.
- An e-mail should be regarded as a written formal letter, the recipients of which may be much more numerous than the sender intended. Therefore any defamatory or careless remarks can have serious consequences, as can any indirect innuendo. The use of indecent, obscene, sexist, racist, harassing or other appropriate remarks whether in written form, cartoon form or otherwise is forbidden.

- E-mails must not contain matters which may discriminate on grounds of gender, marital status, family status, age, race, religion, sexual orientation, disability or membership of the Traveller community.
- E-Mails must not contain any inappropriate or lewd content or content likely to cause offence.
- If you receive any offensive, unpleasant, discriminatory, harassing or intimidating messages via the e-mail system you must immediately inform a parent/guardian, teacher, Principal/DLP, DDLP.
- Clonturk Community College reserves and intends to exercise the right to review, audit, intercept, access and disclose all messages created, received or sent over the electronic mail system for any purpose or where it deems necessary.
- Students must not contact other students/parents through email during school time. Contact to home must be made through the school office unless given permission by Student Support Team (SST), Year Head or Guidance Team.
- Parents/Guardians are instructed to contact the school should a student contact them during school hours.

6. Electronic Devices

Objectives

Clonturk Community College aims to provide a happy, safe, supportive, and inclusive learning environment for all students. The purpose of this policy is to:

- Clearly set out and explain the agreed policy regarding access to and use of electronic devices in Clonturk Community College.

- Ensure that access to these devices does not disrupt the learning environment

- To support the Wellbeing and Dignity of all students and staff

- To ensure that courtesy to, respect and consideration of others, are paramount at all times

- Clarify the responsibilities of students and staff regarding electronic devices and the conditions associated with students bringing electrical devices to school

- To provide an environment free from threat or invasion of privacy while students/teachers are in school and all related school activities

- To discourage cyber bullying among students in the school

- To encourage interaction and communication between students during classes

- To ensure environment is suitable to promote good teaching and learning

Responsibilities & Rationale

Responsibility	Rationale
A non-approved electrical device (this includes, but is not limited to: mobile phones, smart watches, wireless earphones, and non-educational electrical devices) may not be used on school premises. This includes 15 minutes before 08:30 and after 15:25 and throughout the school day. If a student brings a device to school, it is the sole responsibility of the student and Clonturk	This is to ensure that all students can engage with teaching and learning while in Clonturk CC. To provide a safe learning environment. To encourage interaction and communication between students during classes, lunch and break.

Community College does not accept any responsibility if the device is lost, stolen or damaged.*	
In order to assist the school in implementing this policy, both parents/ guardians and students are required to sign the Policy agreement page in the school journal, and it is to be returned to the tutor. Appendix I	To ensure all parties are clear on procedures in place, a document is kept on the students file. All parties are obligated to abide by all school policies while attending Clonturk.
Parents/Guardians are also asked not to contact their child directly through text, phone call or email throughout the school day. Contact with the school should be made through the main office on 01-5596960 and students will be directed to use the office phone in emergencies.	This is a distraction for students during their school day and may lead to students not engaging with social experiences while in school. Clonturk commit to providing good communications between student and home in all matters. As student voice is an important part of school ethos, we encourage students to practise this right on any given opportunities.
A student who wishes to go home during the school day should arrange to do so through their class teacher, tutor, year head or the main office, and not independently by electronic devices. This ensures that the correct policy for students leaving school is followed.	Clonturk Community College commit to ensuring the best provision of pastrol care is provided to students in Clonturk. Student contact with home is counterproductive to this support and can lead to students not meeting their academic or pastoral needs. A committed student support team meet on a weekly basis to discuss student progress and concerns.
Cell Phones, Mobile Communication Devices or Smart Watches that ring, vibrate excessively, or in	Phone alerts cause a distraction to students and teachers during class.

any other way disrupt the educational process of a class, are grounds for confiscation of the device by school staff for the duration of the school day. It is recommended that these are not brought into school.	

*If a student is found with any non-educational electrical device on their person, it is 'considered to be in use'. Devices confiscated as part of this policy are the responsibility of the school. Photographic evidence of any damage will be held on file prior to confiscation.

Exceptions:

1. First year students are permitted to use the office phone to contact home for organisational matters on a needs basis. The remaining students must discuss with tutors/year heads supports if struggling with organisational skills.

2. Students with medical certification are permitted to use mobile phones at the direction of their GP or other medical practitioner. A card will be provided student, who should carry this at all times. Appendix II

3. Earphones may be used (with teacher permission) for educational purposes e.g. music or self-directed learning.

4. A teacher may allow a student to use their mobile phone under written agreement with school and home. This may be in place to support student welfare or as a method of support used by the student support team. The student may carry a card to notify teachers of this agreement. Appendix II

Consequences

- Contents of cell phones may be reviewed and searched if there exists a reasonable suspicion that it may have been used in recent activity prohibited by the Child Safeguarding statement.

- If a pupil is found taking photographs, taking recording or video footage with a mobile phone of either other pupils or teachers or sharing of non-educational messages in any way (including Bluetooth) this will be regarded as a serious offence and disciplinary action will be taken.

• If images of other pupils or teachers have been taken, the phone will not be returned to the pupil until the images have been removed by the pupil in the presence of a teacher/management.

Sanctions:

- **First Offence:** if a student is found with a prohibited electrical device on their person, the device(s) will be confiscated by the teacher and brought to the office (locked securely in the safe) where it will be kept until the end of the school day. The student will need to collect it at the end of the school day, and it will be recorded on VSware by the teacher.

- **Second Offence:** if a student is found with a prohibited electrical device on their person, the device(s) will be confiscated by the teacher and brought to the office (locked securely in the safe) where it will be kept until the end of the school day. The teacher will contact home to inform parents/guardians of this second offence. The student will need to collect it at the end of the school day, and it will be recorded on VSware by the teacher.

- **Third Offence:** If a student is found with a prohibited electrical device for a third time, tutor to be informed and the device will be confiscated and kept in the school to be collected by a Parent/Guardian at the **end of the next school day** (if the offence occurs on a Friday, it will be returned and collected on Monday at the responsibility of the student). Contact will be made with home by the class tutor who will also record it on VSware.

- **Fourth Offence:** If a student is found with a prohibited device for a fourth time, the device will be confiscated and will need to be collected by a Parent/Guardian in **3 school days** (if the offence occurs on Thursday, it cannot be collected until the end of the school day on the following Tuesday). Year Head will make contact with home and record on VSware.

Any future breaches of the policy will require the enforcement of the code of positive behaviour and/or the suspension & exclusion policy.

Refusing to hand up a prohibited electrical device will lead to further consequences up to and including Suspension.

Users Responsibilities for iPads

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Staff Responsibilities

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Staff use of Electronic Devices & iPad

- Staff will use Microsoft Teams/Email as the sole form of communication about school matters.
- Staff should supervise students in a manner that promotes student learning and safety, and should not engage with electronic devices for reasons other than educational purposes.
- Staff should return iPad at the end of each academic year, for installation of any updates and to monitor upkeep of devices.

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Student Responsibilities at home

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- Students will set up their iPad with their own passcode. This passcode must not be revealed to other students. Parents and students are required to save password in locations accessible only to them e.g. school journal, home calendar.

- Users **must** use protective covers/cases approved by the college, for their iPads. The school accepts no responsibility for damaged iPads. Damaged iPad's must be repaired as soon as possible to avoid further damage.

- The iPad screen is made of glass and therefore is subject to cracking and breaking if misused: Never drop or place heavy objects (books, laptops, etc.) on top of the iPad.

- Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the iPad screen.

- The iPad should not be exposed to extreme hot or cold temperature conditions.

- Do not store or leave unattended in vehicles.

- Users may not photograph/video/ record any other person.

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Additional Responsibilities for Students

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- If an iPad is left at home or is not charged, the user remains responsible for completing all schoolwork as if they had use of their iPad. Normal school rules apply.

- Malfunctions or technical issues are not acceptable excuses for failing to complete school work unless there is no other means of completion.

- Students must not use their iPad in school corridors, on their journeys to and from school or outside of school buildings (unless with the teacher's permission and under teacher supervision).

- Students may not use their iPads between class lessons. The iPad must remain on desk until instructed by teacher who will be responsible for the next lesson.

- Students are not permitted to use their iPads at break-times. IPads are required to be stored in student lockers (when available), flat on the students desk at these times.

- Students are not permitted to use their iPad on social media platforms at home, the iPad is for educational purposes only.

- In the event of any disciplinary action (e.g. confiscation), the completion of all class work remains the responsibility of the pupil.

- Clonturk CC follows an 'ON Desk' attitude with iPads. IPads should be face down on the desk when not in use.

- The photograph/video/record functions can only be used with a teacher's instruction and while being supervised by the teacher. A student is **never** permitted to record or photograph another person without permission.

- The iPad will be subject to routine monitoring by staff.

- Devices must be surrendered immediately upon request by any member of Clonturk CC staff including those who supervise after school study and extra-curricular activities.

- Users in breach of the Acceptable Use Policy (AUP) may be subject to but not limited to; disciplinary action, confiscation, removal of content or referral to external agencies in the event of illegal activity.

- Clonturk Community College is not responsible for financial or other losses if any personal files are deleted from an iPad.

- IPad screensaver must display students name and class group or their timetable (or other prescribed by the college), so when the iPad is found it can be returned to its owner.

Parental Responsibilities at home

- We ask parents to monitor their children's use of their iPad while at home. Please be sure to have a copy of the passcode.

- We advise parents to take due diligence in relation to student internet access and use of camera & video.

- We advise parents to regularly monitor internet history on their child's iPad device.

- Ensure only that the 'Apple ID' provided by Clonturk or the school iPad provider on deployment is the only ID installed on the iPad. Any other Apple ID is prohibited.

- Watch an iPad videos placed on our website for parental information on our website, and attend any information evenings re safe use of mobile devices.

- Damaged iPad's must be repaired as soon as possible to avoid further damage. Please contact the school and they will advise further.

Safeguarding and Maintaining as an Academic Tool

- iPad batteries are required to be fully charged every day, so devices are ready to use in school.

- Items deleted from the iPad cannot be recovered.

- Memory space is limited. Academic content takes precedence over personal files. Students should use our virtual learning platform (Microsoft Teams / One Note / One Drive) for the safe storage of material.

- The whereabouts of the iPad should be known to the owner at all times.

- It is a user's responsibility to keep their iPad safe and secure.

- iPads belonging to other users are not to be tampered with in any manner. Sanctions will apply if this happens.

13

- If an iPad is found unattended, it should be given to the nearest member of staff or brought to the office.

- Any decision relating to the management and use of iPads will be made by designated staff member in consultation where necessary with Principal.

Using the iPad in Class

Use of an iPad in class requires students to observe the important points outlined below;

- Students are subject to individual teacher classroom management rules and should follow all instructions of their teacher in class.

- Students are not allowed to use any app which is unrelated to class work during class.

- Teachers have the authority to view the most recently used apps on a student's iPad, without any objection from them.

- Students should take care not to leave their device on table edges or in any position where damage may occur.

Sanctions:

Please see Code of Positive Behaviour for Sanctions & Appendix VI.

7. Lost, Damaged or stolen iPad device

- If the iPad is lost, stolen, or damaged, the class tutor should be notified immediately..

- 'Find my iPad' app should be turned on at all times. This is student/parent responsibility.

- iPad insurance is the responsibility of parents.

iPad Repairs

- Students need to have the recommended iPad cover on at all times to prevent damage if the device should accidentally fall on the ground.

- It is up to the student and their family to fix the iPad if damaged. All work at class/home needs to be completed in students copies or summited at home through another device. No other personal device is allowed to be used in school while the iPad is being repaired.

- Students need to obtain insurance for their own devices. iPads can be placed on house insurance.
- Alternatively the school iPad provider can provide insurance on the purchase of the device. A special price is offered at the time of purchasing the device.

8. Prohibited Uses (not exclusive)

- Accessing Inappropriate Materials –Users are not allowed to send, access, store, upload, download or distribute offensive, threatening, pornographic, obscene, or sexually explicit materials.

- Any recording of a fellow pupil/s or staff is expressly forbidden unless under teacher direction and supervision.

15

- Use of the school's internet/e-mail accounts for financial or commercial gain or for any illegal activity is prohibited.

- Users are not allowed to have music and/or install apps on their iPad which do not comply with copyright.

- No apps can be downloaded without the consent of class teacher or tutor. Prior to downloading, all apps need to pre-approved by class teacher/tutor.

- Downloading/accessing social media sites on iPad devices are strictly prohibited at home or in school. iPads are for educational purposes.

- Students are prohibited from deleting internet history, unless given specific instruction by class teacher.

- Use of Cameras/video and microphone in school is ONLY allowed under the direction and supervision of a teacher. Users must use good judgment when using the camera. The user agrees that the camera will not be used to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way. Any use of camera in toilets or changing rooms, regardless of intent, will be treated as a serious violation.

- Posting of images/movies/ recordings on the Internet into a public forum is strictly forbidden, without the express permission of the teacher or in the case of staff use, the consent of a member of Clonturk CC's senior management.

- Any user caught trying to gain access to another user's accounts, files or data will be subject to disciplinary action.

- Malicious Use/Vandalism – Any attempt to destroy hardware, software or data will be subject to disciplinary action.

- 'Jailbreaking': this is the process which removes any limitations placed on the iPad by Wriggle/School authority. Under no circumstances should the installed management software, operating system or network configurations (VPN etc..) be interfered with.

- *If management software is removed from iPad device without permission from a Clonturk CC staff member, a €50 fee will be charged by the school iPad provider to re-install the software. iPads are not permitted to be used in class or on school premises without management software installed.*

- The classroom app management system installed by Clonturk Community College should not be tampered with. Settings set by the teacher should not be altered.

- Inappropriate media may not be used as a screensaver or background photo. Presence of pornographic materials, inappropriate language, alcohol, drug or gang related symbols or pictures will result in disciplinary actions.

- Students must delete any file/app/recording material from their device if instructed to do so by a member of Clonturk CC staff.

- Individual users are responsible for the setting up and use of any home internet connections and no support will be provided for this by Clonturk CC.

- Users should be aware of and abide by the guidelines set out by the School Acceptable User Policy (AUP) which is signed as part of enrolment as a student in Clonturk CC.

Appendix I -iPad Usage Contract

iPad Usage Contract

Further to the already existing policies of Clonturk Community College, I pledge the following, in relation to iPad use:

- I will use my iPad for learning.
- I will take good care of my iPad.
- I will never lend my iPad to others.
- I will know where my iPad is at all times.
- I will charge my iPad battery every night.
- I will keep food and drinks away from my iPad since they may cause damage to the device.
- I will not disassemble any part of my iPad or attempt any repairs.
- I will only use a school-approved iPad case which is offered by the school iPad provider.
- I will protect my iPad by only carrying it whilst it is in a case.
- I will use my iPad in ways that are appropriate for educational purposes.
- I will use my iPad appropriately and will not download/access social media sites.
- I will keep my iPad in the lockers at break times (if available), or flat on my desk at break times and I will not use my iPad on the corridor or between classes.
- I will adhere to iPad 'On-desk' policy (iPads are to be placed flat on desk during class lessons unless otherwise advised by class teacher).
- I understand that the iPad is primarily an EDUCATIONAL tool. Therefore, I will only download apps that have been pre-approved by class teacher/tutor only with class teacher/tutor permission.
- I will not interfere with the device management software, operating system, or any network settings.
- I understand that my iPad / my files are subject to inspection at any time without notice.
- I will only photograph people with their permission and with that of my teacher.
- I will only use the camera or the microphone when my teacher tells me to.
- I will never share any images or movies of people in a public space on the Internet, unless I am asked to do so by my teacher.
- I will only use the specific email/cloud account to which I have been assigned.
- I will not use my iPad in order to distract or disrupt my learning or that of others.
- I will tell a teacher immediately if I see anything I am unhappy with or I receive messages I do not like.
- I understand that if I break these rules, I may not be allowed to use the devices or the internet.

18

The school may exercise its right to monitor the use of the school's computer systems, including access to websites, the interception of email and the deleting of inappropriate materials where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for harmful or criminal purposes or for storing harmful, unauthorised or unlawful text or imagery.

I agree to abide by the iPad Acceptable Use Policy (AUP) in its entirety.

Student Name: _____ Signature: _____

Date: _____

Parent Name: _____Signature: _____

Date: _____

Acceptance

By signing this agreement, I agree to always act in a manner that is respectful to myself and others, in a way that will represent the school in a positive way. I accept that this policy applies in school and outside school. I understand that failing to follow the above will lead to appropriate sanctions being carried out.

Student:_____

Parent/Guardian:_____

Date:_____

Acronyms

CBA – Classroom Based Assessment

DLP – Designated Liaison Person

DDLP – Deputy Designated Liaison Person

ICT – Information Communication Technology

PLN – Personal Learning Network

SLAR – Subject Learning and Assessment Review

VLE – Virtual Learning Environment

Proposed By: _____

Seconded By: _____

Signed: _____ (Chairperson)

Date: _____

<u>**BASIC PRINCIPALS**</u>

This policy is a school-wide policy, arrived at through engagement with all members of our inclusive school community. The policy encourages personal management of electronic devices and requires the support of all staff, students, parents, guardians, and the Board of Management. Teachers are expected to model best practice and not have their phones shown in class, in corridors, outside the staff room, etc. **Except in the event of an emergency or child protection issue.** The policy is inextricably linked to a number of other policies in the school namely the Code of Positive Behaviour, Anti-Bullying Policy and the Child Safeguarding Statement.

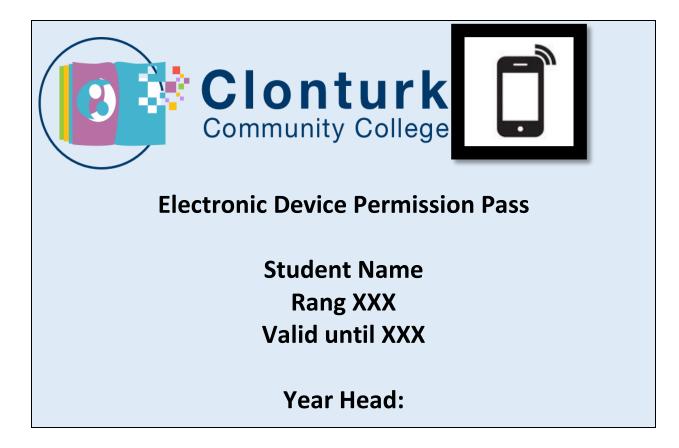Important legislation supporting this policy:

- General Data Protection Regulation (GDPR) May 2018

- Data Protection Act 1998

- Data Protection Amendment Act 2003

- Child Trafficking and Pornography Act 1997

- Interception Act 1993

- Video Recording Act 1989

- Human Rights Act 1998 and the European Convention of Human Rights (if applicable)

Appendix II   Parent and Student Contract

I _____(STUDENT) and we_____and _____(parents/guardians)

agree to the above policy and agree that any infraction of the above policy is subject to the sanctions

mentioned above.

Signed: _____ student

Signed: _____ _____ parent/guardian

Date: _____ /_____ /_____

Electronic Device Permission Pass

Student Name
Rang XXX
Valid until XXX

Year Head:

The AUP 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, storing, 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 reserves the right to report any illegal activities to the appropriate authorities.

Appendix V - Digital Citizenship

Digital citizenship entails the norms of appropriate, responsible behaviour with regard to technology use within the school. Students must be able to display and understand the following characteristics associated with vital citizenship. These are:

1. Respect Yourself

I will show respect for myself through my actions. I will only use appropriate language and images on the Internet or on the school website/virtual learning environment. I will not post inappropriate personal information about my life, experiences or relationships.

2. Protect Yourself

I will ensure that the information I post online will not put me at risk. I will not publish full contact details, a schedule of my activities or inappropriate personal details in public spaces. I will report any aggressive or inappropriate behaviour directed at me. I will not share my password or account details with anyone else.

3. Respect Others

I will show respect to others. I will not use electronic mediums to bully, harass or stalk other people. I will not visit sites that are degrading, pornographic, racist or that the school would deem inappropriate. I will not abuse my access privileges and I will not enter other people's private spaces or work areas. I will respect my peers and teachers by not using technology inappropriately in or out of class.

4. Protect Others

I will protect others by reporting abuse. I will not forward any materials (including emails and images) that the school would deem inappropriate.

5. Respect Copyright

I will use and abide by the fair use rules. I will not install software on school machines without permission. I will not steal music or other media and will refrain from distributing these in a manner that violates their licenses.

6. Respecting Technology

I will take all reasonable precautions to protect my mobile device from damage. I will always keep it with me or in secure storage when appropriate. I will not tamper with its software or jailbreak it. I will not interfere with school ICT systems or attempt to bypass school restrictions.

Appendix VI: iPad Misuse Sanctions:

iPad Misuse:

Step 1: Small misdemeanours (misuse of iPad):

- Class teacher is in charge of general class discipline and iPad usage in their classroom.

- If using the classroom app and teacher views a student misusing iPad they can lock their screen.

- Class teacher should have a conversation with the student and use restorative practice.

- Class teacher can use their professional judgement to allow a student a second chance in relation to misuse.

Step 2: More serious issues (further misuse of iPad):

- Class teacher can use professional judgement to allow a student a chance.

- Conversation and restorative practices can be employed.

- Ipad to be confiscated by class teacher for the remainder of the class. It is up to the student to come to you at the end of the class to collect the iPad and the student should be given a sanction such as penalty sheet.

- Praise/Concern System on VSware to be used, also stating sanction given.

If problem persists after sanction:

- Class teacher may put a note in journal to be signed by parent/guardian.

- Class teacher may phone home or organise a meeting with a parent/guardian.

- Class teacher gives a reflection time.

Step 3: Continuous misuse:

- For serious breaches of the acceptable usage policy the ipad may be confiscated for an extended period of time.

- Tutor may talk to the student and decide on the removal of permissions. This may depend on if the ipad is being misused across numerous subjects or just in one class.

- Tutor may talk to the student and decide on the confiscation period. This may depend on if the ipad is being misused across numerous subjects or just in one class.

- Tutor may contact parent and give student a set of books depending on confiscation period. Tutor records this on Vsware.

- It is up to the individual student to come back to you if the iPad is taken to collect it after the confiscation period.

- Situation monitored when iPad returned. Continued misuse after step 1-3 Tutor may refer to deputy principal for withdrawal of certain privileges such as internet.

- **Very serious issues:** If at anytime a student is on highly inappropriate/offensive/disrespectful websites, materials, photos, etc. the classroom teacher should take the iPad and can give to Tutor straight away where books will be provided or previlages will be withdrawn, such as internet, depending on the content found/seen.

- Conversations should be held between the classroom teacher and the team teacher or SNA that is present in their room about how to deal with iPad misuse in their classroom.