

ICT and Social Media Expected Use Policy

1.0 Introduction

recognizes that access to Information and Communication Technology (ICT) gives our students enhanced opportunities to learn, engage, communicate and develop skills that will prepare them for many aspects of life.

To that end, provides access to ICT for student use.

This Expected Use Policy outlines the guidelines and behaviours that our students are expected to follow when using school technologies or when using personally-owned devices on the Portmarnock Community School campus or at Community School organised activities of whatever nature.

1.1 Technologies Covered

may provide students with Internet access, desktop computers, digital imaging equipment, laptop or tablet devices, video-conferencing capabilities, virtual learning environments, online collaboration capabilities, online discussion forums, email and more. As new technologies emerge may provide access to them also.

The policies outlined in this document are intended to cover all online technologies used in the school, not just those specifically mentioned.

1.2 ICT Network

Community School computer network is intended for educational purposes

- All activity over the network may be monitored and retained
- Access to online content via the network is restricted in accordance with our policies and the Department of Education and Skills through its agency, the National Centre for Technology in Education
- Students are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a student believes it shouldn't be, the student can ask his/her teacher submit the site for review. This is done via the Professional Development Service for Teachers - Technology filtering service BrightCloud.
 - Students are expected to follow the same rules for good behaviour and respectful conduct online as offline – these rules are found in the existing Code of Behaviour
 - Misuse of school resources may result in disciplinary action
 - We make a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from misuse of school technologies
 - Students are expected to alert his/her teacher immediately of any concerns for safety or security

1.3 Community School email and online collaboration

provides students with email accounts for the purpose of schoolrelated communication. Availability and use is restricted based on school policies. Email accounts should be used with care. Email usage may be monitored and archived.

recognises that online collaboration is essential to education and may provide students with access to a variety of online tools that allow communication, sharing, and messaging among students.

Students are expected to communicate with the same appropriate, safe, mindful and courteous conduct online as offline.

1.4 [redacted] Community School's own mobile devices

[redacted] may provide students with mobile computers, digital recorders or other devices to promote learning both inside and outside of the school. Students should abide by the same expected use policies, when using school devices off the school network, as on the school network.

Students are expected to treat these devices with respect. They should report any loss, damage, or malfunction to their teacher staff immediately. Students may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices will be monitored.

1.5 Mobile devices in the possession of [redacted]

Students may use personally-owned devices (e.g. laptops, tablets-computers, digital-cameras, and smart-phones) for educational purposes, if allowed by their classroom teacher.

Appropriate online behaviour and adherence to the expected use policy should always be used.

1.6 [redacted]

Students are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programmes and not opening files or programmes of unknown or un-trusted origin.

Use common sense if you think a website does not look right. Inform your teacher. Think twice before you click on anything you feel is not right.

If you believe a computer or mobile device you are using might be infected with a virus, please alert your teacher.

Do not attempt to remove the virus yourself or download any programmes to help remove the virus. Students should not download or attempt to download or run .exe programmes over the

school network or onto school resources. You may be able to download other file types, such as images or videos.

For the security of our network, download such files only from reputable sites, and only for educational purposes.

1.7 Netiquette

Netiquette may be defined as appropriate social behaviour over computer networks and in particular in the online environment. To this end

- Students should always use the Internet, network resources, and online sites in a courteous and respectful manner
- Students should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Students should use trusted sources when conducting research via the Internet
- Students should not post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it is out there - and can sometimes be shared and spread in ways you never intended

More detailed examples of expected use and unacceptable use are given in Appendices One and Two.

1.8 Plagiarism

- Students should not plagiarise content (copy or use as your own without citing the original creator), including words or images, from the Internet
- Students should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author
- The school may check for plagiarism using online tools as are available for such purposes
- The school will encourage students who create original content to claim ownership of it using a Creative Commons licence.

1.9 Personal Safety

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the immediate attention of

- a teacher if you are at school
- a parent / guardian if you are at home
- Students should never share personal information about themselves or others, including phone numbers, addresses, PPS numbers and birth-dates over the Internet without adult permission
- Students should never agree to meet someone they meet online in real life without parental permission.

1.10 Cyber-bullying

Harassing, flaming, denigrating, impersonating, outing, tricking, excluding and cyber-stalking are all examples of cyber-bullying.

- Such bullying will not be tolerated in [REDACTED]
- Don't be mean. Don't send emails or post comments or photos with the intent of scaring, hurting, or intimidating someone else
- Engaging in any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges
- In some cases, cyber-bullying is a crime
- Remember that your activities are monitored and retained
- The school will support students, teachers and parents in dealing with cyber-bullying. [REDACTED] is committed to the Child Protection Procedures for Primary and Post-Primary Schools (Circular 0065/2011) and will act as required by the Department of Education and Skills, the Department of Children and Youth Affairs, the Department of Justice and Equality and the Health Service Executive.

1.11 Violations of this Expected Use Policy

Violations of this policy in [REDACTED] may have disciplinary repercussions, including:

- Suspension of network and computer privileges
- Notification to parents in most cases
- Detention
- Suspension from school and/or school-related activities
- Expulsion
- Legal action and/or prosecution

I have read and understood this Expected Use Policy and agree to abide by it:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]