



Harold's Cross
ETSS

Acceptable Usage Policy

School Vision

In Harold's Cross ETSS, we aspire to develop kind, courageous and life-long learners who can succeed in school and in life. For us, this means we foster an inclusive atmosphere where diversity, resilience, kindness, creativity and self-directed learning are promoted and encouraged, where individualism and what brings us together are respected and celebrated equally. We do this by offering a balanced, democratic learning community where all voices are valued and academic achievement is encouraged. Our pillar values are kindness, creativity and effort.

Introduction & Aims

This policy is informed by the vision for Harold's Cross ETSS coupled with the school's ethos and aims. Harold's Cross ETSS recognises that access to Information and Communication Technology (ICT) gives our students enhanced opportunities to develop skills that will equip them for life. For this reason, Harold's Cross ETSS provides access to ICT for student use. This Acceptable Use Policy (AUP) outlines the guidelines and behaviours that our students are expected to follow when using school technologies or when using personally owned devices inside Harold's Cross ETSS campus or at Harold's Cross ETSS organised events. The use and access to ICT is a resource and a privilege, and is intended for activities that support research, training or education. Therefore, if this ICT & Acceptable Use Policy is not adhered to, this privilege will be withdrawn and appropriate sanctions in accordance with the school's code of positive behaviour will be imposed.

Digital Citizenship

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 (schoolwise). I will not post inappropriate personal information about my life, experiences or relationships.

Protect Yourself

I will ensure that the information that 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.

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.

Protect Others

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

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.

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 remove restrictions. I will not interfere with school ICT systems or attempt to bypass school restrictions.

Email and Collaborative Virtual Learning Environment

Harold's Cross ETSS provides students with email accounts for the purpose of school related communication. Email accounts should be used with care. Email usage may be monitored and archived. Harold's Cross ETSS 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.

Harold's Cross ETSS, in line with the vision and ethos of the school, is supported by a variety of applications to provide a collaborative virtual learning environment for our students and staff. Students and staff when using the VLE (Schoolwise) should apply the same principles of digital citizenship as outlined earlier.

iPad use at Harold's Cross ETSS

Harold's Cross ETSS is a one to one device enabled school. Parents/Guardians are responsible for the purchasing of an iPad and eBooks/apps for their child. The iPad must be purchased from the school's designated provider to ensure consistency in management and optimize security. The purpose of the iPad is to enhance learning and teaching and must only be used in class as instructed by the teacher.

Students are expected to practice extreme care when using their iPad. It is expected that students will always maintain control of the tablet. The iPad will be transported exclusively in an appropriately robust case and handled with care.

The student, in whose name the iPad is issued, will always be responsible for the appropriate use of the device. Outside of school time, parents/guardians are responsible for monitoring the use of the iPad.

As a student of Harold's Cross ETSS, you are expected to uphold all copyright laws, value and protect the privacy of information, particularly Harold's Cross ETSS secure and private information. Passwords and account information are not to be shared. Students are not permitted to use their iPads outside of class time. Students are responsible for ensuring iPads have sufficient battery for use throughout the school day. Should a student be without their iPad in school, they should make this known to their tutor or class-teacher. Parents/Guardians will be asked to bring the iPad to the school if possible. In the event that

a parent/guardian is unable to bring the iPad to school, the school is not in a position to provide a replacement iPad. It is the responsibility of the student to complete course work as if their iPad was present.

Repeated absence of student iPad will result in actions detailed in the school's code of positive behaviour. Loss or damage to a student's iPad is the responsibility of the parent/guardian, the school should be notified immediately. It is important that Parents/Guardians replace or repair iPads as soon as possible to avoid impact on their son/daughters' educational experience.

iPads will be subject to routine monitoring by teachers, administrators and the school management.

Students may be selected at random to provide their iPad for inspection. If a student's device is requested for an inspection, the student must unlock the device. If inappropriate materials are found on the device, Harold's Cross ETSS reserves the right to confiscate the device. The device will be kept in the Principal/Deputy Principal office for a duration determined by the Principal. The device will only be returned following a meeting of the parent/guardians and the Principal/Deputy Principal. The return of the device and its use may be subject to certain conditions required to ensure compliance with this AUP.

The school reserves the right to confiscate and search all student iPads to ensure compliance with this AUP. In the case of a serious breach, the school may remotely access and lock down the device.

Web browsing and downloading

Students will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials. Should a student accidentally access inappropriate materials in the classroom, they must immediately report to their classroom teacher. Should a student accidentally access inappropriate materials outside of the classroom, they must immediately report to their tutor or Year Coordinator.

Students and staff will not copy information from the internet without acknowledging the creator and referencing the source of content.

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

Students will use the school's internet connection only for educational activities.

Students will not engage in online activities such as uploading or downloading large files that result in heavy traffic which impairs the service for other internet users.

Students will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person. The downloading of any materials or images not relevant to a student's studies is not allowed.

The use of torrent or file sharing sites is not allowed.

Personal Devices

Personal Devices such as mobile phones, personal tablet/laptops and any extension of these pieces of equipment are prohibited unless used with the expressed consent of the Principal. Mobile phones should be switched off and placed in the student's locker from time of arrival in school until departure. Where a student is discovered using a mobile phone or with a

mobile phone in their possession during the school day, the phone will be confiscated and only returned to the student at the end of the school day. In the case of a repeat offence, the student's parent/guardian will be required to collect the mobile phone from the school office.

Images and Video

Care should be taken when taking photographic or video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.

Students must not take, use, share, publish or distribute images of others without their permission.

Taking photos or videos is only allowed with expressed permission from staff.

Students must not create or share images, videos, gifs, memes or other content online with the intention to harm another member of the school community regardless of whether this happens in school or outside.

Sharing explicit images and in particular explicit images of pupils and/or minors is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved. Sharing explicit images of other pupils will incur the most serious sanctions as outlined in the school's code of positive behaviour.

Social Media

The use of instant messaging service and apps including Snapchat, WhatsApp, G chat etc. is not allowed at Harold's Cross ETSS. The use of video streaming sites such as YouTube is allowed with expressed permission from the school staff. Students must not use social media and the internet in any way to impersonate, harass, insult, abuse or defame students, their families, staff or other members of the school community.

Staff and students must not discuss personal information about students, staff and other members of the school community on social media.

Staff and students must not use school email addresses for setting up personal social media accounts or to communicate through such media.

Staff and students must not engage in activities involving social media which might bring Harold's Cross ETSS into disrepute.

Staff and students must not represent personal views as those of being Harold's Cross ETSS on any social medium.

Cyberbullying

The Department of Education and Skills defines cyberbullying as; "placing a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people." Harassing, 'flaming', denigrating, impersonating, outing, tricking, excluding and cyber-stalking are all examples of cyber-bullying.

Such bullying will not be tolerated in Harold's Cross ETSS. In some cases, cyber-bullying is a crime and may be reported to the Garda.

Inappropriate actions on social media sites can also constitute bullying, e.g. "liking" degrading comments/photos on Facebook, Trolling etc.

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 disciplinary action and loss of ICT privileges.

Students are advised that activities are monitored and retained.

The school will support students, teachers and parents in dealing with cyber-bullying.

Legislation

Harold's Cross ETSS advises all members of our school community to familiarise themselves with the following legislation:

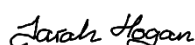
- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

Violations

Violations of this policy in Harold's Cross ETSS may have disciplinary repercussions including but not limited to:

- Notification to parents
- Suspension of technology privileges
- Suspension from school and/or school-related activities
- Expulsion
- Legal action and/or prosecution

Harold's Cross ETSS reserves the right to report any illegal activities to the appropriate authorities, such as the Garda.



Signed _____ Date 27th September 2022

Chairperson, Board of Management



Signed _____ Date 27th September 2022

Principal/Secretary to the Board of Management

Date of next review: September 2024