

Ardcoil na Tríonóide

Acceptable Use Policy



Mission Statement of Ardcoil na Tríonóide

Ardcoil na Tríonóide is inspired by the educational vision of the Venerable Catherine McAuley and the Blessed Edmund Ignatius Rice. It exists to provide a centre of learning where Christian values underpin and pervade all activities, where each member of the school community is cherished and respected.

In Ardcoil na Tríonóide, emphasis is placed on the moral and spiritual formation of students along with their intellectual, social and physical development. Students are encouraged to strive towards academic excellence.

This school community advocates, and will develop a strong sense of social justice. It is intended that the experience of education in Ardcoil na Tríonóide will be happy and creative, enabling each participant to strive to fulfil his/her potential.

1. Introduction

This Acceptable Use Policy (AUP) applies to students who have access to and are users of digital technology and Internet facilities in Ardcoil na Tríonóide.

It also applies to members of staff, volunteers, parents, carers and others who access the internet and/or digital technology provided by Ardcoil na Tríonóide.

The aim of this Acceptable Use Policy (AUP) is to ensure that students will benefit from learning opportunities offered by the school's digital technology resources in a safe and effective manner. These resources include email accounts and apps accessible via the school's online learning platform (Google Classroom & Office 365 where offered). This policy also refers to the use of school and personal devices, online classes, blended learning and all digital communication between students, teachers and others.

Ardcoil na Tríonóide endeavours to educate students and staff on the safe and ethical use of digital technology. Digital technology, internet use and access are considered school resources and a privilege. Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the Code of Behaviour – will be imposed.

2. Digital Devices

The school provides various digital technology to students and teachers, including but not limited to the following:

- Classroom Computers
- School Computer Rooms
- Language Lab Computers
- Sets of Samsung and iPad Tablets
- Sets of Chromebooks

Any and all use of digital technology provided by the school is subject to this Acceptable Use Policy.

- Students may only use Chromebooks provided to them by a teacher. Students do not have permission to remove a Chromebook from the Hub unless retrieving a set that has been booked

by their teacher. Individual Chromebooks should not be taken by students from the Hub under any circumstances unless permission has been received from the Deputy Principal, Principal or relevant post holder.

- Staff are permitted to use their own digital devices (e.g. tablets, laptops, Chromebook) for the purpose of school work. Staff are subject to this Acceptable Use Policy while conducting any school work on their personal devices, whether on or off school premises. Staff must use their school account to save school related data.
- In some cases, students may be permitted to use a personal device such as a tablet, laptop or Chromebook in school. Students will be advised and given permission in advance for use of a personal device and should not bring one to school unless given prior notice to do so by a member of staff. Students are subject to the Acceptable Use Policy at all times while using a personal device on school premises.
- Students who have been permitted to use a personal device (tablet or laptop) for school work must only use these devices during class time and under the supervision of a member of staff. It is not permitted to use these devices at lunch times, break times or in between classes.
- Personal devices (including Mobile Phones) must be switched off and stored in students' lockers at all times while on school premises. Students are not permitted to have mobile phones in their bag or on their person during school time, including break times. (*Please refer to Mobile Phone Policy*)
- Students are subject to the Acceptable Use Policy while conducting any school work, school collaboration or using their Ardscoil Google Workspace account on their personal device while off the school premises.

3. Internet & School Network

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet. Instruction and support for Internet Safety will be delivered in various modes, including but not limited to the following:

- First Year Digital Literacy Module
- SPHE class
- TY Technology & Wellbeing Modules
- Staff CPD
- School awareness campaigns by the Wellbeing Team
- Parent Workshops and Information events
- Ardscoil Website and Newsletter

The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These include:

- The School Internet facilities may be used for educational purposes only and internet sessions will be supervised by a teacher.
- Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will not send, receive or post on a device, World Wide Web or network, any material that is illegal, obscene and/ or defamatory or that is intended to annoy, threaten, hurt, or intimidate another person.

- Students and staff must not disclose passwords or log on codes to persons who are not allowed to use them. Anyone who becomes aware of such a breach of security must inform the ICT/Digital Strategy post holders or the school authorities immediately. Failure to do so makes them an accessory to the breach.
- Students may not use the school digital technology facilities for business activities or financial transactions of any kind except as part of a school authorised activity supervised by a teacher.
- Students are only allowed to use digital technology with the permission of a teacher or persons appointed by the school authorities to supervise computer facilities.
- 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 or digital technology usage.
- Students and staff will be made aware of the importance of internet and digital technology 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 memory sticks, DVDs 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.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Students must never disclose or publicise personal information.
- Downloading by students of materials or images not relevant to their studies is in direct breach of the school's acceptable use policy.
- Students will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored by the Network Administrator for unusual activity, security and/or network management reasons.
- Students will not tamper with the school's software or attempt to jailbreak it. Students must not interfere with school ICT systems or attempt to bypass school restrictions.
- Students may not take photos, videos or any type of recording on school premises unless it is for the purpose of school work, with the prior approval of a member of staff and under the supervision of a member of staff.

- No student may upload content to Youtube, Vimeo, Snapchat or any other social media or video hosting platform of themselves and/or other students while on school grounds, on school trips and/or in school uniform.
- Internet use is monitored regularly by the Network Administrator. Accessing chat rooms/facilities, instant messaging, social networking sites and blogs are not permitted.
- Sending nuisance messages on any device while on school premises, or at any time while using school email is a direct breach of the school's Acceptable Use Policy. Cyberbullying is a serious breach of the Acceptable Use Policy and the school's Code of Behaviour.

4. Communication

- Students and Staff will be provided with Google Workspace accounts with a username under the Ardscoil domain and a password. This is the school approved account that students and staff must use for educational purposes only. Individuals must keep their password private. Google Accounts may only be accessed by the owner or the Principal/Network Administrator with the permission of the Principal in the event of a breach of this policy and only if absolutely required.
- Students will use their school Gmail accounts under supervision by or permission from a teacher while in school.
- Students may use their school Gmail account for the purpose of school work and school activities only.
- Students must conduct all of their school work, projects, assignments and collaborations using their Ardscoil Google account, no school work should be carried out using a personal email or digital account.
- Students must not use their own personal email account when on school premises or using the school network.
- 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 or telephone numbers or pictures.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Student email and Google accounts will be suspended and deleted one month after leaving the school or in the case of Leaving Certificate students at the end of the September following their state examinations.
- Staff email and Google accounts will be suspended and deleted one month after the end of their employment in the school. Resources previously made available to students through Google Classroom should be shared with the teacher who has taken over the class before a staff account can be deleted to ensure that students continue to have access to these resources designed and provided for them. This only applies in the case of classes that remain live on the timetable. Former members of staff will be given one month's notice of intended deletion of their school account by means of an email to their school email account.

5. Social Media

- Staff and students must not use social media and the Internet in any way to harass, insult, abuse or defame students, their family members, staff, other members of the Ardscoil na Tríonóide community.
- Staff and students must not discuss personal information about students, staff and other members of the Ardscoil na Tríonóide 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 Ardscoil na Tríonóide into disrepute.
- Staff and students must not represent on any social medium their personal views as those of Ardscoil na Tríonóide.

6. School Websites

- The website will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff.
- Students will be given the opportunity to publish projects, artwork or school work on the World Wide Web. The publication of student work will be coordinated by a teacher subject to parental acceptance of school policies relating to same.

7. ePortfolios

Student school accounts are hosted by Google and as such each student has access to associated Google Applications including Google Drive and Google Classroom. Student digital work completed for the purposes of school or assessment must be saved in their Google Drive account. In some instances, as directed by the teacher, a Google Classroom site may be used. A teacher can request to view and assess elements of a student's ePortfolio. Neither the teacher or the school will be responsible for work that has been incorrectly saved or deleted by the student.

8. Assessment

School devices and school Google accounts may be used by students for the purposes of Assessment including Classroom Based Assessment and State Examination coursework under the supervision of the teacher. Students must use their Google account and Google Drive for completing and storage of a student's own materials, resources and assessments.

9. Blended and Online Learning

With the increase in Distance and Blending Learning in our schools and the significant increase in the use of technology to continue learning when there is a disruption to normal school attendance, the following section has been added to our Acceptable Use Policy:

- Google for Education is the digital platform employed by the school.
- All staff and students are provided with an "@ardscoil.ie" Google account.
- Staff and students must use their "@ardscoil.ie" account to engage in distance learning. No other accounts may be used to engage in distance learning or for communication between staff, students and/or parents.

- The suite of applications that will primarily be used to deliver distance learning are those offered on the Google platform, which include but are not limited to:
 - Google Classroom
 - Google Meet (In some cases teachers may use Zoom for online classes)
 - Google Mail
 - Google Docs
 - Google Slides
- Google apps and utilities, operated within the school platform, should be the preferred option for all students and staff.
- In the event that teachers use other applications not provided by Google, students and staff must, in all cases, use their “@ardscoil.ie” Google account to log in.
- Staff who are using their personal device for distance teaching and learning will use strong passwords and suitable levels of encryption.
- Staff should ensure they log out of their Ardscoil account and lock their devices when not in use.
- Staff should use their Ardscoil Google account to store any school related records.
- Only necessary and appropriate student records should be retained e.g. student work
- Students’ personal information is available on VSware and should not be retained on staff devices
- Communication between students and teachers should be during school hours only.

For Online classes:

- Attendance will be recorded during online live classes.
- Students will not be permitted to share screens without the permission of the teacher.
- Staff and students will use Google Meet settings to ensure that the student’s microphone is muted upon joining the classroom. Students should only unmute their microphone when invited by the teacher to contribute.
- Participants must use appropriate language at all times.
- Participants must not take images or record videos during online classes under any circumstances.
- Participants must wear appropriate dress.
- Participants must be identifiable on screen and must ensure backgrounds of video are neutral (blurred if possible).
- Students must not join an online session for a class they do not belong to.
- Students must be prepared for each online class.
- Students login to their Google account every day and check for messages and updates from teachers.

If a student is unable to join an online class due to technical reasons they should notify the IT co-ordinator or the class teacher. If a student is not engaging with online learning the following will apply:

1. Teacher will contact the student via email or messaging.
2. Teacher will contact the student’s Year Head.
3. Year Head will contact the student, parent or guardian.

The following behaviour will not be tolerated under any circumstances and will be regarded as a serious breach of the Code of Behaviour:

- A student knowingly joining an online lesson for a class they do not belong to.
- A student attempting to disguise their identity during an online class or using an inappropriate username.
- A student causing disruption to an online class or engaging in disrespectful behaviour.

- Capture/distribution of any image or video from an online class.
- Sending private messages through chat functions available on video conferencing platform or through any other chat, messaging or social media to members of the online class which is not related to the learning and/or may cause harm or offence.

Blended Learning (when schools are open)

- Students who feel fit for learning activities however are unable to attend school because they are self-isolating due to Covid-19 should participate in blended learning to the best of their ability.
- Students should check Google Classroom for updates on class progress, learning materials, homework and assignments.
- Many teachers continue to use Google Classroom to provide learning materials and homework assignments for their classes.
- Students should submit homework and assignments through Google Classroom as requested by their teacher.

10. Legislation

The school will encourage staff, parents and students to familiarise themselves with the following legislation relating to the use of the internet:

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

11. Adoption of Policy

This policy was adopted by the Board of Management on 20th June 2023.

Signed: _____

Chairperson

Principal

Date: 20th June 2023

Acceptable Use Policy - Permission Form



Student Declaration

- I agree to follow the school's Acceptable Use Policy on the use of the Internet and school devices.
- I will use the school's digital technology and Internet in a responsible way and for educational purposes only. I will observe all rules and restrictions explained to me by the school.

Student's Signature: _____

Date: _____

Parent/Guardian Declaration

- As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my son or 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 understand that my son/daughter is subject to the restrictions of this policy and will be appropriately sanctioned for any breach of this policy.

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 students' work on the school website.

I accept the above paragraph

I do not accept the above paragraph

(Please tick as appropriate)

Name of Student: _____

Class/Year: _____

Signature: _____

Student

Signature: _____

Parent/Guardian

Date: _____