

Contents

Introduction	3
Rationale	4
General Information	4
Web Browsing and Downloading - Acceptable Use	5
School ICT Hardware – Acceptable Use.....	5
Email and Messaging - Acceptable Use	5
Social Media - Acceptable Use	6
Personal Devices - Acceptable Use	6
Images and Video - Acceptable Use.....	7
School Websites - Acceptable Use.....	7
Cyber bullying.....	7
General Notes during Distance Teaching and Learning	8
Guidelines for Students engaging in Remote Teaching and Learning	8
Guidelines for Staff engaging in Remote Teaching and Learning	9
Disciplinary Action for Misuse of ICT Facilities	10
Approval.....	10

Introduction

This policy applies to students who have access to and are users of the internet and ICT facilities in Terence MacSwiney Community College (TMS) & Gaelcholáiste Mhic Shuibhne (GMS). It also applies to members of staff, volunteers, parents/guardians, and others who access the same facilities in TMS & GMS. It also provides guidelines and information to students, staff and parents/guardians on the use of technology when teaching and learning happens remotely. i.e., when teaching a student in an environment that is not within the school building and/or the teacher is working remotely and is not physically present with the student(s). It seeks to ensure that remote teaching and learning, under Child Safeguarding Procedures, is safe for teachers and learners. It also seeks to protect data under GDPR legislation and sets down best practice guidelines for all participants.

The use of ITC and the Internet is a privilege. To allow for the effective use of ICT facilities and the creation of a pleasant and safe working environment, each student using the ICT facilities at TMS & GMS must adhere to the College ICT Acceptable Usage Policy.

By using an iPad issued by the College, logging on to a computer in the College, accessing the Internet using the school network, **using a school issued MiFi device**, or using any computer related equipment in the College, you are acknowledging that you have read, understood and agreed to adhere to the following College ICT Acceptable Usage Policy.

The guidelines apply to both school-owned hardware/equipment/devices and items brought on-site by users. This list is not exhaustive, and the College reserves the right to modify and amend the list as deemed necessary.

This policy was developed in accordance with the TMS & GMS Child Safeguarding Statement and in line with the Children First Act 2015 and the Child Protection Procedures for Primary and Post-Primary Schools 2017.

Designated Liaison Person (DLP)

MS. Phil O'Flynn (Principal)

Deputy Designated Liaison Person (DDLDP)

Mr. Neil Creedon (Deputy Principal)

During the development of this policy due consideration has been given to all aspects of the wellbeing of students at TMS & GMS.

General Data Protection Regulation came into force in May 2018, and this policy has been developed in light of this legislation.

This policy must be read in conjunction with related school policies, e.g., Code of Behaviour, Anti-bullying Policy, Child Safeguarding Statement and others. Once a learning exchange takes place between a student and teacher, whether at home or at school, the same rules apply i.e., TMS & GMS Code of Behaviour and all other school policies.

Rationale

The aim of this policy is to ensure that students will benefit in a safe and effective manner from the learning opportunities, both onsite and remote, offered by the ICT facilities of TMS & GMS. Internet use and access is considered a school resource and privilege. If any aspect of this policy is not adhered to, this privilege may be withdrawn and appropriate sanctions will be imposed.

General Information

When using the internet at TMS & GMS, users are expected to:

- treat others with respect at all times
- not undertake any actions that may bring the school into disrepute
- respect the right to privacy of all other members of the school community
- report misuse of the internet to the appropriate teacher and/or principal

For students, 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.

Where misuse of the internet takes place by staff, established disciplinary procedures will be implemented. Misuse by other persons will be dealt with on an individual basis.

TMS & GMS will deal with internet related incidents which occur outside the school when they impact on the wellbeing of students or staff under this policy, the Code of Behaviour and Antibullying Policy. In such cases, TMS & GMS will inform parents/guardians of incidents of inappropriate online behaviour that take place out of school and impose appropriate sanctions.

TMS & GMS implements the following strategies to promote safe use of the internet, to maximise learning opportunities and to reduce risk associated with the internet:

- Internet safety advice and support opportunities are provided to students in TMS & GMS
- Teachers are provided with continuing professional development opportunities in the area of internet safety
- Filtering systems are applied by the Schools Broadband Programme (PDST).

Staff and other internet users in TMS & GMS are also expected to abide by these internet access guidelines.

Web Browsing and Downloading - Acceptable Use

- Students will use the school's internet and ICT facilities for educational and career development activities only
- Students will report accidental accessing of inappropriate materials in the classroom to the teacher, and the teacher will report it to senior management if appropriate
- Students must be aware that any misuse (including distributing or receiving information whether school-related or personal) may be monitored for unusual activity, security and/or network management reasons
- Students must not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials
- Students will not engage in online activities such as uploading or downloading large files (e.g. Torrents etc...) that may result in heavy network traffic which impairs the service for other internet users
- Students will not download or view any material that is illegal, obscene or defamatory or that is intended to harass, bully or intimidate another person
- Downloading of materials or images, by students, not relevant to their studies is allowed only with staff permission.

School ICT Hardware – Acceptable Use

Students must show respect for all school ICT hardware including but not limited to: iPads, computers, laptops, keyboards, mice, printers etc... Students will immediately report any observed hardware damage to the teacher in charge. Appropriate sanctions will be imposed on any student who has deliberately damaged school ICT equipment.

Email and Messaging - Acceptable Use

Office 365 - Outlook is an integral part of the communication system within TMS & GMS. All students are issued with a personal TMS or GMS Outlook account.

- Students must not under any circumstances share their email account login details with other students
- Students must not use school email accounts to register for online services such as social networking services, apps and games unless permission is granted by a teacher
- Students will not send any material that is illegal, obscene or defamatory or that is intended to harass, bully or intimidate another person.
- Student email accounts and associated apps are deleted at the end of the calendar year in which students complete their Leaving Certificate

- Students must immediately report to their teacher the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication
- The teacher will deal with the issue or report it to senior management
- Students should avoid opening emails that appear suspicious. If in doubt, students should ask their teacher before opening emails from unknown senders.

Social Media - Acceptable Use

The following statements apply to the use of messaging, blogging and video streaming services in TMS & GMS:

- Use of instant messaging services and apps, blogs and video streaming sites such as YouTube is allowed with teacher permission in TMS & GMS
- 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 or other members of the TMS & GMS community
- 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 TMS & GMS into disrepute
- Staff and students must not represent their personal views as those of TMS & GMS on any social medium.
- Students will not attempt at any time to connect with any member of staff on any of that staff member's personal social media accounts. Teachers should not accept any connection requests from students except where an account has been set up for school use.

Personal Devices - Acceptable Use

Students using their own technology in school must follow the rules set out in this policy in the same way as if they were using school equipment.

The following statements apply to the use of all internet-enabled devices such as phones, tablets, gaming devices and digital music players in TMS & GMS Secondary School:

- Mobile phones must be switched OFF (Powered down fully) at the gate when students enter school grounds and must remain OFF while student is in school.
- Students are only permitted to use mobile phones and/or personal internet-enabled devices during breaks and lunchtime.

- Some students may be permitted to bring personal internet-enabled devices into TMS & GMS and must take responsibility for the care of such devices
- Students are allowed to use personal internet-enabled devices during lessons only with expressed permission from teaching staff.

Images and Video - Acceptable Use

When taking photographic or video images care must be taken that students are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.

Taking photos or videos on school grounds or when participating in school activities is allowed once care is taken that no harm is caused to staff or students of TMS & GMS Secondary School.

Students must not share content online with the intention to harm another member of the school community regardless of whether this happens inside school or outside.

School Websites - Acceptable Use

Personal student information including home address and contact details are not published on TMS & GMS web pages.

Cyber bullying

When using the internet students, parents/guardians and staff are expected to treat others with respect at all times.

Engaging in online activities with the intention to harm, harass, bully or embarrass a student or member of staff is unacceptable and is absolutely prohibited. It carries serious consequences and sanctions for those involved.

Measures are taken to ensure that staff and students are aware that bullying is unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons).

The prevention of cyber bullying is an integral part of the Antibullying Policy of TMS & GMS.

General Notes during Distance Teaching and Learning

- Microsoft Teams is the platform used by teachers to communicate, share resources and upload material and assignments
- Microsoft Teams is the main video conference software.
- Where possible, communications with other members of the school community should take place within normal school hours. Whilst it might suit teachers or students to communicate outside of normal working hours, responses or actions outside of normal working hours are not expected.
- All aspects of TMS & GMS Child Safeguarding Statement apply, and the criteria for mandated Child Safeguarding reporting remain the same as if the student is being taught in school
- All provisions relating to staff and student data must comply with GDPR.

Guidelines for Students engaging in Remote Teaching and Learning

- A guide for students, "Online Learning Protocols", is available on cbskilkenny.ie
- All school policies apply to distance learning
- Students must use their @cbskilkenny.ie email address
- Where possible, communication with other members of the school community should take place within normal school hours
- The normal school calendar and school day times apply
- Where timetables must be changed from normal onsite timetables, this will be communicated in advance
- Respectful and professional engagement is expected in all staff-student and student-student communications
- Students should present all assignments on time and to the best of their ability
- Online engagement may form part of end of term or end of year assessment reports
- The material created by the teacher and shared online is the property of the teacher. Students do not have permission to share with others outside of the classroom unless given permission to do so.
- Students may not record without the prior permission of the teacher conducting a live online class.

Guidelines for Staff engaging in Remote Teaching and Learning

- Staff must use @corketb.ie email address.
- Respectful and professional engagement is expected in all staff-student communications.
- Teachers of mainstream classes must endeavour to meet the particular needs of AEN students in their class group during times of distance learning.
- The normal school calendar and school day times apply.
- Where timetables must be changed from normal onsite timetables, this will be communicated in advance.
- The AEN Department, which includes Additional Education Teachers, SNAs and the AENCO will endeavour to support all students with additional needs to access remote teaching and learning. Contact will be routine, regular and supportive, in line with the learning plan that applies onsite. It should take in place in the presence of another adult.
- Where possible, communication with other members of the school community should take place within normal school hours.
- Assessment, attendance and behaviour records must be retained.

Disciplinary Action for Misuse of ICT Facilities

- While using the ICT facilities and devices supplied by the school, each student is responsible for his/her actions and is accountable to all staff members of Terence MacSwiney Community College & Gaelcholáiste Mhic Shuibhne and subject to the Acceptable Use Policies of the school and Cork Education and Training Board. If a member of staff observes any student in breach of school ICT regulations, the offending student will be asked to cease that activity immediately.
- Disciplinary Actions for misuse and infractions of Terence MacSwiney Community College's Acceptable Use Policy, computer network, internet connection, software and/or hardware will include one or more of the following:
 1. Implementation of the school's Code of Behaviour policy
 2. Temporary or permanent loss of privileges for use of these items
 3. In school suspension
 4. Legal action, if necessary

Student Declaration

I have read and understood the above document, including the disciplinary actions for non-compliance with the school's Acceptable Use Policy. I agree to follow the Acceptable Use Policy Agreement.

- Student Name: _____ Date: _____

Parent/Guardian

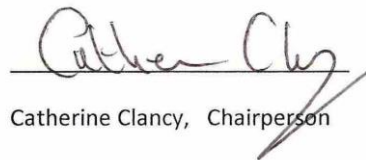
As parent of this student, I have read and understood the above document. I understand the policy is in the educational interest of my child. I agree to the guidelines as spelled out in this document.

- Parent/Guardian: _____ Date: _____

Approval

This policy has been approved by Terence MacSwiney Community College & Gaelcholáiste Mhic Shuibhne Board of Management.

Signed:


Catherine Clancy, Chairperson

Date: 29 March 2023