	Mercy Secondary School, Ballymahon, Co. Longford		CEIST Catholic Education An Irish Schools Trust
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MERCY SECONDADRY SCHOOL BALLYMAHON
ICT ACCEPTABLE USE POLICY

The aim of this Acceptable Use Policy (AUP) is to ensure that pupils will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner.

Use of these technologies is a privilege that carries responsibility and behavioural expectations consistent with all school rules and policies, including but not limited to those stated in the Code of Discipline. It is understood that members of the school community will use all types of computing devices and the School's network in a responsible, ethical, and legal manner at all times.

Internet use and access is considered a school resource and privilege. Therefore, if the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

School's Strategy

The school employs 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 in the Computer Room will always be supervised by a teacher.
- Filtering software (as monitored and managed by the NCTE) and/or equivalent systems will be used in order to minimize the risk of exposure to inappropriate material.
- The school may regularly monitor pupils' Internet usage.
- Students and teachers will be provided with training in the area of Internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- Access to Facebook, Twitter, Whatsapp, Snapchat, Instagram and all other social networking sites are not allowed on the school network.
- Students may not place articles, pictures or comments about any other student/staff member on school computers; such actions will be treated as a serious breach of the school discipline code.
- Articles, pictures or comments about staff members uploaded onto the internet by student/s will be treated as a serious breach of the school discipline code.
- Students who are experiencing online bullying or are affected negatively by online comments/media should contact the school immediately. In such a case, school management may inform the Gardaí and or appropriate authorities.
- Virus protection software will be used and updated on a regular basis.
- Students are encouraged to save their own work externally- any work saved onto school computer hard disks may be deleted without notice.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.
- Students may not alter screen savers, backgrounds or icon names.
- Students may not access any school computer without supervision/permission from/by a teacher.
- Students may never delete, amend or access any other students work.

- Teachers may at their discretion inspect a student's internet usage and internet history. A teacher may also inspect files accessible on the student's computer, portable tablet or portable media devices.
- Teachers may ask students to hand over their Ipads in order to check usage history.
- Access to the schools WIFI network is with the permission of the school only. Students may not access the schools WIFI with their own personal digital device without preauthorized permission and validation. Access to WIFI will be restricted to fixed computers and Ipads which have been validated with the school server.

World Wide Web

- Students will not intentionally 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 not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Students will never disclose or publicise personal information.
- Downloading 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 for unusual activity, security and/or network management reasons.
- Students will not bypass the school web filter through a web proxy.

Email
- Students may only use pre-approved email accounts in school under the supervision of a teacher.
- 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.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.

Internet Chat

- Students should **never** access chat rooms.

- Face-to-face meetings with someone organised via Internet chat is forbidden.

School Website

- Refer to school Website policy.

Personal Devices

- Pupils using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorized taking of images with a mobile phone/iPad etc. camera, still or moving is in direct breach of the school's acceptable use policy.

Legislation

- The school will provide information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:
  Data Protection (Amendment) Act 2003
  Child Trafficking and Pornography Act 1998
  Interception Act 1993
  Video Recordings Act 1989
  The Data Protection Act 1988.

Support Structures

- The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

Sanctions

- Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

NOTE:
By enrolling in Mercy Secondary School, Ballymahon, parents/guardians and students accept this Policy

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Use of iPads in Mercy Secondary School

1. USING YOUR IPAD/COMPUTER AT SCHOOL- Student Responsibilities:

- Students are required to use the iPad or computer in a responsible and ethical manner that does not cause disruption to the learning and teaching environment of the class or study hall. Students are obliged to be disciplined in the use of the iPad during class and study hall. By this it is meant that they will stay 'on task', and not misuse the iPad for inappropriate activity. 'Off task' use of the iPad can be defined as the opening or use of any application not specified by the teacher, going online without the specific instruction of the teacher, and the use of any iPad functionality not directly related to the lesson or task, or directed by the teacher. Failure to stay 'on task' will invoke the full rigor of the disciplinary code on the student.

- Student's iPads will (beginning with 1st years from August 2017) be locked into a managed system called DEP (Device Enrolment Program). This system allows an administrator to completely manage iPads remotely through a cloud based server. The administrator can restrict camera use, select age appropriate apps, push internet settings, manage passcodes etc.

- Students will no longer have access to the app store, they will not be able to download apps onto their devices individually. Instead, teachers will select a list of appropriate educational apps which will be preinstalled onto each iPad at the start of the year. New apps may also be pushed to devices from the server throughout the year. Students will have their installed apps managed through apple's volume licensing app store. (This is a special app- store intended for educational use, where schools can select and purchase apps in volume and take advantage of volume purchase discounts). As with the regular app store, there is a large selection of free apps.

- Students will have access to their own personal email accounts, however all other personal apps such as facebook, twitter, whatsapp etc, will not function on the iPad. It will be possible for students to access these accounts at home through their web browser(Safari), subject to filtering which is imposed by home Wifi settings. Social networking sites will not be accessible in school, they are blocked by the schools internet filters.

- It will not be possible to change the name associated with the iPad.

- Restrictions such as temporarily turning off the iPads camera, may be pushed from the server.

- The right to use the iPad can be revoked by the teacher in class, or study, if it is judged that the student is off task.

- Students are required to obey general school rules concerning behaviour and communication that apply to iPad/computer use.

- Students are required use all technology resources in an appropriate manner so as not to damage school equipment or cause substantial disruption to school life. Substantial disruption can be defined as any outlay of school resources, personnel or material that is a consequence of the disruptive behaviour, including incident investigation, reporting, and repair to damage

done. Damage includes, but is not limited to, the loss of data resulting from delays, non-deliveries, or service interruptions caused by the student's own negligence, errors or omissions.

- Students are required turn off and secure their iPad after they are finished working to protect their work and information.

- Students are responsible for the charging of their iPad. Students will be charged €5 if their iPad requires charging in school.

- Students may only use pre-approved email accounts in school under the supervision of a teacher.

- Students are required print a copy of any email containing inappropriate or abusive language or if the subject matter is questionable, and turn it in to the relevant personnel.

- iPads are intended for use at school each day

- Updates issued by the school must be uploaded by students when requested.

2. STUDENT ACTIVITIES STRICTLY PROHIBITED:

- Illegal installation or transmission of copyrighted materials.

- Any action that violates existing School policy or public law.

- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.

- Using the iPad to photograph, video or record staff or students without their explicit permission.

- Use of chat rooms. Access to Facebook, Twitter, Whatsapp, Snapchat, Instagram and all other social networking sites are not allowed.

- Use of any Messaging services not authorised by the school-EG: MSN Messenger, ICQ, AIM, IMO, etc.

- Only approved games, which in no way contradict our mission as a Catholic school may be used with permission of a teacher.

- Changing of iPad settings (other than personal settings such as font size, brightness, etc).

- "Jailbreaking" of your iPad.

- Spamming-Sending mass or inappropriate emails.

- Gaining access to other student's accounts, files, and/or data.

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

- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.

- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients. Transmission of texts or photographs of an obscene or a vulgar nature.

- Bypassing the school web filter through a web proxy.

- Students are not allowed to use another student's iPad without the explicit permission of its owner.

3. STUDENT DISCIPLINE:

- The iPad, or computer, and the wi-fi and server infrastructure are expensive facilities which can only be maintained in good working order with the full cooperation of staff and students. Therefore, intentional, substantial disruption in this area will be taken very seriously. If a student violates any part of the above policy, he/she will face disciplinary action including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion.

4. TAKING CARE OF YOUR IPAD

- Students are responsible for the general care of the iPad. The school are not responsible for insuring against damage. A locker with lock is provided for each student and it is expected that the student will use the locker when the iPad is not in use.

- The iPad is the student's property but it will be administered by Mercy Secondary School throughout the academic year. All users will follow this policy and any other related technology or discipline policy.

- At the beginning of the year the iPads will be set up with a school profile, which will include textbooks and applications. Mercy Secondary School do not take responsibility for the loss of personal data stored on the iPad, including pictures, music, TV shows etc. In order to prevent loss of data students are responsible for backing up their iPads at home.

- Updates issued by the school must be uploaded by students when requested.

- Protective cases should be brought with the iPads, which provide sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- Under no circumstances should iPads be left in unsupervised areas. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it will be taken to the relevant personnel.

- Students will be held responsible for maintaining their individual iPads and keeping them in

5. PASSWORDS:

- iPads will be password protected. Each student will choose a password. Students are prohibited from using another person's account or password, save in special circumstances and with permission. Students must use their real identity when using the school system. Students are advised not to disclose their passwords to other students.

- The school will provide a password to each student for their email account. This password may be changed by the student.

- The students email account will be the student's username for eBooks. A password will be issued by the school

6. PHOTOS, VIDEO AND AUDIO:

- Photo, video and audio storage on the iPad will be for school projects and for personal use. Storage of student personal photos, video and audio or downloaded images, video and audio will be allowed under the parameters given to students by their supervisors. It is expected that all content on the i-Pad will be of a moral nature, including photographs. The school authorities will have the right to inspect the content of all iPads. Permission must be obtained before taking photographs and recording others and before posting or transmitting pictures or recordings of others.

7. SOUND, MUSIC, GAMES AND PROGRAMMES:

- During classes and study hall, sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

- Only age appropriate games are allowed on the iPads.

NOTE:
By enrolling in Mercy Secondary School, Ballymahon, parents/guardians and students accept this Policy. The school authorities reserve the right to review this policy as necessary.

Revised on BOM meeting on 15/06/2021.