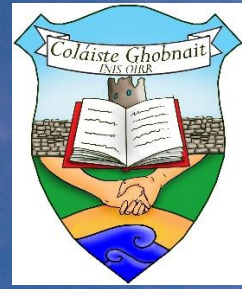


Coláiste Ghobnait

Inis Oírr



Health and Safety – Computing Acceptable Use Policy

2023/2024

Adopted by the Board of Management on ??/??/20??

Approved by Galway and Roscommon Education and Training Board (GRETB) on
??/??/20??

This policy has been prepared in consultation with Parents, Students, Staff, The Board of
Management and GRETB

THIS POLICY APPLIES TO:

Pupils, School Staff, Parents, the school's Board of Management as well as Galway and Roscommon Education and Training Board.

MISSION STATEMENT

Our mission at Coláiste Ghobnait is to encourage the educational, intellectual, physical and cultural development of the school's students in a pleasant and healthy environment that prioritises the self-esteem, independence and development of all members of the school community.

SCHOOL VISION

"Growing and learning together diligently through the medium of Irish, in which balance, respect for well-being and integrity are given priority, with the spirit of co-operation among the whole school community."

ETHOS

Legislation

The school will provide information on the following legislation which relates to the use of the Internet. Teachers, students and parents should inform themselves of the following legislation:

- Child Trafficking and Pornography Act, 1998
- Interception of Postal Packets and Telecommunications Messages (Regulation) Act, 1993
- Video Recordings Act, 1989
- The Data Protection Act, 1988
- Data Protection (Amendment) Act, 2003.

General Approach

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

Internet use and access is considered a school resource and privilege. If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

When using the Internet pupils, parents and staff will be expected to:

- To treat others with respect at all times.
- Not undertake any actions that could bring the school into disrepute.
- Respect the privacy of all others in the school community.
- Respect copyright and acknowledge creators when using online content and resources.

The Acceptable Use Policy applies to pupils who have access to and are users of the Internet at Coláiste Ghobnait. It also applies to members of staff, volunteers, parents, carers and others who access the internet in Coláiste Ghobnait.

Should serious online safety incidents take place, the Principal/Deputy Principal should be informed.

It is a direct violation of the school's acceptable use policy for students to use their own technological devices in school (without teachers permission), for example, if a mobile phone is left on or is used in the classroom, if nuisance text messages are sent or if photos are taken with a phone camera without permission. See policy on mobile phones/digital devices.

Coláiste Ghobnait cooperates fully with local, state, or Garda officials in any investigation concerning or relating to violations of computer crime laws. Contents of network and email communication using a tablet can be legally requested and turned over to the proper authorities as evidence for such crimes.

The use of a device in school is a privilege, not a right. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, the lawful use of technology resources. If a student violates the terms of conditions named in this policy, privileges may be suspended, access to the school's other technology resources denied, and the appropriate disciplinary action shall be applied. This can include verbal and/or written warning, issuing of a detention, withdrawal of access privileges and in extreme cases suspension or expulsion. The school reserves the right to report any illegal activities to the appropriate authorities.

The school management and the technology department of the Galway/Roscommon Education and Training Board will monitor the websites used by the students on the school computers and mini-computers.

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:

- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- Uploading and downloading of non-approved software will not be permitted.
- The use of personal external digital storage media in school, requires school permission.
- Virus protection software will be used and updated on a regular basis.
- Internet use within school will always be supervised by a teacher.

Coláiste Ghobnait will deal with incidents that take place outside the school that impact on the wellbeing of students or staff under this policy and associated codes of behaviour and anti-bullying policies. In such cases Coláiste Ghobnait will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

The Role of the Principal/Deputy Principal

Assess the policy on an ongoing basis.

The Role of the Board of Management

The Board needs to affirm the Acceptable Use Policy and ensure it is implemented in the school.

The Teacher's Role

- A teacher will always oversee Internet sessions in the school environment
- The downloading and uploading of software not approved by a teacher will not be allowed
- A teacher's permission is essential before using memory sticks, CD-ROM's or other digital storage media that don't belong to the school
- During induction at the start of the school year the year-teacher will hold an information session with the pupils at which these policy rules will be explained clearly
- The teacher needs to ensure that all of the computers are shut down properly. Not shutting down computers in the proper manner is a fire hazard
- The teacher must ensure that the students have their backs to the teacher at all times so that the teacher can see all the monitors
- In line with the school's procedures students shall report any unsuitable material they might accidentally come upon to the teacher.
- If power cables are needed in the classroom Health & Safety rules need to be implemented. Any risks associated with a pupil or teacher falling over the cable has to be avoided
- No drinks e.g. water, should be placed near the computers
- Have the computers charged before class where possible
- If a pupil is using a school computer at home the Parent/Guardian is responsible for supervision
- If a teacher permits a pupil to bring a computer home the teacher must make a note of the serial no. and the teacher must ensure the computer is returned safe and undamaged.
- Each student has access to a designated computer that is left in the years classroom.
- Best practice is that students should always save their work to the cloud using Office365 OneDrive. Storage space available on the device – BUT it will NOT be backed up in case of mechanical failure or accidental deletion.

The Role of the Students

- Read, understand and follow this AUP Policy
- The pupils will always practice good netiquette (Internet etiquette) and will not partake in any action that would bring the school into disrepute

- Each student and each staff member are given a username and password. Irrespective of the computer being logged into these will not change for that individual. Do not share your password with any other student
- Students need to read this policy and if any clarifications are required on any aspect of the policy they must ask the teacher to explain these further. This policy will be read out by the year-teacher during induction at the beginning of the school year
- Students must ensure the computer is properly and completely shut down
- Use all computers/devices in a responsible and ethical manner
- Act responsibly when using all forms of technology at school
- Obey general school rules concerning behaviour and communication that applies to device/computer use
- Do not initiate or engage in any form of bullying online
- Alert a member of school management if you witness any incident of cyber-bullying
- Physical damage to devices should be reported immediately to the teacher.
- Taking photos or videos on school grounds or when participating in school activities/school yard is not allowed under any circumstances.

The Role of the Parents/Guardians

- Read and implement the policy
- If you have any questions or need clarification in relation to the policy talk to the school Management
- Inform the school of any breaches of this policy
- If a pupil is using a school computer at home the Parent/Guardian is responsible for their supervision
- It is the Parent's/Guardian's responsibility to look after any computer brought home and to return it to the school along with any power cables that were given with it.
- Talk to your children about values and the standards that you expect from them when using the internet and their device.
- Ensure that you receive all necessary information and sign the relevant forms for Acceptable Usage and Data Protection.
- Ensure your child is not engaging in any inappropriate behaviour, as deemed so by this Policy, with their device at home.
- Should damage occur to the device repair should be arranged without delay. Arrangement of this is the responsibility of the parent/guardian.

The World Wide Web

- Students will not deliberately visit an Internet site which contains obscene, illegal, hateful or other unsatisfactory material
- In line with the school's procedures students shall report to the school any unsuitable material they come across accidentally
- The students shall use the Internet for educational purposes only
- Students shall not copy information for tasks without acknowledging the source (copyright theft and violation)
- Students shall not disclose any personal information and they shall never publicise personal information
- It's a direct violation of the school's acceptable use policy to copy material or images not associated with their course study
- The students will be aware that internet usage could be monitored, which includes the receiving and distribution of information, so as to keep track of unusual activity and for reasons associated with network security and management
- The above rules apply to internet access on a school computer in the school itself or outside it.
- Students will be familiar with copyright issues related to online learning.
- Students will not disclose or publish personal information.

- School students will be aware of the dangers of disclosing personal or school information on the internet.
- **Use of file sharing and torrent sites is not allowed**

Electronic Mail and Messaging

- Students will be provided with an @gretb.ie email address and password at the beginning of their study in Coláiste Ghobnait. This account is to be used only for school purposes. The use of a student's @gretb.ie email address on social media is strictly prohibited.
- The use of personal email accounts is not allowed at Coláiste Ghobnait.
- Pupils should not under any circumstances share their email account login details with other pupils.
- Pupils should be aware that email communications are monitored.
- Pupils will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Pupils should immediately report 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.
- Pupils should avoid opening emails that appear suspicious. If in doubt, pupils should ask their teacher before opening emails from unknown senders.
- Arranging a face-to-face meeting with someone who is a student only known through emails or other online communication is strictly prohibited.
- Pupils will only use email accounts approved by the school and these sessions will be supervised by the teacher.
- Pupils will not send or receive any material that would be illegal, obscene or otherwise inappropriate.
- The student will not send any information that would frighten or disturb any other student. This is called online bullying and we do not accept it here at Coláiste Ghobnait.
- Pupils will not publish their own personal details or those of others such as addresses or phone numbers or pictures.

Social Media

- The internet provides a range of social media tools that allow us to interact and keep in touch. While recognising the benefits of these media for new opportunities for communication, this policy sets out the principles that members of your school community are expected to follow when using social media.
- The principles set out in this policy are designed to help ensure that social media is used responsibly so that the confidentiality of pupils and other staff and the reputation of the school is protected.
- This policy applies to personal websites such as social networking sites (for example Instagram and TikTok), blogs, mircoblogs such as Twitter, chatrooms, forums, podcasts, open access online encyclopaedias such as Wikipedia, social bookmarking sites such as del.icio.us and content sharing sites such as flickr and YouTube. The internet is a fast moving technology and it is impossible to cover all circumstances or emerging media.
- Staff and pupils must not use social media and the internet in any way to harass, insult, abuse or defame pupils, their family members, staff, other members of the Coláiste Ghobnait community.
- Staff and pupils must not discuss personal information about pupils, staff and other members of the Coláiste Ghobnait community on social media.
- Staff and pupils must not use school email addresses for setting up personal social media accounts or to communicate through such media.
- Staff and pupils must not engage in activities involving social media which might bring Coláiste Ghobnait into disrepute.
- Staff and pupils must not represent their personal views as those of being Coláiste Ghobnait's on any social medium.

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.
- At Coláiste Ghobnait pupils must not take, use, share, publish or distribute images or videos of others without their permission.
- Taking photos or videos on school grounds or when participating in school activities is not allowed under any circumstances.
- 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.
- Pupils must not share images, videos or other content online with the intention to harm another member of the school community regardless of whether this happens in school or outside the school.

Cyberbullying

- This type of bullying is increasingly common and is continuously evolving. It is bullying carried out through the use of information and communication technologies such as text, social media, e-mail, messaging, apps, gaming sites, chat-rooms and other online technologies.
- Measures are taken by Coláiste Ghobnait to ensure that staff and students are aware that bullying is defined as unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time. This definition includes cyberbullying even when it happens outside the school or at night. In addition the Department of Education Anti-Bullying Procedures, 2013 defines cyberbullying as “placing a once-off offensive or hurtful public message, image or statement on a social network site or another public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour”;
- Access to technology means that cyberbullying can happen around the clock and the students home may not even be a safe haven from such bullying. Students are increasingly communicating in ways that are often unknown to adults and free from supervision. The nature of these technologies means digital content can be shared and seen by a very wide audience almost instantly and is almost impossible to delete permanently. While cyberbullying often takes place at home and at night, the impact can also be felt in school.
- When using the internet pupils, parents and staff are expected to treat others with respect at all times.
- Engaging in online activities with the intention to harm, harass, or embarrass another pupil or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.
- Measures are taken by Coláiste Ghobnait to ensure that staff and pupils are aware that bullying is defined as unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time. This definition includes cyberbullying even when it happens outside the school or at night.
- The prevention of cyberbullying is an integral part of the antibullying policy of our school.

VSWare

Parents will be provided with access to VSWare. VSWare can be used to view a term report and attendance. Attendance notes should be logged by parents using VSWare. VSWare logins should not be shared with anyone else. Student access to parental VSWare accounts is prohibited. Any attempt by a student to use parents' VSWare accounts to submit attendance notes is subject to sanction.

Managing your Files & Saving Your Work

Saving to the device/Cloud

Students should always save their work to the cloud using Office365 OneDrive. Students may also email documents to themselves or use an external hard-drive/USB key.

Student devices are not backed up by the school. Any work saved to the local disk is at high risk of loss. Students are strongly discouraged from saving work to their local disk and should always save to OneDrive for safe storage. In case of repair, a device may need to be formatted – this will result in the loss of all data from the local disk, including any files that have not been saved to OneDrive. Coláiste Ghobnait does not accept responsibility for the loss of any data stored on the local disk of a teaching and learning device. It is the students' responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.

Device malfunctions are not an acceptable reason for not submitting work.

Network Connectivity

Coláiste Ghobnait aim to always have an internet connection, however in the rare case that the network is down, Coláiste Ghobnait will not be responsible for lost or missing data. It is a violation of this Policy to use applications that bypass Coláiste Ghobnait web-filtering. Violations will result in disciplinary action.

Software on Devices

Originally Installed Software

Software will be pre-installed on the device for use in school. The use of this software is subject to the terms of this policy.

Additional Software

Students are not permitted to install software on the device.

Personal Health & Safety

Avoid extended use of the device while resting directly on your lap. The bottom of the device can generate significant heat. Take frequent breaks when using the device for long periods of time. Look away from the device screen approximately every 15-20 minutes.



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Student Laptop Loan Agreement

Galway & Roscommon Education and training Board (“GR ETB”) provides laptops to students to enhance their education. It is imperative that parents/guardians stress to their children how important it is to take good care of their issued device and to behave appropriately when interacting with others digitally. Certain rules are necessary to protect the laptop and the network.

By accepting possession of a GR ETB laptop, student and his/her parents/guardians agree to the following responsibilities for the use and care of this device:

1. The student agrees to follow all GR ETB policies and regulations governing the use of computers, including, but not limited to, the Expectations for Responsible Laptop Use printed on the back of this form, as well as the Student Code of Conduct.
2. The computer is the property of GR ETB. If a student withdraws from the school prior to the end of the loan period, the laptop must be returned to school officials by the student prior to withdrawal.
3. The student shall not remove or alter any GR ETB identification labels attached to or displayed on the computer, nor shall the student change identification within the computer, such as the computer name.
4. The student agrees to keep the computer secure and safe. The parent/guardian will assume the risk of loss by theft, destruction, or damage caused by intentional misuse. If, during the loan period, the computer is damaged or returned with any accessories missing, GR ETB may charge the parent the lesser of the repair or the replacement cost.
5. The student must report theft (or suspected theft) of the computer to Gardaí and the School, loss of the computer, damage to the computer, or malfunctioning of the computer to the school promptly and no later than 24 hours of the incident.
6. The laptop cannot be loaned, sold, bartered, traded, leased, rented or given to any other person or persons without the express written consent of GR ETB.

I have read and agree to comply with these rules and all GR ETB policies and regulations for the use of equipment, including the attached Rules, the Acceptable Use Policy.

I understand that the laptop is the School property and it may access, monitor, and archive my use of the computer system, including my use of the internet, e-mail and downloaded material, without prior notice to me.

I will report any damage to hardware or software immediately to designated school personnel and will return equipment promptly when requested.

GR ETB grants permission to the student to have limited use of the laptop described in this continuing agreement. The school system insurance and the permission granted to the student ceases on the LAST CALENDAR DAY OF THE SCHOOL YEAR (unless terminated earlier by GR ETB) and failure to return the laptop and charger on or before that date to the building principal or his/her designee could result in billing for the unreturned item(s) and/or other legal proceedings against the student and/or the person who has the laptop.

GR ETB reserves the right to demand return of the laptop at any time.

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Equipment Provided

Make:

Model:

Accessories:

School/ College name

Student's Full Name and Address (please print):

Signature of Student

Date

Signature of Parent or Guardian

Date

Coláiste Ghobnait Inis Oírr | Oileáin Árann | Co. na Gaillimhe.+353 99 75016; +353 87 2232520 | eolas.gobnait@gretb.ie | www.colaiasteghobnait.com**Expectations for Responsible Laptop Use**

Sign below, agreeing to the GR ETB Expectations of Responsible Laptop Use.

I understand that I am not to remove or alter any part of the computer.

I understand that only authorized educational programs installed by GR ETB staff may be used on the laptop, and that I am not to download, install or play games, video, music or pictures unless they are directly related to classroom instruction. I am not to delete any school-installed software.

I understand that I am accountable for knowing where my laptop is at all times.

I understand that I am responsible for the proper care of my laptop, that the laptop must be in the case provided by GR ETB when not in use, and that damage to the laptop when it is not in the protective case may be considered intentional.

I understand that I am not to add or remove labels to the laptop, that I am not allowed to personalize it with stickers, decals, markers or any type of decorative materials, and that no paint, glue or other substance is to be placed on the laptop.

I understand I am responsible for keeping food and beverages away from my laptop and that I am not to leave my laptop outside, unattended in a vehicle, in an unsecure location, or near water.

I understand that I am to avoid using objects that may scratch or damage any part of the device.

I understand that I am to turn my laptop off when finished using it, especially when transporting.

I understand that I am not to loan my laptop or charger to other individuals.

I understand my laptop's serial number and manufacturer/district labels are not to be defaced.

I understand that I am only to use my laptop in ways that are educational and appropriate and in accordance with all policies and procedures, including the Acceptable Use Policy and the Student Code of Conduct

I understand that I represent the school in all my online activities while using the laptop. I understand that what I do online on the GR ETB laptop should not reflect negatively on my fellow students or teachers.

I understand that I am to interact with all others in a respectful, courteous, and school-appropriate manner while using the laptop.

I understand that my personal username and password must not be shared with any individual.

I agree to return the laptop, case and power cord in good working order at the end of the school year, upon leaving GR ETB, or when my user privilege is revoked

Signed Student:

Date:

Signed Parent / Guardian:

Date: