



CLONAKILTIE COMMUNITY COLLEGE
COLAISTE PHOBAIL CHLOCH NA GCOILLTE

ICT Acceptable Usage Policy - Student

Introduction:

Clonakilty Community College has embarked on a transformation of how our students interact with ICT within their school community. There will be a blended learning approach to our teaching and learning. This approach combines face-to-face interaction within class with independent study at home delivered online. The aim is that students are introduced to the learning material before class with classroom time then being used to deepen understanding through discussion with peers and problem-solving activities facilitated by teachers.

The rationale for introducing these approaches is contained within the

Digital Strategy for Schools 2015-2020

The Digital strategy promotes students being exposed to new forms of learning and collaboration that support their different styles of learning. The digital strategy also promotes teachers taking a more facilitative role, providing student-centred guidance and feedback, and engaging more frequently in exploratory and team-building activities with students. Schools are asked to fully engaged in using ICT to “support an enquiry process and enable their students to work on solving complex real-world problems” by engaging in “collaborative project-based learning activities that go beyond the classroom”

Looking at our School 2016: A Quality Framework for Schools

This blended approach to teaching and learning in our school is consistent with this quality framework which call on schools to promote a culture of improvement, collaboration, innovation and creativity.

To facilitate this online approach we have issued all students with school email addresses to enable them to be part of the Microsoft 365 Teams online classroom environment, also within school we have 2 fully equipped ICT classrooms, school wide Wi-Fi and HDMI projectors in all classes

The internet is a valuable teaching and learning tool for our students. It provides information, allow students to communicate with others and share information. It helps to develop a student's independent research skills and encourage life-long learning.

However, the internet can also present a number of risks for students and therefore the following guidelines will be followed when using the ICT in Clonakilty Community College or using CCC ICT resources remotely online

Aim: The aim of this ICT Usage Policy is to ensure that students will benefit from learning opportunities offered by the college's ICT resources in a safe and effective manner. The college will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the internet.

- Internet sessions will be supervised.
- Filtering software, such as (Fortiguard web filtering software) and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- 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.
- Virus protection software will be used and updated on a regular basis.
- The use of memory sticks, CDs or other digital storage media from outside the college is permitted on college computers after virus scanning has successfully completed.
- Students will treat others with respect and will not undertake any actions that may bring Clonakilty Community College, its staff or students into disrepute.
- Students should not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Students will use the Internet for educational purposes only during class time.

Searching and downloading from the internet

- 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 never disclose or publicise their own personal information or that of other students or staff.
- Downloading materials or images not relevant to their studies, is in direct breach of the College's Internet usage 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.

Electronic Communication (E-MAIL / Chat Rooms/Social Networking sites)

- Each Student has been given their own school email account and is the only approved method of communication within the school community
- Students will only use their school email account for school purposes
- Students will not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Students will not reveal their own personal details or personal details of other student's or staff, such as addresses or telephone numbers or pictures.
- Students will not have access to chat rooms, discussion forums, messaging or other electronic communication fora
- Students do not have permission to access any social media network within school property or using their school email account

Microsoft 365 Teams account

- All students have been provided with a MS 365 account. This allows the student to have access to a full suite of MS applications online such as MS Office, these applications are to be used only for educational purposes
- These applications allow students to communicate with teachers and fellow students and receive and send assignments. Students should also communicate respectfully to others within the school community
- Students should not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement). All work submitted should be the student's own work.
- Students will use Microsoft 365 for educational/CCC purposes only.
- We ask that Microsoft 365 be used in line with our Code of Behaviour

School Website

- All school website content is approved by the Principal prior to upload
- Parents are asked to sign consent on the application form to the college for use of photographs of their child on college publications and website.
- Personal student information including names, home address and contact details will be omitted from school web pages.
- Students will have no access to change or modify any aspects of the school website

Mobile Phones/PDAs

We require all pupils' mobile phones to be SWITCHED OFF in class unless a teacher directs appropriate usage. The use of the internet and mobile phones to intrude on the privacy of our students, their families and our staff is unacceptable. Activated phones will be confiscated during the college day as follows for:

- First time: 1-week confiscation during the college day
- Second time: 2 weeks' confiscation during the college day

- Third time: To the end of term (Parents will be requested to collect phone from Deputy Principal)

Student Directory and accounts

- All students who have access to the IT Classrooms have student accounts so as to access the internet, create files and save to their own directory.
- The student is responsible for their own user name and password and shall not disclose it to anyone
- Students will not use any other account
- The student will use this directory/account for educational purposes only
- Files stored in these directory will be monitored routinely

Sanctions

The Code of Behaviour will be implemented for any breach of the above rules. The offending student will also be removed from the Microsoft teams he/she has been party to and access to other other ICT resources maybe rescinded. The school may also report any infringements of these regulations to the appropriate authorities

Our Code of Behaviour intends to safeguard pupils' right to learn and teachers' right to teach in a mutually caring, safe and respectful environment. To this end each member of our school community has a responsibility for the promotion of good behaviour and a role in developing relationships in a spirit of mutual respect.

The standards of behaviour that we expect from all stakeholders include;

- Respect for self and others
- Kindness and willingness to help others
- Courtesy and good manners
- Fairness
- Readiness to use respectful ways of resolving difficulties and conflict
- Forgiveness

Parents/Guardians are asked to support teachers in their implementation to maximise the child's full potential.

Legislation

This Policy has been informed by:

1. Data Protection (Amendment) Act, 2003
2. Child Trafficking and Pornography Act, 1998
3. Interception Act, 1993
4. Video Recordings Act, 1989
5. The Data Protection Act, 1988

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion.

Advice for Parents on ICT in the Home

During school hours, teachers will guide students toward appropriate materials on the internet. Outside schools, parents or guardians should bear the same responsibility for such guidance as they normally would with other information sources, such as television, magazines etc. Parents or guardians should be aware that the internet service provider at home may not be filtered.

It is therefore important that these guidelines are followed:

- Discuss rules for using the internet with your children and decide together when, how long and what comprises appropriate use.
- Be aware of the sites your children are visiting and discuss with them what they are learning.
- Ensure that children do not give out personal identifying information on the internet such as a picture, full name, home address, email address, phone number, school name or financial information such as credit card or bank details.
- Encourage your children not to respond to any unwelcome, unpleasant or abusive messages and to inform you if they receive any such messages or images.
- Reinforce with your child that if they do not know someone personally they not be communicating with them online.

- Ensure privacy settings for all messaging and social networking services are adequately set to prevent disclosure of detailed personal and/or location information.
- Appropriate home use of internet can be educationally beneficial and can make a useful contribution to home and school work. It should however be supervised and parents be aware that they are responsible for their children's use of the internet resources at home.

Ratified by B.O.M.	15-3-2016
Date of next Review	2019

APPENDIX 1: To be included in pupil's journal



Internet Usage Permission Form:

We ask you to read the College Internet Usage Policy on www.clonakiltycc.ie

School Name: **Clonakilty Community College**

Name of Student: _____ Class: _____

I agree to follow the College Internet Usage Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Student's Signature: _____ Date: _____

As the parent or legal guardian of the above student, I have read the Internet Usage Policy and grant permission for my son 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.

In relation to the school website, I accept that, if the school considers it appropriate, my child's photograph may be chosen for inclusion on the website.

Signature: _____ Date: _____