



ICT and Device (iPad and Lenovo)

Acceptable Use Policy

May 2023

Introduction

This policy is informed by the vision for Goatstown ETSS coupled with the school's ethos and aims. Goatstown ETSS recognises that access to Information and Communication Technology (ICT) gives our students enhanced opportunities to develop skills that will equip them for life. This Acceptable Use Policy outlines the guidelines and behaviours that our students are expected to follow when using school technologies or when using personally owned devices inside Goatstown ETSS campus or at Goatstown ETSS organised events. The use and access to ICT is a resource and a privilege, and is intended for activities that support research, training or education. Therefore, if this ICT & Acceptable Use Policy is not adhered to, this privilege will be withdrawn and appropriate sanctions in accordance with the school's code of behaviour will be imposed.

For the purpose of this policy the word "devices" includes student iPads and Lenovos.

For the purpose of this policy 'staff' refers to any adult employed by the school in any capacity. 'Students' refers to those who are enrolled at Goatstown ETSS.

Objectives

- To build on the IT skills of students entering the school community.
- To facilitate and encourage the use of ICT in teaching and learning more effectively.
- To increase learning opportunities for students.
- To provide controlled and responsible access to the internet.

Students will be introduced to this policy during tutor time and/or induction week.

This policy remains in effect throughout the year including all holidays.

This policy must be read in conjunction with the Code of Positive Behaviour, Assistive Technologies Policy and the Anti-bullying Policy.

Any change or update to this policy will supersede the previous policy. This policy is relevant until the student completed their education.

Digital Citizenship

Respect Yourself

- Students will show respect for themselves through their actions. Students will only use appropriate language and images on the internet or on the school website/virtual learning environment.
- Students should always use the internet, network resources, and online sites in a courteous and respectful manner.
- The internet should be used for educational purposes only.

Protect Yourself

- Students will ensure that the information they post online will not put them at risk. They will not publish full contact details, a schedule of their activities or inappropriate personal details in public spaces. They should not post anything that they wouldn't want parents, teachers, or future colleges or employers to see.
- Student will report any aggressive or inappropriate behaviour directed at them.
- Students will not share their password or account details with anyone else.

Respect Others

- Students will show respect to others.
- Students will not use electronic mediums to bully, harass, 'dox' or stalk other people. Students will not visit sites that are degrading, pornographic, racist or that the school would deem inappropriate.
- Students will not abuse their access privileges and they will not enter other people's private spaces or work areas.
- Students will respect their peers and teachers by not using technology inappropriately in or out of class. They will not impersonate another user via user account or school.
- The Department of Education and Skills defines cyberbullying as; "placing a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people." Such bullying will not be tolerated in Goatstown ETSS. See the Anti-Bullying Policy for further information.

Protect Others

- Students will protect others by reporting abuse. Students will not forward any materials (including emails and images, memes and gifs) that the school would deem inappropriate.

Respect Copyright

- Students should not plagiarise (copy or use as your own without citing the original creator)) content, including words or images, from the internet.
- Students should not take credit for things they didn't create themselves or misrepresent themselves as an author or creator of something found online. Research conducted via the internet should be appropriately cited, giving credit to the original author.
- The school may check for plagiarism using online tools.

Respecting Technology

- Students/ parents/ guardians and carers will not install software on school machines without permission.
- Students will take all reasonable precautions to protect their device from damage. Students will always keep it with them or in secure storage (lockers) when appropriate.
- Students/ parents/ guardians and carers will not tamper with the device software or remove restrictions. It is deemed a breach of this policy to interfere with school ICT systems or attempt to bypass school restrictions.
- Students will be taught on the ethical and moral values associated with using Artificial Intelligence (AI) such as ChatGPT. Teachers may instruct on methods of using AI in a way to benefit teaching and learning.
- AI is not to be used to manufacture homework, CBAs or any other work that students submit to teachers for feedback. This falls under plagiarism.

Technologies covered

Goatstown ETSS may provide students with internet access, access to desktop computers, digital imaging equipment, laptops or tablet devices, video-conferencing capabilities, virtual learning environments, online collaboration capabilities, online discussion forums, email and more. This policy is intended to cover all online and offline technologies used in the school, not just those specifically mentioned.

1. The devices (iPad and Lenovo) are for educational use only.
 - a. Students completing(completed) their Junior Cycle in 2023 and 2024 have access to an iPad.
 - b. Students completing their Junior Cycle during or after 2025 have access to a Lenovo 300w.
2. Parents/guardians and carers are responsible for purchasing the iPad/Lenovo and apps for their son/daughter/child. Parents/guardians and carers are also responsible for the safe-keeping, repair, and insurance of their child's iPad/Lenovo.
3. Parents/guardians and carers retain ownership and possession of the device and agree to grant to teachers and school management the right to collect, inspect or confiscate (for a limited period) the device at any time and the right to alter, add or delete any installed software or hardware.
4. Parents/guardians and carers also agree that the school will manage and monitor the device for inappropriate use of school resources, in accordance with the ICT AUP. Usage within the school is a privilege and not a right.
5. Students/ parents/guardians/carers or others altering the school management or monitoring settings is strictly prohibited. This includes "jailbreaking" of devices or in any other way circumventing the restrictions placed on the device. The removal or modification of the Mobile Device Management Profile is also prohibited. ***These are a serious breach of this AUP.***

Students may lose the privilege to use the iPad/Lenovo and to have it in their possession if they abuse their responsibilities and breach this policy.

Students may not use any personal devices/technology on campus including mobile phones, iPads (and other tablets), AirPods etc while on the campus. Staff deserve the right to confiscate any personal devices being used by students, please see Code of Positive Behavior for further information. This does not include school sanctioned iPads or Lenovos.

Damage or Loss

If a device is damaged or broken where it can no longer be used effectively in class, the following steps must be adhered to:

1. Students/ parents/guardians/carers must report any damage or loss of a device to the Class Tutor, Year Co-ordinator or the DST team.
2. The Lenovo's are covered by a manufacturer's warranty of three years. The warranty covered manufacturer's defects. If a device is lost or damaged by neglect or misuse it is the family's financial responsibility to replace the device. It is recommended that the device is insured.
3. It is recommended the iPads are also insured.
4. If a device is damaged or lost, it is the family's responsibility to contact Wriggle and/or the insurance directly.
5. In the event that a student's device is not functioning, and it has been sent to Wriggle and Wriggle cannot provide a replacement device, the school will endeavour to provide a school owned loan device for use while the student's device is being repaired or replaced. *Please see appendix 1 for the contract for a loan device.*
6. If a student damages, forgets to bring the replacement device to school, or comes to school with it uncharged, a second substitute device will not be provided. The family will also be responsible for replacing/repairing any damage to a school device while being loaned to the student.

Internet Use and the School Network

Goatstown ETSS computer network and internet is intended for educational purposes.

1. The school internet is provided through the Professional Development Service for Teachers (PDST). The internet provided to the school is subject to content filtering. In this case, sites that are deemed as inappropriate for educational purposes are blocked by the PDST and not at school level.
2. The school may have additional monitoring software to restrict internet searches that are not deemed to be of educational benefit. This monitoring will only be applied during school terms.
3. All activity over the network/internet may be monitored and retained.
4. Students are expected to respect that the web filter is a safety precaution and should not try to circumvent it when browsing the web. If a site is blocked and a

student believes it shouldn't be, the student can ask his/her teacher to submit the site for review.

5. Proxy servers are strictly forbidden. Any attempt to circumvent the internet filtering system is a serious breach of this AUP.
6. Students should not engage in any activity which may bring Goatstown ETSS, its staff or student body into disrepute.
7. Students are expected to follow the same rules for good behaviour and respectful conduct online as offline – these rules are found in Goatstown ETSS's *Code of Positive behaviour*.
8. We make a reasonable effort to ensure students' safety and security online but will not be held accountable for any harm or damages that result from misuse of school technologies.
9. A student is expected to alert his/her teacher immediately of any concerns for safety or security.
10. No unauthorised access to the school internet on personal devices.
11. Students are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes, but is not limited to, not opening, or distributing infected files or programmes and not opening files or programmes of unknown or untrusted origin.
12. Social Media – The use of social media by students on school grounds is prohibited. The use of Facebook/Instagram/Snapchat/TikTok etc. is strictly prohibited on school grounds and during school trips etc.
13. Connection of teachers and students on social media is prohibited. Students are prohibited from making contact with a staff member, and vice versa, on any form of social media.
14. Any activity which violates a school rule or the Code of Positive Behaviour.

All school devices for both staff and students on the school network are password protected. This password can be changed by request at any stage by contacting Wriggle or in emergencies through the DST. Staff and students are asked not to share their password with anyone for any reason. The administrator reserves the right to override passwords when required for maintenance or moderation purposes.

Collaboration and Communication

Each student is provided with an individual Office365 account with the purpose of engaging with school related communication and access resources.

Email usage may be monitored and archived.

Students are expected to communicate with the same safe, mindful and courteous conduct online as offline.

To achieve a work life balance, staff reserve the right to switch off from school technology after 5pm. Any emails from students, etc. may be answered the next working day or as soon as is reasonably possible.

Recordings and Photos

The recording of teachers, students, staff or anything derived or representative of any staff member in any format is prohibited unless prior consent is obtained. The exception is for the purposes of Classroom Based Assessments where recording of students presenting a piece of work may be essential for Junior Cycle grading purposes. In such instances where such a recording needs to take place it should only be recorded on a school device. Any photographs of students should only be taken on school devices.

Student responsibilities

1. Arrive to school each day with a fully charged device (>80% charged).
2. Ensure that only Apps, websites etc. that relate to your work in class are open during class time. No playing computer games or using interactive sites unless specifically assigned by the teacher.
3. Keep the iPad flat on the desk or the Lenovo closed at all times when in class unless specified by teacher.
4. You **MUST** ask a teacher before using the camera function.
5. To immediately stop using a device if a teacher requests. If requested, students are not to close any apps and should go “hands off” from the device.
6. Keep the device in a protective case and in your locker when not in use.
7. Adhere to this policy and the AUP.
8. Report any problems, damage or theft immediately to either your Tutor, Year Co-ordinator or DST.

9. Report any interference by any other student immediately to either the Tutor or the Year Co-ordinator.
10. Leave the device in your locker during morning and lunch breaks and when you are on tours and activities. Specific permission will be given by teachers if students are required to have devices outside class time.
11. During break and lunch, the device is not to be used. This is to give your eyes a break from the screen.

Note: If a new device is purchased for the student. The student must present the device to the DST team to ensure it has been configured to work on the school wireless network as well as to have the appropriate control systems applied by Wriggle.

Parent/Guardians/Carer Responsibilities

1. The device should be inspected regularly to ensure that it is in good working order.
2. Any damage, interference or issues relating to ownership, possession or use of the device should be reported immediately to the class tutor or Year Co-ordinator.
3. The device and installed apps should be inspected on a regular basis to ensure that there is no inappropriate material.
4. Internet history on the devices should be inspected on a regular basis to ensure that they are not exposed to inappropriate material.
5. If a device is damaged or broken, it must immediately be reported to the school. Wriggle must be contacted at the same time by a parents/guardian or carer to source replacement or to get it fixed.

General Care Responsibilities

- Keep the equipment clean.
- Do not eat or drink while using the device.
- No graffiti the device or cover.
- No inappropriate background pictures.
- Students may not permanently alter device in any way.
- Students may not remove any serial numbers, identification or school labels placed on.

School Responsibilities

1. To enforce this policy and the Code of Positive Behaviour.
2. To provide a locker for safe storage.

3. To make every effort to resolve any reported issues relating to ownership, possession, or use of the device.

Violations

The administration team of the Principal, Deputy Principal, and DST reserve the right to monitor and randomly select accounts to monitor, to ensure that accounts are being used appropriately and for school purposes only.

Any teacher or member of school management reserves the right to collect, inspect or confiscate (for a limited period) the device at any time and the right to alter, add or delete any installed software or hardware.

Violations of this policy in Goatstown ETSS may have disciplinary repercussions including but not limited to:

- VSware Points,
- Suspension of technology privileges,
- Notification to parents,
- Suspension from school and/or school-related activities,
- Expulsion,
- Legal action and/or prosecution.

Goatstown ETSS reserves the right to report any illegal activities to the appropriate authorities, such as the Garda.

Queries related to ICT in Goatstown ETSS may be directed to mquinn@goatstownetss.ie

Acceptance

By signing this agreement, I agree to always act in a manner that is respectful to myself and others, in a way that will represent the school in a positive way. I accept that this policy applies in school and outside school. I understand that failing to follow the above will lead to appropriate sanctions being carried out.

Student _____
Date _____

Students who are below the ages of 16 cannot give digital consent. I agree to give digital consent for the student named to sign up for accounts to educational apps picked by the school on their school device.

As the parent or legal guardian of the above student, I have read the ICT Acceptable Use Policy and grant permission for my son/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 agree to support the school's AUP by appropriate monitoring of home internet use.

Parent/Guardian's Name _____
Signature _____
Date _____

Policy Approval

Signed: 

Ben Murray
Chairperson, Board of Management

Signed 

Jonathan Browner
Principal

Date: May 17th 2023

Date of next review: May 2024

Appendix 1: School Loan Device Contract

Responsibilities of School Students and Parents/ Guardians/Carers:

- Students using school devices are expected to exercise reasonable care in order to prevent loss, theft or damage.
- Students are expected to store devices secured in a safe space if being left on the premises and should not be left in common areas.
- Do not place drinks or food in close proximity to the loan device.
- Students should ensure that login details are not shared and are held securely.
- Additional application software should not be loaded onto the device without the approval of **DST Team** or **school management**.
- No alterations to the system software or hardware configuration should be carried out without the approval of **DST Team** or **school management**.
- Should the device be damaged while in the possession of the student, the student and guardian/parent/guardian/carer accept full responsibility for repairing and/or replacing the device before it is returned to the school.

The following general guidelines apply:

- The device will remain the property of Goatstown Educate Together Secondary School.
- School-owned devices are for school-related work only and shouldn't be used by other members in the household.
- Student should not give the device to anyone else other than other staff in the school.
- Students will report the theft of a stolen device immediately to the **school principal** and **DST Team**.
- 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.

The points outlined in this document are not definitive and Goatstown Educate Together Secondary School reserves the right to disallow the device being used for specific apps, websites, and any other function as it sees fit.

I have read and understand the Device Usage Policy of Goatstown Educate Together Secondary School and I agree to accept the conditions on which I have been issued a school device and accessories as detailed below:

Signed: _____ **Date:** _____