

Kildangan NS

Acceptable Use of IT and Internet Policy

Introduction

The Kildangan NS Policy on the Use of ITC Resources and the Internet was reviewed on the 12th February 2010. In light of progressive developments in ITC usage in the school and the implementation of Data Protection Policy and Procedures, it was agreed to revise the Acceptable Use Policy. The redrafting and review was done by school staff, in consultation with the BOM and Parents Association in May 2015.

Rationale

Computers, networks and electronic information systems have become essential resources in schools. These resources are valuable assets to be used and managed responsibly to ensure their integrity, security and availability for appropriate educational and school community activities. All authorized users of these resources in Kildangan School are required to use them in an effective, efficient and responsible manner. These resources are used daily offline and to access the Internet for educational and school administrative purposes. The Internet is used in Kildangan NS to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management, information and business administration systems.

Aims:

- The aim of this Acceptable Use Policy is to ensure that all users (staff and students) will benefit from the learning opportunities offered by the school's internet resources in a safe, responsible and effective manner.
- To make all users of IT resources and the Internet in Kildangan NS aware of their rights and responsibilities, which outline liability for personal communication, privacy and security issues and consequences of violations.
- To safeguard the integrity of school computers, networks and data.
- To ensure that use of electronic communications complies with school policy.

Responsibilities of IT Users

Members of the Kildangan School community are granted access to information technology resources in order to facilitate their educational, professional and wider school-related activities. By using school resources, users agree to abide by all relevant policies and procedures, as well as relevant legislation.

Users are responsible for:

- Reviewing, understanding, and complying with all policies, procedures and laws related to access, acceptable use and security of Kildangan NS information technology resources.

- Asking system administrators such as the school principal, or IT support staff for clarification on access and acceptable use issues not specifically addressed in school policy, and
- Reporting possible violations or misuse of IT or Internet to the appropriate authorities.

Liability for Personal Communications

Users of Kildangan NS information technology resources are responsible for the content of their own personal communications. The school accepts no responsibility or liability for any personal or unauthorized use of its resources by users.

Privacy and Security Awareness

Users should be aware that although the school takes reasonable security measures to protect the security of its computing resources and accounts assigned to individuals, Kildangan NS does not guarantee absolute security and privacy.

Staff should follow the following security procedures:

1. Use of IDS and Passwords

- Do not share your passwords with anyone
- Select an obscure password and change it frequently
- Understand that you are responsible for all activities on your username accounts.
- Ensure that others cannot learn your password
- If you have any reason to believe that your accounts/passwords have been compromised, you must contact the Principal immediately.

2. Use of Information/Data

- Access only accounts, files and data that are your own, that are publicly available or to which you have been given authorized access. Secure information that is in your possession.
- Maintain the confidentiality of information classified as private and confidential (ie. Psychological Reports, Occupational Therapy Reports, Speech & Language Reports, HSE correspondence relating to Child Protection)
- Use school information for tasks related to job responsibilities and not for personal purposes.
- Never disclose information to which you have access, but for which you do not have ownership, authority, or permission to disclose.

3. Use of Software & Hardware

- Use school computers, networks, administration software (Aladdin) only for legal, authorized purposes.
- Never engage in any activity that might be harmful to school IT systems or to any information/data stored thereon, such as;
 - Making unauthorized or non-approved changes
 - Disrupting services or damaging files
 - Creating or propagating viruses

4. Use of Personal Devices (Smartphones/Tablets/Portable Hard Drives/USB Keys/Cameras)

- If a school employee is making use of a personal electronic communication/storage device, it is imperative that no one should be able to pick up their device and access school data. The potential for disclosure of private data is too great.
- Always password protect and auto-lock your devices, so as to protect school data.
- Save school related files from your personal device onto the network drive so that they don't only exist on your device.
- Delete school related files from your personal device as soon as possible.
- Do not use personal or school provided devices to take, transmit, download, upload, print or copy photos or videos of school employees or students without permission.

Kildangan NS Internet Strategy

Kildangan NS 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 will always be supervised by a teacher
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor students' 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.
- Virus protection software will be used and updated on a regular basis.
- The use of memory sticks, portable hard drives, CD-ROMs, or other digital storage media in school requires a teacher's permission.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

The World Wide Web

- Sites that the children use in school will be previewed by their teacher before use.
- Students will use the internet for educational purposes and/or as deemed appropriate by the teacher.
- Teachers and students will be familiar with copyright issues relating to online learning.
- Students will never disclose or publicise personal information.
- All internet users in Kildangan NS should be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored.
- Students and staff (including people employed by the school – contractors etc.) will not visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Children school inform their teacher if they inadvertently access information that makes them in any way uncomfortable. In the unlikely event that this should happen, the children

will be reassured and their parents will be notified. Also, where possible, the offending URL will be noted and the service provider will be informed.

Email

- The teacher should set one email address for classes for work online with partner schools.
- Emails will be opened by a teacher and printed for children who are participating in such projects.
- Students will not send or receive by any means material that is illegal, obscene, defamatory or any materials that is intended to annoy or intimidate another person.
- Students will not reveal their own or other people's personal details, such as addresses, telephone numbers or pictures.
- Students will never arrange a 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 Discussion Forums

- Students will only have access to discussion forums or other electronic communication forums that have been approved by the school.
- Any such forum will only be used for educational purposes and will always be supervised.
- Usernames will be used to avoid disclosure of identity.

School Website

- Pupils will be given the opportunity to publish projects; artwork and school work on the school website with parental permission.
- The publication of student work will be co-ordinated by a teacher.
- Digital photographs, audio or video clips of individual students will not be published on the school website. Instead, photographs, audio and video clips will focus on group activities and these will be published with permission using the school's standard permission form.
- Personal pupil information including name, home address and contact details will be omitted from school web pages.

Legislation

Internet users have been made aware of legislation relating to use of the internet, such as:

- Data Protection (Amendment) Act 2003
<http://justice.ie/80256E010039E882/v/Web/pcJUSQ5YUHTP-en>
- Child Trafficking and Pornography Act 1998
<http://www.irishstatutebook.ie/ZZA22Y1998.html>
- Interception Act 1993 <http://www.acts.ie/zza10y1993.1.html>
- Video Recordings Act 1989 <http://www.irishstatutebook.ie/ZZA22Y1989.html>
- The Data Protection Act 1988 <http://www.irishstatutebook.ie/ZZA25Y1988.html>

Support Structures

Websites offering support and advice in the area of Internet Safety in schools include:

- NCTE <http://www.ncte.ie/InternetSafety/>
- Webwise: <http://www.webwise.ie/>
- Make IT Secure <http://makeitsecure.ie>
- Safe Internet <http://www.safeinternet.org/ww/en/pub/insafe/>

The following guideline manuals are available in the school:

Be Wise on the Net – Information and Advice for Schools NCTE

Sanctions

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

Staff employed by the school, student teachers, volunteers etc. who breach this AUP may be dealt with by the Board of Management's disciplinary procedures and/or child protection procedures.

Misuse of the internet in Kildangan NS may result in disciplinary action according to the School's Code of Conduct, and/or the school's Anti-Bullying or Child Protection Policy. The Code of Conduct includes written warnings, notification of parents, withdrawal of access privileges and, in extreme cases, suspension or expulsion.

Consistent with local laws, the Board of Management of Kildangan NS reserves the right to monitor the use of its information and technology resources and to take appropriate disciplinary actions up to and including termination, or denying future access privileges in cases of misuse.

The school also reserves the right to report any illegal activities to the appropriate authorities.

This policy will be reviewed in the school year 2016/2017

It was ratified by the Board of Management on the 11th May, 2015.

Signed: _____

Chairperson, Board of Management of Kildangan NS