Coachford College
Acceptable Use of Technology Policy

1.   General

1.1   Scope

This policy applies to all students of Coachford College, to their parents/guardians, to school staff and to its volunteers. It pertains to the use of digital devices owned by Coachford College, personal devices which have been approved by school authorities for use while at school and/or at school activities, school email and other online accounts.

1.2   Context

This policy has been devised in consultation with all members of the school community and in keeping with the school's characteristic spirit. It should be read in conjunction with the school's Health and Safety Statement, Special Educational Needs Policy, Pastoral Care Policy, Discipline Policy, Extra-Curricular Activities Policy, Anti-Bullying Policy Child Safeguarding Statement/Child Protection Policy, Data Protection Policy (CETB) and Social Media Policy (CETB). The policy serves to support the school's vision for excellence in teaching and learning as set out in Looking at our School: A Quality Framework 2016-2020, in the vision for Junior Cycle and in the NCCA's Guidelines for Wellbeing at Junior Cycle. The school's Mission Statement sets out the school's vision for the encouragement of the pursuit of excellence and the creation of an environment conducive to the highest standards of achievement in a community in which mutual respect is shared in a positive environment, with student wellbeing is its core. In order to achieve such goals, it is expected that students and staff of the school participate in the safe use of technology to support learning and promote wellbeing.

1.3   Objectives

This policy to ensure that students benefit from learning opportunities offered by technology in a safe and effective manner. This policy aims to guide and support our students to become responsible digital citizens, and it so doing, support them in exploiting the invaluable potential which technology can offer.

1.4.   Rationale

The benefits of technology as an invaluable tool in the support of learning and in the realization of the optimal learning outcomes for our students is recognised at Coachford College. While the use of digital technology to assist learning is a tremendously positive departure, the risks associated with its misuse, abuse and/or overuse are also recognised. This policy has been reviewed in consultation with all school partners and in keeping with the requirements of C0038/2018.

2. Strategy

The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the use of technology. 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.

• The school will regularly and randomly monitor students' use of technology.

• Internet Safety Training will be provided.

• Uploading and downloading of non-approved software will not be permitted.

• Virus protection software will be used and updated on a regular basis.

• All members of the school community are expected to adhere to the procedures set out in this policy.

3. Procedures for the safe use of Technology

3.1. General

The use of mobile phones is prohibited in the school, as set out in the school's Discipline Policy. The use of digital devices is permitted however in certain circumstances to support learning. In such cases, the following procedures should be followed:

1. Appropriate care should be taken of digital devices to avoid breakages or damage.

2. Devices should be clearly marked with the owner's name, and access should be password protected.

3. Devices are solely the responsibility of the owner, and shall be appropriately insured. Coachford College accepts no responsibility for replacing lost, damaged or stolen devices.

4. Devices should be fully charged and in full working order coming to school daily.

5. Devices must not be taken on school outings without the prior consent of the organizing teacher.

6. Prior permission for the use of a device must be granted by the teacher in charge.

7. Technology is used at the school only as a learning tool. It is a direct infringement of school policy to download material and/or images that are not for educational use as set out by subject teachers.

8. Students shall not copy material from the internet for tasks without recognising the source (Copyright infringement).

9. Sites which contain obscene, illegal, hateful or otherwise objectionable materials shall not be accessed. Accidental access to material which is offensive, inappropriate,

explicit or insulting shall be reported immediately to school authorities. School management will be the final arbiters of what is deemed appropriate.

10. Students shall keep data and passwords to all sites private and shall not share them with anybody else.

11. Any attempt made at unauthorized wifi access is forbidden and shall be addressed in accordance with the school's Discipline Policy.

12. It is the responsibility of parents/guardians to protect their child online when the student is not at school/school activities. It is the responsibility of adult students to conduct themselves responsibly online.

13. Photographs or recordings shall not be taken without the prior consent of the teacher in charge.

14. Pictures or recordings of other students or staff should not be taken without consent while in school or participating in any school activity. Should a person, or part thereof, enter a picture/recording in error, the picture/recording shall be deleted immediately to remove the person in question.

15. Students should never make public on the internet their own personal information.

16. All Coachford College email addresses should be used solely for the purpose of sharing school work. On receipt of a school email address, this is the only method of electronic communication which should be used to share school information.

17. Students will only have access to blogs, forums, social media and/or other messaging services that have been approved by the school. Such services will be used for educational purposes only.

18. Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.

19. Students may have the opportunity to upload images and information in relation to school activities. Any materials uploaded must be done under the supervision of a teacher, and with the prior permission of school management.

20. With the consent of parents and/or students as relevant, digital photographs, audio or video clips may be published online to promote the school.

21. Wellbeing, to include the safe and ethical use of the internet, is addressed in the context of the whole-school approach to wellbeing.

22. Students will not undertake any actions that may bring the school into disrepute.

23. Students must not be given access to any teacher username, password, pincode or access details.

25.   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.

26.   Students under 18 years and their parents/guardians, and adult students should be familiar with and adhere to all school policies.

27.   The school reserves the right to report any illegal activities to the relevant authorities.

3.2. Publication of school work

1.   Students may be given the opportunity to publish school work online.

2.   The publication of student work will be co-ordinated by a teacher.

3.   Students' work will appear in an educational context on web pages with a copyright notice prohibiting the copying of such work without express written permission.

4.   Students will continue to own the copyright on any work published.

3.3. Legislation

All members of the school community should be familiar with:

•   Child Trafficking and Pornography Bill 1997

•   1993 Interception Act

•   Video Recordings Act 1989

•   The Data Protection Act 1988

•   General Data Protection Regulation 2018.

4.   Sanctions

In the case of infringement of this policy, the privilege to use technological devices may be withdrawn.

Disciplinary action will be taken in keeping with the school's Discipline Policy and in extreme cases, the school's Suspension and Expulsion Policy. The school reserves the right to report any illegal activities to the appropriate authorities.

This policy was reviewed by the Board of Management of Coachford College on Dec. 11th 2018, as signed by the Chairperson of the Board of Management and the Principal.

It shall be made available to all members of the school community, and posted on the school's website.

The policy will be reviewed on an annual basis, and/or as deemed necessary.