



## **ICT Acceptable Use Policy FCJ Secondary School, Bunclody.**

### **◆ Introduction ◆**

In an ever changing world, the use of Information and Communications technology (ICT) has become an integral aspect in society. The Digital Strategy for Schools (2015, p.5) set out to be a facilitator for schools to determine ‘how ICT can enhance our education system, particularly in the areas of teaching, learning and assessment’. FCJ Secondary School uses instructional technology as a teaching and learning method which fosters the development of our student’s key skills in going forward to be proficient in their use of ICT.

Nonetheless, it is a priority that the school’s classes and activities are conducted in a manner where unnecessary distractions or disruptions are prohibited. Therefore, it is necessary that our community at FCJ Secondary School use technology responsibly, ethically and respectfully of others.

The aim of this Acceptable Use Policy (AUP) is to ensure that students will benefit from learning opportunities offered by the school’s internet and technological resources in a safe and effective manner. Internet use and access as well as IT equipment use 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed. It is envisaged that school will revise the AUP annually. Before signing the Internet Use Permission form, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet:

### **◆ General ◆**

Students are responsible for good behaviour on the Internet and when using IT equipment such as computers, Chromebooks and cameras, just as they are in a classroom or on a school corridor.

General School Rules apply – Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute. Access is a privilege, not a right and that access requires responsibility. Internet sessions will always be supervised by a

teacher. Students should be familiar with the school's rules for Internet use and know how to use the Internet before going on-line. If a student has any questions about these rules, they are asked to speak to their teacher so they can understand. Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material. Virus protection software is used and updated on a regular basis.

Students must get the teacher's permission to print or download any text, images, software or other data from the Internet. The use of memory sticks (USB), CD-ROMs, or other digital storage media in school requires a teacher's permission.

World Wide Web Students will use the Internet for educational purposes only. Students will report accidental accessing of inappropriate materials in accordance with school procedures. Students will not copy information into assignments and fail to acknowledge the source (Plagiarism and copyright infringement). Students will never disclose or publicise personal information. Students are 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.

#### **◆ Email ◆**

Students must not use bad language or send messages that could be offensive to another person. Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person. Students will not reveal their own or other people's personal details; such as addresses or telephone numbers or pictures.

If a student receives a message that makes them feel uncomfortable, it must be reported to the Teacher. On no account should a student respond to such a message. Students will never arrange a face-to-face meeting with someone they only know through emails or the internet. Internet Chat Students will only have access to chat rooms, discussion forums, messaging or other electronic communication fora that have been approved by the school and will only be used for educational purposes. Usernames will be used to avoid disclosure of identity. Accessing to Social Networking Sites is not allowed.

#### **Statement on Child Protection:**

Students will use approved class email accounts under supervision by, or with permission from a teacher or authorised person. Profile pictures must be appropriate for a school account. Students will not reveal their own or other people's personal details such as home addresses, email addresses, telephone numbers or pictures/photographs. Students will note that sending and receiving email attachments is subject to permission from the teacher. Students must not use another student's account or a teacher's account. Students should not send, open or forward any material that is illegal, obscene, defamatory, or that is intended to annoy, intimidate or upset another person. Students should not engage in any behaviour that is deliberate, hurtful and repeated. Internet chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and may only be accessed when authorised by a teacher. Students should be aware that this is not a private email address and that all communication can be viewed by school administrators.

### ◆ **School Website and School App** ◆

Students will be given the opportunity to publish projects, photographs, artwork or school work on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website and app. The publication of student work will be co-ordinated by a teacher. The website will be regularly checked to ensure that there is no content that compromises the safety of students or staff. 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.

The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website without parental permission (signing of AUP in student journal). Video clips may be password protected. Personal student information including home address and contact details will be omitted from school web pages.

### ◆ **Photographs of Students** ◆

Historically, the school maintains a database of photographs that have been taken throughout the years. It has become customary to take photos of students engaged in activities and events in the interest of creating a pictorial as well as historical record of school life. Photographs may be published on school website, newsletters, prospectus, and similar school-related material, and as stated previously, signing the AUP in the school journal consents to this.

### ◆ **Personal Devices** ◆

Students using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorized taking of images with a mobile phone camera, still or moving, is in direct breach of the school's acceptable use policy. School cameras are available on site when needed.

### ◆ **Sanctions** ◆

Students are reminded that teachers have access to all files and disks used on school computers, including email messages sent and received by students. School computers also record details of what students have viewed on the Internet.

Misuse of the Internet and/or ICT equipment may result in disciplinary action, which may include written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities. Therefore, breaking any of the rules in this AUP will result in a temporary or permanent ban on Internet and/or computer/camera use in school. Additional disciplinary action may be taken in line with existing approved school practice on inappropriate language or behaviour.

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