Technology Acceptable Use Policy

Purpose
The purpose of this Technology Acceptable Use Policy is to make users aware of what Our Lady's Grove deems to be acceptable and unacceptable use of technology. The policy aims to ensure that students benefit from the learning opportunities offered through usage of ICT in a safe and effective manner. Students,
parents/guardians and all staff members must read and sign the accompanying Technology Acceptable Use Statement of Responsibility.

Definitions
'Technology devices, digital resources and network infrastructure' is defined as the Our Lady's Grove network, the Internet, email, hardware, software, printers, peripheral devices, iPads and web enabled devices.
'Information and Communications technology' (ICT) is defined as Internet access, blogging, podcasting, email, published and non-published documents, and various forms of multimedia technology.
'Educational use' is defined as a use that supports communication, research and learning.
'Devices' refer to school owned devices, staff owned devices and student owned devices.
'VLE' refers to virtual learning environment

Legislation
Students, parents and teachers should familiarise themselves with legislation relating to the use of the
Internet. The following legislation is available on www.bailii.org or relevant Irish Government sites:
- The Data Protection Act 1988
- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989

Data Protection
Our Lady's Grove is aware of the importance of safeguarding the privacy rights of individuals in relation to the processing and holding of personal data. Personal information is password protected and access is limited to defined personnel. All staff members are aware of the importance of confidentiality regarding personal information and ensure that information of a sensitive nature is protected. Our Data Protection Policy supports the eight rules of Data Protection.

Technology Related Services provided by Our Lady's Grove
Compass/Griddle - online management information system
Office 365 E-mail – students are issued with school approved e-mail accounts
Veyon– A Software system which gives teachers real-time visibility of every user's computer/iPad and allows real time and retrospective monitoring of computer use. The software also alerts when content deemed
inappropriate, has been accessed. Reference will be made to the Code of Behaviour of the College.
VLE - VLEs allow teaching and learning to extend beyond the walls of the classroom and allow for flipped based classrooms. Current VLEs used include OneNote Teams
Student swipe card system.

Expectation of Privacy

At any time and without prior notice, Our Lady's Grove reserves the right to monitor, inspect, copy, review and store any data on devices used on the school's network infrastructure or used within school grounds. Staff and students should not have any expectation of privacy regarding such materials. Personal

information, however, is not publicly accessible outside of the school network with the exception of VLEs and

E portfolios.

Consequences of Violation of Technology Policy

Use of iPads, the computer network and the Internet is an integral part of class work. Students who use

devices, digital resources and the network infrastructure, along with information technology inappropriately may face disciplinary action, including 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.

Inappropriate technology use includes but is not limited to the following:

- Interfering with the normal functioning or damaging of devices, computer systems or computer networks.
- Accessing, modifying or deleting files/data that do not belong to you.
- Gaining unauthorised access to computer networks and resources.
- Giving your username or password to any other student or representing yourself as someone else.
- Sending, publishing or displaying any abusive, racist or offensive messages and content.
- Viewing, transmitting or downloading pornographic, obscene, vulgar or indecent materials.
- Using obscene language, harassing, insulting or bullying others .
- Posting of private or personal information about another person.
- Violating copyright laws.
- Saving inappropriate files to any part of the system.
- Uploading any harmful form of programming, bypassing filters or installing any type of peer to peer networking.
- Downloading any unauthorised software, games, materials, pictures.
- Using a device for any other use deemed unethical, illegal or unauthorised by Our Lady's Grove at any time.

Use of the Internet

In order to provide an Internet environment that is safe and age-appropriate to students, school management reserves the right to monitor and review the use of ICT resources and will do so as needed to ensure that the systems are being used for educational purposes.

- Students will not at any time visit internet sites that contain obscene, illegal or objectionable materials.
- Students will report accidental accessing of inappropriate materials.
- Students will use the internet for appropriate educational purposes only.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement). This includes the use of AI applications.
- Students will never disclose or publicise personal information of their own or any other person.
- Downloading of images or materials not relevant to educational use is in direct breach of this

Acceptable Use Policy.

- Staff members will not share their personal details with students, including personal mobile numbers, personal e-mail addresses or social networking details. Exchange of assignments, notes, resources etc. may be done through Edmodo (or similar VLEs) and/or the teachers' school email addresses.

Social Media

Student access to social networking sites is strictly forbidden while in school unless under a teacher's direct

supervision and instruction. This access restriction applies to all social networking sites in existence at the time of approving this policy, or any new social networking sites that arise prior to the next review of this policy.

iPads

Parental Responsibility

- Parents are responsible for purchasing the iPad for their daughter and are also responsible for the   safe-keeping, repair and insurance of the iPad.

- Parents retain ownership and possession of the iPad and grant to teachers and school management the right to collect inspect or confiscate the iPad at any time and the right to alter, add or delete installed software or hardware.

- Parents take responsibility for monitoring of the use of the iPad outside school

Student Responsibility

- Students must arrive to school each day with a fully charged iPad.
- Only school approved Apps may be downloaded on the iPad
- iPads should be stored within a protective case and locked in locker when not in use.
- Users should not allow anyone use the iPad other than parents or teachers /staff of the school.
- Users should set a passcode on their iPad to prevent other Users from misusing it.
- Passwords issued by the school may not be changed without permission.
- Users must safely maintain a record of personal passwords and account details.
- User passwords or account details must not be shared with anyone.
- iPads belonging to other users are not to be tampered with in any manner.
- iPads should only be used for educational purposes
- Students should report issues created by any other student because of iPad possession, use, or   ownership.
- If an iPad is left at home or is not charged, the user is responsible for completing all schoolwork
- Malfunctions or technical issues are not acceptable excuses for failing to complete school work,   unless there are no other means of completion.
- 3G and 4G enabled iPads must be set to Flight Mode. The use of hotspots is not allowed.
- The unethical use of AI to complete individual work is forbidden.
- iPads should at all times lie flat on the desk when in use in class.
- iPad users must adhere to this policy at all times.

E-Mail

Students must use school email accounts and may not delete this account or change the password
Students must not send or receive any material that is illegal, obscene, defamatory, or that is intended to

annoy or intimidate another person.

Personal details such as addresses, telephone numbers or pictures must not be revealed.

Students must not arrange face-to-face meetings with someone they only know online.

Students will note that sending and receiving email attachments is subject to permission from their teachers.

Email should not be used for:

- Personal gain or profit
- Representing oneself as someone else
- Propagating chain messages
- Knowingly altering or destroying the integrity of any information
- The defamation of, or allegations about, any individual or organisation.
- Copyright infringement.
- Commenting on any pupil or staff member

Absolute confidentiality cannot be guaranteed. Any emails or files stored, sent or received may be accessed by those other than the intended recipient.

Mobile Phones

All mobile phones/digital devices must be switched off during class and break time and locked in lockers.

Unauthorised use of a mobile phone will result in a fine of 10 euro and confiscation until the fine is paid.

No photographs may be taken, or recordings made while on the school premises or during school related

activities. Using mobile phones/digital devices in such a way without permission is a serious infringement of the rights of others.

Incidents where students use mobile phones/digital devices to bully others or to send offensive messages or calls will be investigated under the Anti-Bullying Policy and will also be dealt with according our

Code of Behaviour. It should be noted that it is a criminal offence to use a mobile phone/digital device to menace, harass or offend another person. As such, the school may consider it appropriate to involve the appropriate authorities in such incidents.

Staff members should not use mobile phones in classrooms except for educational purposes.

The school accepts no responsibility for replacing lost, stolen or damaged mobile phones/digital devices.

The safety and security of these items is wholly a matter for students and their parents/guardians.
Technology Acceptable Use Statement of Responsibility

Student Expectations

I have read and will follow this Technology Acceptable Use Policy. I understand that technology is used for educational purposes in keeping with the academic goals of the school, and that student use for any other purpose is inappropriate. If I break this agreement, the consequences could include suspension of computer privileges and/or disciplinary action. I also understand that the school network is owned by Our Lady's Grove and that the school has the right to access any of the information used on this network at any time.

Student Signature _____

Date   _____

Parent/Guardian Acceptable Use Signature

As the parent or guardian of this student, I have read the Our Lady's Grove Technology Acceptable Use Policy. I recognise that it is impossible for the school to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the school network. I understand that student's computer activities at home should be supervised as they can affect the academic environment at school.

I understand and will support my daughter in adhering to this Acceptable Use Policy. I am aware that if my daughter breaches this agreement, the consequences could include suspension of computer privileges and/or disciplinary action. I also understand that the school network is owned by Our Lady's Grove and that the school has the right to access any of the information used through the network provided at any time. I hereby give permission for my child to use technology resources in Our Lady's Grove.

Parent/Guardian Signature   _____

Date   _____

Parent/Guardian Student Images for Educational Purposes

Our Lady's Grove wishes to recognise student achievement and success by publishing student names and/or pictures on the school website, school newsletters and video monitors. The information, which may be released for publication, includes only the student's name, class, participation in officially recognised activities and sports and awards. Photographs and video recordings may also be taken during school activities for use on the school web pages, blogs, newsletters, and newspaper articles. Our Lady's Grove owns the
photographs and video recordings and all rights to them.

Parent/Guardian Signature of Consent for Images   _____

Date   _____