



Acceptable Usage Policy

Coláiste Daibhéid

The purpose of the Acceptable Usage Policy is to ensure that students can gain every advantage and educational opportunities from the internet and the use of digital resources in the safest and most effective way. Internet usages as well as access to digital resources is seen as a privillage on the school. If this policy is not adhered to correctly, this privillage can be removed and sanctions issued – as are laid out in this policy.

At the time of amendment, the digital resources in the school that their usage come under this policy include; fixed desktop computers connected to the internet, ipads which connect to the wifi network, laptops which connect to the wifi network and an online cloud based learning system for both staff and students.

Our wifi network is password protected and this is not shared with students.

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School Strategy

Technology is now embedded in our lives and it is constantly evolving. Coláiste Daibhéid recognises the importance of preparing students for a world where technology is important and essential. As well as this we recognise the importance of correct usage of digital systems and to develop students as sensible digital citizens who use digital technologies and ICT in a healthy and positive way.

The school will uses a variety of strategies to enhance the use of digital resources whilst minimising the risk associated with their use. The strategies are as follows:



In General

- A teacher will always be present supervising the use of digital resources. This means a teacher needs to be present in the computer suite for its use by students.
- Filtering software and/or similar is used to reduce and remove the risk of inappropriate materials being accessed or seen when using an internet connection. Internet usage by students is monitored regularly by staff.
- Training regarding internet safety is made available to both staff and students.
- Downloading and uploading of software is not permitted.
- Virus protection software is used and it is updated regularly.
- When it is necessary, a teacher will give permission to use CD roms and memory stick devices in school.
- Students should practice good “netiquette” (i.e., etiquette on the internet) at all times and should not engage in any activity that could bring the school into disrepute.
- Students are only permitted to connect to the school wifi network when using a school device. These devices are under school supervision and contain all the necessary software for protection.

The World wide web

- Students are not permitted to visit sites with inappropriate material. Students will only use the internet for educational purposes.
- Students will be informed of questions of copyright when necessary that pertain to learning online.
- Students will not investigate or publish personal information.
- Students will be aware that all information, for class work or other purposes will be monitored for unusual activity, safety or reasons of site management.
- Students are not permitted to download any images which do not pertain to their work or studies.



Online conversations

- Students will not be permitted in online chat rooms, chat forums or any other digital communication platform outside of the school approved system of GSuite and Zoom.
- Online communication platforms are used for the purpose of education only and no social communication should take place on them. All communication is visible to staff and monitored.
- Where possible and needed, usernames will be used to protect the identity of students.
- There is a blanket ban on meeting anybody as a result of communicating online or through an internet conversation.

The school website – colaistedaibheid.ie

- On the website links to VSware, Way to pay and Cork Education and Training Board can be found. The school has no authority or management of these external sites and so this policy does not guide their use.
- The school website is used to celebrate and publicise school events. This means that students' work, images, sound clips or videos can be published on the site. None of the above mentioned will be published without prior consent obtained from parents upon entry to the school. (permission to use images, videos etc. signed on enrolment)
- Opportunities are given to all students to complete project work, Art work or other school work to display on the website.
- Staff will coordinate the completion and display of student work on the website.
- Student work is displayed on the website in the context of education and a copyright notification is within the website.
- Personal information is removed from any work displayed online including but not limited to home address, contact details and full names.
- The ownership of the work will still remain with the student.
- The school website also contains a downloadable calendar which is updated yearly. This can also be found in the school journal.



Social Media

The school has an official twitter account as well as a youtube account. Both these accounts are used under the same conditions as the school website. It is for the purposes of education and publicity for the school only that these accounts exist. The passwords are kept by nominated staff members to protect the information within. All uploads go through a nominated person (Currently the Deputy Principal).

As well as the conditions above;

- No member or staff or student is permitted to use their school email to create social media accounts.
- No member of staff or student can use the name of the school, or the name of somebody in the school, or somebody linked to the school to insult them on social media or negatively portray them.
- Conversations which use personal information of students, staff or anybody associated with the school are not permitted on social media.
- It is the responsibility of staff and students not to partake in any activity which may bring the name of the school into disrepute.
- Anybody associated with the school does not have permission to pass their own personal opinions off as the opinion of the school on social media.
- Communication between staff and current students is not permitted on social media*

*There may be exceptions to this rule; for example if there is a relation or commonality between a student and staff member. In this case it is the responsibility of the staff member to inform the Principal of such a link on social media.

Email

- Students can use their school email under the supervision of a member of staff or if permitted for educational purposes.
- Only school accounts under the domain @colaistedaibheid.ie are accepted for use by both the staff and students. Staff are provided with training on GDPR and data protection from the Cork ETB. Information and learning opportunities are provided to students on protecting their personal information online.



- Students must not send or accept any materials deemed illegal, obscene or discreditable. Information should not be sent or received with the intention of intimidating another.
- Students are not permitted to publish any personal information on themselves or of others including, including but not limited to, addresses and phone numbers or pictures.
- Students will not organise a personal meeting with anybody.
 - Look at appendix 1 & 2 with this policy for more detailed conditions and guidelines for use of the email system for both staff and pupils.

The Email system and GSuite

A school email is given to students and staff of Coláiste Daibhéid so it may enhance the educational experience. This email is a google email and also provides access to educational apps such as classroom, slides, drive etc. Students must adhere to the following terms of use; (These have been created by the Student council)

- Irish is the main language of communication in the school and so it is to be used as the primary language of communication online.
- Personal emails must not be used by any student in the school.
- Personal passwords must not be shared.
- It is understood that students cannot accept other students' passwords and they are not permitted to go into anybody else's account.
- It is accepted that the school email cannot be used to register for other online services such as social media accounts, games or apps.
- It is accepted that students cannot send illegal material, or material which is obscene, derogatory or intended to insult.
- Students must not open any messages which appear unusual. If there is any doubt the student must check with a member of staff first.
- Groups for the purposes of chat or communication like instant messaging must not be created nor can invitations for people outside the organisation be sent.
- It is understood that no email should be sent to a teacher or staff member and that there are other, more open, means of communication within the system such as classroom. It is accepted that students will adhere to the methods explained by each teacher to communicate with them in these ways.



- It is accepted that the instant messaging service can only be used with the permission of a teacher and for educational purposes only.
- Bullying is not acceptable and any incident will be dealt with by the school's anti bullying procedures.
- The responsibility of using a digital learning platform is accepted – the student must inform staff if there are difficulties in accessing materials online from home and students will report to staff if they are aware of any misuse of the online system.
- It is understood that communications online are monitored as well as monitoring for any unusual activity and malware. There is no monitoring of the content of emails but should the need arise, the CETB can gain entry to the accounts for investigative purposes.

If a student is not happy to accept these conditions of use, they will not be issued with an account and must also find a way to access the work online independently. A copy of these conditions are given to students on opening the account as an appendix of the full policy. The purpose is to highlight the standards we want to achieve. This appendix is available at the bottom of the policy.

A school email on the same system is given to staff also. The conditions for use for staff members is attached as appendix 1.

Blended / Distance Learning

The use of GSuite in Coláiste Daibhéid allows for increased variety in approach to teaching methods. To achieve 'Excellence through Irish', it is recommended as a method to provide extension activities to improve the depth of understanding from class work. It acts as a resource to allow for more efficient differentiation of learning outside of the traditional classroom setting. There is open communication between staff and students on gsuite as well as the opportunity for students to develop their independent learning skills.

As with any other school activity, it is normal working hours that are followed by staff. If there is a notification received outside of these hours, there is no expectation on staff to respond and it is recommended by the management of the school to adhere to working hours. Teachers work under the Teaching Council's professional code of conduct which make the professional standards of use of digital learning clear;



** 3.7 Ensure that any communication with pupils / students, colleagues, parents, school management and others is appropriate, including communication via electronic media such as email, texting and social networking sites.*

As well as this, it is accepted that staff will make their expectations for online learning clear to students before use and that there is mutual understanding between staff and students on how blended learning will work for that class.

It is recognised that students will most likely work outside working hours (homework, independent study etc) but must understand they may not receive immediate replies from staff. The basic guidelines are attached as appendix 2.

Personal devices.

Personal devices are not permitted for use during school time for example mobile phones or laptops. As per school rules, mobile phones must be switched off and out of site*. In the case of emergencies, contact should be made through the school office. Students are not permitted to film one another or take photos with devices. If this happens, sanctions will be applied as necessary.

Using devices on school trips;

It is the decision of the school with regards to acceptable usage of personal devices on school trips. Different decisions will be taken based on the needs of the trip. Staff on trips will be able to contact the school office at all times and parents will be able to contact the school office in cases of an emergency. If the office is unavailable for any part of the trip, contact details will be provided to parents.

*A teacher can seek permission from the Principal if there is an educational exception as to why personal devices need to be used. In this case notice will be given to students as to when and how they are to be used.

School laptops:

As part of the learning support system, a laptop device may be given to students for use. These laptops are owned by the school, even though the student is responsible for having them in their possession. These are for educational purposes only. The school management reserves the right to remove these if the student does not



adhere to the conditions of use. These laptops will be collected at the end of the year.

Support Structure

The school will provide students and parents information on organisations and availability of support for dealing with illegal and misuse of the internet. The following sites will provide an introduction to this support;

Webwise: <https://www.webwise.ie/>

Better Internet for Kids - <https://www.betterinternetforkids.eu/>

Cyber Safe Ireland - <https://cybersafeireland.org/>

There is a short course available for students of Junior cycle that develops these online skills. The curriculum can be found at the link below. This is offered as an option at Coláiste Daibhéid.. <https://www.curriculumonline.ie/Junior-cycle/Short-Courses/Digital-Media-Literacy>

Legislation.

There are some links to be made to legislation and what is contained in this document;

- The Data Protection Act 2003
- A general update on the rules regarding protection of personal data and GDPR 2018.

All members of staff are asked to complete a short course provided by the CETB on improving their understanding of data protection and GDPR.

There is a privacy statement on the school website that describes what details are collected and how they are used.

There is a 'cookie' policy available on the school website.

- The Education for Persons with Special Educational Needs Act 2004.



Technology is used to support students with additional educational needs. The ownership of hardware remains with the school and is used to provide a comprehensive and inclusive education.

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Sanctions

A disciplinary event can occur as a result of misuse of any digital resource or system. This could include a removal of privileges and in the cases of bullying, suspension or expulsion. The school reserves the right to report any illegal activities to the relevant authorities.

The following policies are used to support the disciplinary procedure; Code of Conduct, Anti bullying policy and Child Protection policy.

If any instance of bullying occurs when using digital resources, it is dealt with under the remit of the Anti bullying policy and the person involved may lose their digital privileges under this policy also.



COLÁISTE DAIBHÉID

Teach Buckingham, Sráid Mhuileann na Sábhadóireachta, Corcaigh

Fón: 021 – 4917733 Faics: 021-4323418
Uimh Rolla: 71124S
Rphost: oifig@colaistedaibheid.ie

Príomhoide : T. Ó Laighin
Príomhoide Tánaisteach: A. Ní Laoire
www.colaistedaibheid.ie

Dear Parent / Guardian,

Please look at the Acceptable Usage Policy online at <http://www.colaistedaibheid.ie/polasaithe/> . Sign and return this form to the Principal as an indication of your acceptance of the policy.

Acceptable Usage Policy: Coláiste Daibhéid

Ainm an Dalta: _____

Rang/Bliain: _____

Student

I agree to adhere to the school's Acceptable Usage Policy with regards to any use of digital resources or online learning platforms. I will use these responsibly and follow the rules as specified in the policy and its appendices.

Síniú an Dalta Dáta:

Parent / Carer

As the legal guardian of the above named pupil, I have read the Acceptable Usage policy and I give permission to my son / daughter to use digital resources and access online learning platforms. I give permission based on educational use of such. I accept that reasonable precautions have been taken by the school to keep safety at the forefront of their use but that the school doesn't have responsibility if a student accesses inappropriate material online.

I accept ☐

I do not accept ☐

(Put a tick in the correct box)



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With regards to the school website, I understand that the school can publish my child's work or part of their work. I understand the terms and conditions within the Acceptable Usage Policy and I accept these.

I accept ☐

I do not accept ☐

(Tik the correct box)

Síniú: _____

Dáta: _____

Seoladh: _____

Teil: _____



School Laptop:

Go Ghinearálta:

Mar chuid den gcóras thacaíochta foghlamtha tabharfaidh an scoil ríomhairí glúine do dhaltaí áirithe. Baineann na ríomhairí seo leis an scoil cé go bhfuil an dalta freagrach as agus é ina s(h)eilbh aige nó aici. Is chun críocha oideachais amháin a bhainfidh daltaí úsáid as na ríomhairí seo. Beidh cead ag an údarás ríomhaire a bhaint ó dhalta muna gclóítear leis na coinníollacha seo. Baileoidh údarás na scoile na ríomhairí ag deireadh na scoil bhliana i gcónaí.

General Statement:

As part of the support service within the school the school will give a laptop to particular students. The student is responsible for the maintenance of the laptop while it is in his/her possession but the laptop remains the property of the school. While the laptop has numerous benefits in the education of a student the mi-use of said laptop may result in the laptop being removed. The laptop should be returned to the school authorities at the end of each school year for reasons of updating software, malware and virus protection.

Glacaim leis na coinníollacha seo:

Dalta: _____

Tuismitheoir: _____

Ríomhaire tugtha don dalta ar an (dáta) _____

Ar son na scoile: _____



Acceptable Usage Policy for staff use of GSuite – Aguisín 1

The Acceptable Usage Policy must be read and this Appendix signed and returned before using the school GSuite system. A school gmail account is being provided in which a cloud based service of storage is available to keep school documents. The purpose of this document is to understand the terms of use for this account. In all instances the communication culture of the school needs to be protected and so in accepting this account there is implied understanding that;

- Emails will not take the place of everyday professional conversations that happen face to face in the school environment.
- When the school day finishes, there is no expectation for you or any other member of staff to be checking communication outside of the usual working hours.
- It is recommended by the ETBI / IPB that school email accounts should not be available on your personal devices such as mobile phones, in case of loss or theft.

These are the conditions of use which will help guide usage:

- I understand that these rules apply to any digital learning platform in the school.
- I understand that the objective of a school email is to support teaching and learning as well as professional collaboration.
- I understand this is a school email and so a professional tone is required when communicating using this account. There should be no use of personal accounts to discuss school matters. There should be no personal conversations via the school account.
- I will use this account to contact any educational partners from here on out.
- I won't change others work without permission and I understand not to move other people's documents without prior permission.



- I will acknowledge others' work when I use a shared document and I will adhere to copyright guidelines.
- I understand that it is not permitted for me to give my username or password to anyone else and I cannot accept anybody else's username or password.
- I accept that I must not allow for autofill of my information on any computer.
- I won't download any link that I am unsure is safe and I accept the responsibility not to upload or download any materials deemed inappropriate for school.
- I understand GDPR implications and the use of this account and I accept that I could be asked to release some information about students or staff members that I store in the account.
- I understand that I am responsible, as a professional person, to send a report to the management of the school if I become aware of somebody else misusing the system.
- I accept that the management of the school, or a representative of the CETB can look at my email and or cloud services without warning if, and only if, the need arises.
- I understand that if I do not stick to these conditions then the account will be revoked.

I accept these conditions

Ainm

Síniú

Dáta

Ról sa scoil



Appendix 2: Acceptable usage policy for students using the GSuite system.

The limits of the use of GSuite for Education are explained clearly to students by teachers within school time but the main objective of its use is to further develop educational opportunities. Advice and support is given to students on the correct use of GSuite. It is accepted with signing this policy and Appendix that this ethos of improved educational outcomes is accepted and understood by all.

A school email address is given to all pupils in Coláiste Daibhéid so they can enhance their learning. The following conditions need to be accepted;

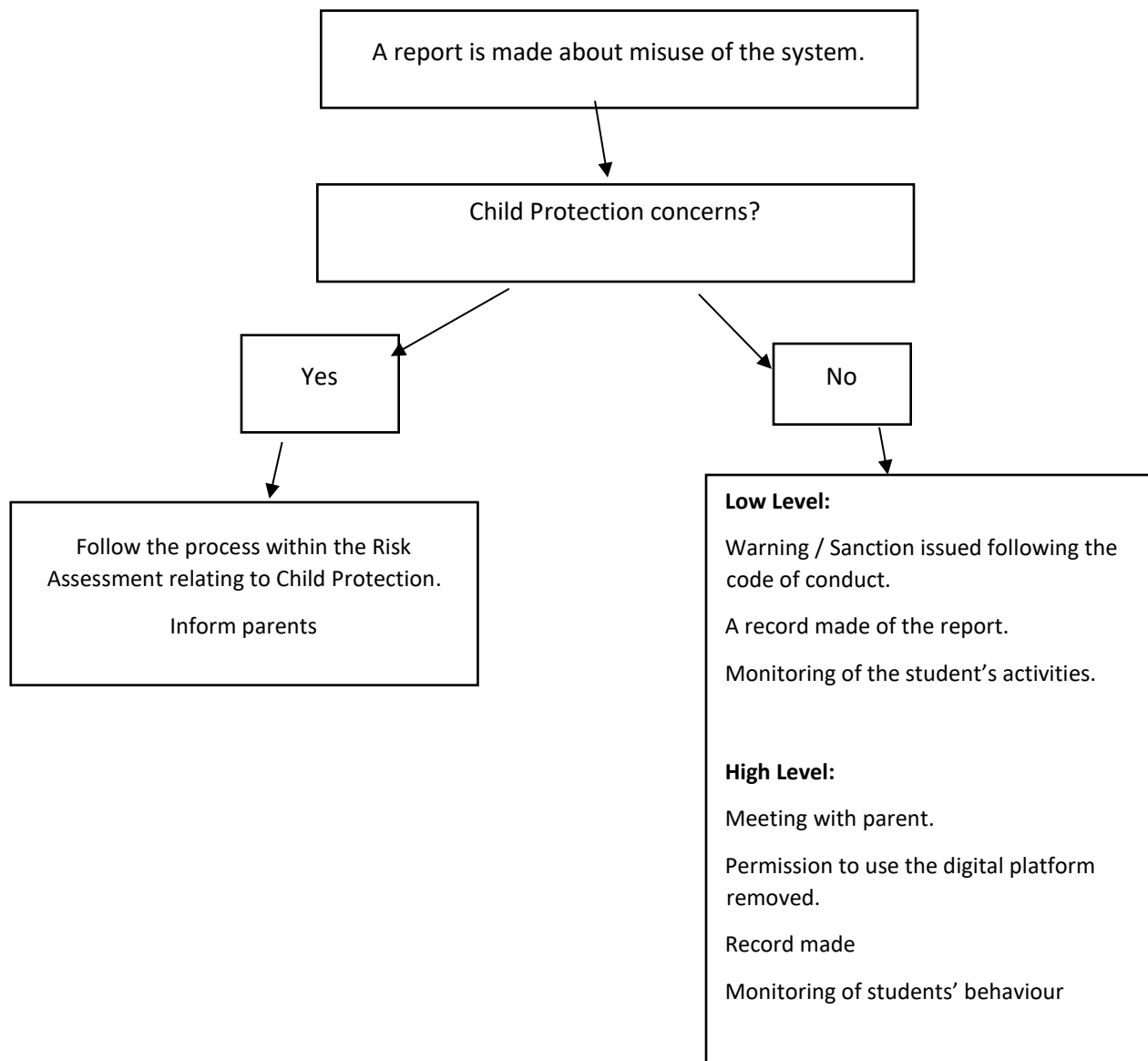
1. I accept that Irish is the primary language of the school and I will use Irish on the system as my primary language of communication.
2. I will not use any personal emails for school work or activities.
3. I will not share my password with anybody else.
4. I understand that I must not accept anybody else's password or log in details and I will not access any other accounts.
5. I understand that I cannot use my school account to register for any services such as social media, apps or games.
6. I understand and accept that as a user I cannot send or accept any illegal, obscene or derogatory materials.
7. I won't open any suspect or unusual emails and if I am unsure I will seek advice.
8. I accept that I cannot create groups for which I intend to communicate with and I cannot invite anybody from outside the domain (@colasitedaibheid.ie) to speak to me.
9. I understand I cannot send an email directly to teachers or staff and that it is through other more open means of communication I need to send a message such as on classroom. I accept the teacher's restrictions and guidelines for communicating with them online, which may differ teacher to teacher slightly.
10. I accept I cannot use the instant messaging service unless a teacher allows it and it is for an educational purpose.
11. Bullying is not accepted online, and I accept that any incidences will be dealt with under the Anti bullying procedures of the school.



12. I accept the responsibility of using the gsuite system – I will inform my teachers if I cannot access work from home and I will report, to a teacher, any misuse I become aware of including incidences of bullying.

13. I understand the system is monitored for misuse or unusual communications through email or malware. The content of emails is not monitored regularly but the CETB can gain access in the course of any investigation where it is necessary.

If these standards are not accepted then the account will not be issued and the student will be responsible for finding other ways to access the work made available online.



**Glacaim leis na coinníollacha seo:**

Ainm

Rang.....

Síniú

Dáta

Tuismitheoirí

Mar thuismitheoir/Caomhnóir dlíthiúil an dalta thuas tá an aguisín ar an polasaí Úsáide Inghlactha seo léite agam agus tugaim cead do mo mhac nó iníon rochtain a dhéanamh ar an gcóras gsuite. Tuigim go dtéann an aguisín seo in éineacht leis an polasaí úsáid inghlactha iomlán atá ar fáil ar www.colastedaibheid.ie.

Learning from home within a Public Health Emergency closure.

Although blended and distance learning is embedded in this policy, within any closure due to a Public Health Emergency, there will be a need to switch to a full model of digital learning. This will happen almost exclusively on GSuite with some incidences of Zoom being used. As mentioned in this policy there are conditions for use for this digital platform and these will continue to be in place, and underpinned by the Antibullying policy as well as this policy. The school will make every effort to balance the need to develop academically as well as address wellbeing and health. There will be regular communication with parents, via email mainly, to determine this balance.

As well as what is within this policy:

- It is recommended that parents, teachers and students re read the Acceptable Usage policy, Child Protection policy and information on Data protection. It will be important not to undertake any activities not guided by these policies.
- A risk assessment will be in place for staff with additional guidelines for what is permitted and what is to be avoided.
- In general, there will be no live classes so as not to disadvantage those without fixed access to a device or a strong connection to the internet. In place there may be pre-recorded lessons alongside a forum for questions. There will be



small exceptions made, for example with learning support, but these will be individually sanctioned by the management of the school.

- Teachers and students will only be permitted to communicate with the GSuite system.
- School accounts are the only accounts permitted and normal working hours will apply for all staff.
- There will be a support account available in the case that there are difficulties accessing the school account: tacaiochtdigiteach@colaistedaibheid.ie
- There are videos and guidelines available to parents and students if needed. General user guidelines for GSuite can be found on the school website under curaclam . An chian foghlaim.
- There will be differentiation of use between ages groups, ability and exam focus between every year group from teachers.
- The students' responsibilities will be explained to them so they can make the best use of the system and continue their education. If these conditions aren't adhered to, the school will contact home to open a conversation on ways to improve the work of the student.
- Staff will be doing their best to provide balance in the activities in terms of time spent at a screen.
- A decision will be taken regarding the suitability of homework during any closure. This will be based on the wellbeing of the student and their ability to cope with class and home work.

Role of the Student:

- Familiarise with the online system as well as ensuring you are signed up for all classes.
- Read the guidelines on the school website if you are having difficulty with using the system.
- Check daily for work.
- The work for the day is to be written into the school journal with any deadlines attached.
- Make contact with the support account, given above, if you have any difficulties or if there is a lack of devices at home to be able to work.
- Contact a teacher on classroom if you are having difficulty accessing or doing the the work set.
- Always use your school account.



Role of the Parent

- Ensure the school has the most up to date contact details for you including an email address that is checked regularly.
- Speak with your son / daughter about the work they need to do and check that they are completing their tasks. Encourage them to use their school journal to keep organised.
- Help your son/ daughter to contact teachers if they are struggling with the work. Communication is imperative to progress during any closure.
- Help with the student's wellbeing by ensuring they have regular breaks, and that they start and finish their school day at sensible times allowing them time and space for other activities as well as a good sleep.

There is additional support available at <https://webwise.ie/parents/covid19-online-safety-advice-for-parents/>

Some courses for parents on distance learning
<https://npc.ie/training-and-resources>

Sínithe : _____ **Cathaoirleach an Bhóird**

Dáta: _____

Dáta le h-aghaidh athbhreithniú ar an bpolasaí: _____

** This document is for the purposes of translation and so the policy document accepted by the Board of Management is the Irish copy.*