



Coláiste Lú



Coláiste Chú Chulainn  
Cúram. Forbairt. Feabhas.

# Internet & iPad Acceptable Use Policy

# Coláiste Lú & Coláiste Chúlainn, Dundalk, Co. Louth

## Internet and iPad Acceptable Use Policy

### 1. Scope

This policy covers all student users of Coláiste Lú & Coláiste Chúlainn's computing systems and networks. Users must read, understand, and comply with the policies outlined in this document, as well as any additional guidelines established by the Information Technology Department.

BY USING ANY OF THESE SYSTEMS USERS AGREE THAT THEY WILL COMPLY WITH THESE POLICIES.

Staff use of the school's computer systems and networks is covered by the LMETB Staff Acceptable Use Policy.

### 2. Rationale

The Board of Management of Coláiste Lú & Coláiste Chúlainn has a statutory responsibility for the protection of its property and equipment as well as a responsibility for safeguarding and protecting the School community and providing a sense of security to its employees, students and invitees to its premises.

Coláiste Lú & Coláiste Chúlainn operates a variety of computing systems, which are provided for the use of students, teachers, and staff in support of the programs of the school and are to be used for education, research, academic development, and public service only. All users of these systems are responsible for seeing that these computing facilities are used in an effective, efficient, ethical and lawful manner.

This document establishes rules and prohibitions that define acceptable use of these systems. Unacceptable use is prohibited, and is grounds for loss of computing privileges, as well as discipline of legal sanctions.

### 3. Objectives

The aim of this Acceptable Use Policy is to ensure that students will benefit from learning opportunities offered by the school's Internet resources and by its iPad scheme in a safe and effective manner.

### 4. Rights

These computer systems, facilities, and accounts are owned and operated by Coláiste Lú & Coláiste Chúlainn (LMETB). The school reserves all rights, including termination of service without notice, to the computing resources that it owns and operates. The school reserves the right to monitor students' Internet usage. These procedures shall not be construed as a waiver of any rights of the school, nor shall they conflict with applicable acts of law.

### 5. Responsibilities

It is each student's responsibility to ensure the security of his/her password to a computer account or application. If that password becomes known to others the student must report this fact to the ICT teacher.

Students have the responsibility to ensure that their actions do not cause harm to any other student or individual. Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

A user who harasses, or make defamatory remarks, shall bear full responsibility for his or her actions. Further, by using these systems, users agree that individuals who transmit such remarks, to or from the school, shall bear sole responsibility for their actions. Users agree that Coláiste Lú & Coláiste Chúlainn's role in managing these systems is only as an information carrier, and that they will never consider transmission through these systems as an endorsement of the transmission by Coláiste Lú & Coláiste Chúlainn.

Some of the Coláiste Lú & Coláiste Chúlainn systems provide access to outside networks, both public and private, which furnish electronic mail, information services, bulletin boards, conferences, etc. Users are advised that they may encounter material that may be considered offensive or objectionable in nature or content. Users are further advised that Coláiste Lú & Coláiste Chúlainn does not assume responsibility for the contents or any of these outside networks.

The user agrees to comply with the acceptable use guidelines for whichever outside networks or services they may access through Coláiste Lú & Coláiste Chúlainn systems. Further, the user agrees to follow proper etiquette on outside networks.

## **6. Links to other school policies and legislation**

Our school policies need to be consistent with one another, within the framework of the overall School Plan. Relevant school policies already in place or being developed or reviewed, shall be examined with reference to the Internet and iPad Acceptable Use policy and any implications which it has for them shall be addressed.

The following policies may be among those considered:

- Child Protection Policy
- Data Protection Policy
- Anti-Bullying Policy
- Code of Behaviour
- Mobile Phone Code

The legislation framework which informs the application of this policy include:

- Data Protection Act 2003 and 1998
- Child Trafficking and Pornography Bill 1997
- Interception Act 1993
- Video Recordings Act 1989
- Freedom of Information Act 1997

## **7. Internet Acceptable Use**

The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the internet. These strategies are as follows:

### **AUP Forms**

All users will be presented with an appropriate acceptable use policy document in line with their role in the school. These forms must be read carefully, signed and returned to the ICT teacher where they will be filed securely. Once these forms have been signed returned, the user will have access to the computing systems in operation throughout the school.

## **General**

Internet sessions will always be supervised by a teacher. Uploading and downloading or non-approved software will not be permitted. Filtering software and/or equivalent systems will be fully explained to all users. The school expects all parent/guardians to engage in teaching their children about responsible use of the internet. The school will regularly monitor students' internet usage. Students and teachers will be provided with training in the area of internet safety. Virus protection software will be used and updated on a regular basis. The use of personal revocable storage media in school requires a teacher's permission. Users will observe good "netiquette" (i.e. etiquette on the internet) at all time and will not undertake any actions that may bring the school into disrepute.

## **World Wide Web**

Users will not visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials. Users will use the internet for educational purposes only. Users will be familiar with copyright issues relating to online learning. Users will never disclose or publicise personal or school information especially on sites requiring ecommerce transactions. Users 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.

## **Email**

Students will use approved email accounts. Students will not send or receive any material that is illegal, obscene, or defamatory or material that is intended to annoy or intimidate another person. Students will not reveal their own or other people's personal details, such as address or telephone number or pictures. Students will never arrange a face-to-face meeting with someone. Sending and receiving email attachments is subject to permission from their teacher.

## **Internet Chat**

Students will only have access to chat rooms, discussion forums or other electronic communication forums that have been approved by, or set up by, the school. Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised. Usernames will be used to avoid disclosure or identify. Face-to-face meeting with someone organised via Internet chat is strictly forbidden.

## **School Website**

Our school website ([www.colaiстеcc.ie](http://www.colaiстеcc.ie)) is a portal on the World Wide Web that gives interested parties an insight into the life of Coláiste Lú & Coláiste Chú Chulainn. It is envisaged that our students will contribute to the site and they will be given the opportunity to publish projects, artwork or school work on the World Wide Web. The publication of student work will be coordinated by a teacher. 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. Most photographs, audio and video clips featured on the school website will focus on group activities. Video clips may be password protected. Personal student information including home address and contact details will be omitted from school web pages. Students will continue to own the copyright of any work published.

## **Support Structures**

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the internet.

## **Sanctions**

Misuse of the internet may result in 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, to involve the Gardaí and other legal bodies should the need arise in the case of a serious breach of this AUP. Parents may be asked to furnish the school with the IP address of any home internet account that is used in a malicious or offensive manner regarding communications to or from the school. This IP address will be used in order to establish beyond reasonable doubt the origin of said malicious or offensive material.

## **8. Personal Device/iPad Acceptable Use**

The aim of this Acceptable Use Policy is to ensure that students will benefit from learning opportunities offered by the school's iPad/1:1 Digital Learning Programme resources in a safe and effective manner.

iPad 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.

The school acknowledges the support of parents for the iPad/1:1 Digital Learning Programme.

## **Equipment**

Parents are responsible for purchasing the iPad and apps for their child. Parents are also responsible for the safe-keeping, repair and insurance of their child's iPad. Parents retain ownership and possession of the iPad and agree to grant teachers and the school management the right to collect and/or inspect and/or confiscate (for a limited period) the iPad at any time and the right to alter, add or delete installed software or hardware. Usage of the iPad within the school is a privilege and not a right. Students may lose their right to use the iPad and to have it in their possession if they abuse their responsibilities and breach the school's policy.

## **Damage or Loss of Equipment**

Students must report immediately any damage or loss of an iPad to the Class Tutor, Year Head or ICT coordinator who will determine the necessary action. All iPads are covered by a manufacturer's warranty of one year. The warranty covers manufacturer's defects. If an iPad is lost or damaged by neglect or misuse it is the responsibility of the parent/guardian to replace the iPad.

## **Standards for Personal iPad Use and Care**

### *Student Responsibilities:*

- Arrive at school each day with a fully charged iPad.
- Keep the iPad within a protective case when in use and in the school bag when not in use.
- Do not let anyone else other student to use the iPad.
- Comply with the Internet and iPad Acceptable Use Policy of Coláiste Chú Chulainn at all times.
- Report any problems, damage or theft immediately to either the Class Tutor, Year Head, ICT coordinator, Deputy Principal or Principal.
- Report any interference by other student(s).

- If you go home from school without reporting damage or interference that may have occurred during the school day, school management will presume that the damage and or interference took place outside of school time.

#### *Parental Responsibilities*

- Parents should inspect the iPad each evening to ensure that it is in good working order.
- Parents should report, immediately, any damage, interference or issues relating to ownership, possession or use of the iPad to school management.
- Parents should inspect the iPad, its installed Apps and internet browsing history on a regular basis to ensure that there is no inappropriate use of the device.

#### *School's Responsibilities:*

- To ensure students comply with the Internet and iPad AUP.
- To make every effort to ensure appropriate use and enjoyment of the iPad by all students.
- The school will make every effort to resolve any reported issues relating to ownership, possession or use of the iPad.

#### *General Care*

- Keep the equipment clean. For example, do not eat or drink while using the iPad.
- Students may not permanently alter the iPad in any way.
- Students may not remove any serial numbers, identification or school labels placed on the iPad. Carrying the iPad
- Transport the iPad in the iPad case and school bag when travelling to and from school and during the school day.
- Leave the iPad in locker when not in use.

#### *Screen Care*

- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens.
- Consider using a screen cover to prevent against scratches.

#### *Personal Health & Safety*

- Avoid extended use of the iPad while resting directly on your lap. The underside of the iPad can generate significant heat.
- Take frequent breaks when using the iPad for long periods of time. Look away from the iPad approximately every fifteen minutes if using for an extended period.
- Do not provide your personal information to anyone over the Internet.
- Do not share your usernames or passwords with anyone.
- Keep the iPad in a secure location when at home or travelling to and from school.

#### *Restricted Use and Confiscation*

Students who breach school's Acceptable Use Policy will be subject to sanctions.

A student may have his/her iPad confiscated or subject to restrictive use for a limited period because of misuse. Reasons for placing a student on Restrictive Use and/or confiscation include, but are not limited to the following:

- Breach of the Internet and iPad AUP.
- Inappropriate use of an App which may include the 'Camera App' and Voice Recording App.
- Use of an App that is listed as prohibited by the school authorities. The list of prohibited Apps will be updated periodically.
- Inappropriate, inaccurate, defamatory, obscene, or illegal material found on iPad.
- Failing to co-operate with school's investigations of iPad misuse.
- Repeated failure to bring iPad to class.

## 10. Monitoring the implementation of the policy

The implementation of the policy shall be monitored by the principal and a sub-committee of the board of management.

## 11. Reviewing and evaluating the policy

The policy should be reviewed and evaluated at certain pre-determined times and as necessary. On-going review and evaluation should take cognisance of changing information or guidelines (e.g. from the Data Protection Commissioner, Department of Education and Skills or technological advancements), legislation and feedback from parents/guardians, students, school staff and others. The policy should be revised as necessary in the light of such review and evaluation and within the framework of school planning.

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By and on behalf of Board of Management

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Date

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Principal

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Date



## Appendix 1 – Student Permission Form

### Permission Form

Please review the attached school Internet and iPad Acceptable Use Policy, sign and return this permission form. Keep the Policy safely at home for reference purposes.

### Student

I agree to follow the school's Acceptable Use Policy on the use of the Internet and iPad. I will use the Internet and iPad in a responsible way and obey all the rules outlined in the policy.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Parent/Guardian

As the parent or legal guardian of the above student, I have read and understand the Acceptable Use Policy and grant permission for my child to use the iPad and access the Internet. I understand that iPad use and Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if students access unsuitable websites or use their iPad inappropriately.

In relation to the school website, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing children's work on the school website.

I grant the school authorities the right to inspect my child's iPad and its Apps and, in exceptional circumstances, to confiscate the iPad for a limited period because of misuse by my child.

I agree and give permission to the school authorities to delete inappropriate material from my child's iPad and to prevent/block the installation of certain Apps.

Parent/Guardian name: \_\_\_\_\_

Signature: \_\_\_\_\_

Please do not sign this Permission Form if you any concerns or queries without first talking to the Principal or Deputy Principal.



## Appendix 2 – Wriggle Digital Citizenship and Acceptable Use Guide for iPad





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## Policy ratification

Policy: INTERNET & IPAD ACCEPTABLE USE POLICY

This policy has been communicated to our school community of School Management, Staff, Students, Parents and Guardians, both directly and/or through appointed representatives.

The policy has been ratified by the Board of Management of Coláiste Lú & Coláiste Chú Chulainn, properly convened, at its meeting of

\_\_\_\_\_  
Day/Date

Signed: \_\_\_\_\_

Chairperson

Date: \_\_\_\_\_



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