



# DE LA SALLE COLLEGE

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## DUNDALK

### Draft ICT Acceptable Use Policy

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## General Approach

The aim of this ICT Acceptable Use Policy is to ensure that students will benefit from learning opportunities offered by the school's technology and Internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. Therefore, if **De La Salle College's** ICT Acceptable Use Policy is not adhered to this privilege may/will be withdrawn and appropriate sanctions – as outlined in the ICT Acceptable Use Policy – will be imposed. It is envisaged that school and parent representatives will revise the ICT Acceptable Use Policy at regular intervals. We ask that all staff, students and parents read the ICT Acceptable Use Policy carefully to ensure that the conditions of use are accepted and understood.

- While in School, students are expected to use tablets, computers, computer networks, social media and all forms of Internet access solely for the purpose of education and academic research.
- Students may only use the Internet during school hours with the permission of their teacher.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- Uploading and downloading of non-approved software will not be permitted. Students must not tamper with or reconfigure any computer software without the permission of the teacher in charge.
- The use of personal memory sticks, hard drives, or other digital storage media in school requires a teacher's permission.
- Students must not use the computer system for commercial purposes. This means that students may not offer, provide or purchase products or services through the computer system.\*

\*(Other than school authorised commercial purposes e.g. TY Mini Company )

**(De La Salle College reserves the right to refer to external agencies in the event of illegal activity.)**

When using the internet students, parents and staff are expected:

- To treat others with respect at all times.
- Not to undertake any actions that may bring the school into disrepute.
- To respect the right to privacy of all other members of the school community.
- To respect copyright and acknowledge creators when using online content and resources.
- To accept that all computer systems & electronic communications in the College are to be used for college purposes only and in accordance with college policies & procedures.
- To accept that the computer system in the College has been established for an educational purpose. The term 'educational purpose' includes classroom activities, career development & limited self-discovery activities such as project work & research.
- To accept that the computer system in the College has not been established as a public access service. The College exercises its right to place reasonable restrictions on the material accessed or posted through the computer system.
- To accept that all student users must follow the rules set forth in the College discipline code in their use of the College computer system.
- To accept that all users are responsible for their individual profile & should take all reasonable precautions to prevent others from being able to access their user profile. Under no circumstances should users provide their password to another person.
- Not to tamper with any system settings, including passwords & individual computer settings.
- To immediately inform the teacher/system administrator if users mistakenly access inappropriate information.
- To accept that the college requires parental permission for a student to access the College's Internet & email facilities.

The school's Acceptable Use Policy applies to all situations where students are using mobile devices and learning platforms such as Zoom, Teams, OneNote etc. (This list is not exhaustive) and during times when Distance Learning is necessary.

**This Acceptable Use Policy** applies to students who have access to and are users of the Internet in De La Salle College. It also applies to members of staff, volunteers, parents, guardians and others who access the Internet in De La Salle College.

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges, and for students may result in detention and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

**Misuse includes:**

The College computer system may not be used for;

- (i) Commercial purposes\* - users may not offer, provide or purchase products or services through the College computer system.
- (ii) Illegal activities - such as; Libel & harassment, Plagiarism/Copyright infringement, Sexual harassment, Hacking, Access to pornographic material, Creating/Spreading computer viruses
- (iii) Posting Personal Contact Information - such as; Emailing/downloading/uploading without teachers' permission. Any information about users or other people (addresses, phone numbers etc.) Signing a guest book. Online Chat
- (iv) Inappropriate Language - this applies to public messages, private messages & material posted on Web pages/ Social media.

\*(Other than school authorised commercial purposes e.g. TY Mini Company)

**De La Salle College** will deal with incidents that take place outside the school that impact on the wellbeing of students or staff under this policy and associated codes of behaviour and anti-bullying policies.

In such cases, **De La Salle College** will where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

**De La Salle College implements the following strategies on promoting safer use of the Internet:**

- Students will be provided with education in the area of internet safety as part of our implementation of the Wellbeing curriculum.
- Internet safety advice and support opportunities are provided to students in **De La Salle College** through our Induction, SPHE, ICT programmes and the school Code of Behaviour.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- **De La Salle College** participates in Safer Internet Day activities to promote safer more effective use of the Internet.

**This policy and its implementation will be reviewed regularly by the following stakeholders:**

- Board of Management, teaching staff, support staff, students, and parents

## Content Filtering

**De La Salle College** has chosen to implement the following level on content filtering on the Schools Broadband Network:

- Level 3 -This level allows access to millions of websites including games but blocks access to websites belonging to the personal websites category and websites such as Facebook belonging to the Social Networking category.

Students taking steps to bypass the content filter using proxy sites or other means may be subject to disciplinary action, up to and including suspension or expulsion.

## Web Browsing and Downloading

Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

Students will report accidental accessing of inappropriate materials in the classroom to their teacher.

Students will report accidental accessing of inappropriate materials in school but outside the classroom to a teacher or the deputy principal.

Students and staff will not copy information from the Internet without acknowledging the creator and referencing the source of the content.

Students and staff 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.

Students will use the school's internet connection only for educational and career development activities.

Students will not engage in online activities such as uploading or downloading large files that result in heavy network traffic which impairs the service for other internet users.

**Students will not:**

- Download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Access file sharing sites without staff permission.
- Download materials or images not relevant to their studies.
- Attempt to download, store or install software to school computers.
- Attempt to introduce a virus or malicious code to the network.
- Attempt to bypass network or system security.
- Attempt to access another user's account.
- Attempt to gain access to an unauthorised area or system.
- Attempt to use any form of hacking/cracking software or system.
- Physically damage or vandalise any computer equipment or furniture e.g. Chairs.

- Engage in activities that waste technical support time and resources.
- Send documents to print on school devices/hardware without permission from the class teacher.

## Email and Messaging

- The use of personal email accounts is not allowed at De La Salle College.
- Students will use approved school email accounts only under teacher supervision or with permission from a teacher.
- Students should not under any circumstances share their email account login details with other students.
- Students should not use school email accounts to register for online services such as social networking services, apps, and games. \*
- Students will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Students should immediately report the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.
- Students should avoid opening emails that appear suspicious. If in doubt, students should ask their teacher before opening emails from unknown senders.
- De La Salle College may occasionally monitor students' Internet usage.

\*(Other than school authorised purposes e.g. TY Mini Company, YSI)

## Social Media

Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute. **In or out of school**, students are expected to adhere to the following protocols when using programmes, applications, websites or social media (such as, but not limited to, Tik-Tok, Spotify, Instagram, Twitter, Snapchat, etc.)



The following statements apply to the use of messaging, blogging and video streaming services in **De La Salle College**:

- Students will not access social media during the school day. \*
- Use of video streaming sites such as YouTube and Vimeo etc. is with express permission from teaching staff.
- Staff and students must not use social media and the Internet in any way to bully, intimidate, harass, insult, abuse, threaten or defame any members of the De La Salle College community.
- Staff and students must not discuss personal information about students, staff and other members of the De La Salle College community on social media.
- Staff and Students will not impersonate or falsely represent another member of the school community.
- Staff and students must not use school email addresses for setting up personal social media accounts or to communicate through such media.
- Staff and students must not represent your personal views as those of De La Salle College on any social medium.

\*(Other than for school authorised purposes e.g. TY Mini Company, YSI )

**(De La Salle College reserves the right to refer to external agencies in the event of illegal activity.)**

### **Personal Devices**

- Students using their own technology in school should follow the rules set out in this agreement, in the same way as if they were using school equipment.
- The following statements apply to the use of internet-enabled devices such as smartphones, laptops, tablets, gaming devices, smart watches and digital music players in De La Salle College:
  - (i) Students are only allowed to use personal internet-enabled devices during lessons with expressed permission from teaching staff.

- (ii) Personal Electronic Devices (PED's), including phones, must be switched off during the school day. PED's cannot be used in school except with the express permission of and under the direct supervision of a teacher in class for a specific educational purpose.
- (iii) Students caught with phones or PEDs on or in use will have them confiscated by staff to be collected by a parent/ guardian from the school office after 4pm. The device should be switched off by the student in the presence of the staff member and submitted immediately, without dispute. Failure to comply with this instruction may lead to suspension. Second time offenders will have their phone confiscated and it will be returned to a parent/guardian at the discretion of the Principal or Deputy Principal. Repeat offenders may be suspended.
- (iv) The parent/guardian will be asked to check the phone in the presence of the Principal/ Deputy Principal to ensure that there has been no unauthorised capturing/recording of any member of the school community or any school activities.
- (v) Such use of a phone/PED will lead to immediate suspension for a minimum of 3 days and in the case where an image/ recording has been circulated/ posted on social media, possible expulsion from the college.
- (vi) Students wishing to contact home must only do so through the school office.

## School Devices

School devices are intended for educational purposes only.

- All material on your school tablet/device must adhere to the De La Salle College ICT Acceptable Use Policy.
- You have absolutely no permission to send, access, upload, download or distribute offensive, threatening, pornographic, obscene, or sexually explicit materials.
- You may not use the school's Internet/e-mail accounts for financial or commercial gain\* or for any illegal activity.

\*(Other than for school authorised purposes e.g. TY Mini Company)

- You may not illegally download music or applications on your school tablet.
- Use of the camera function on your school tablet is strictly prohibited unless at the direction of your teacher. (Please see Code of Behaviour policy)
- Use of the video function on your school tablet is strictly prohibited except at the direction of your teacher.
- Use of the microphone or recording function on your school tablet is strictly prohibited except at the direction of your teacher.
- You must not share the password to your school tablet with ANY other student.
- Any student found attempting to gain access to another student's school tablet or has shared their password with another, will be subject to disciplinary action.
- You must not share the password to your email account or any other accounts with ANY other student. If a student is found attempting to gain access to another student's email account or has shared their email account password with another, will be subject to disciplinary action.
- Any attempt to destroy hardware, software or data on a student's school device will result in disciplinary action.
- Any attempt to remove the security setting installed results in a less secure device and is strictly prohibited.
- Presence of pornographic materials, inappropriate language, alcohol, drug or gang related symbols or pictures is strictly prohibited and will result in disciplinary actions.
- If you are in breach of the school tablet Responsible Use Policy you may be subject to disciplinary action, and/or confiscation of

your school tablet, and/or removal of school tablet content. (This list is not exhaustive)

(De La Salle College reserves the right to refer to external agencies in the event of illegal activity.)

## Images & Video

- Care should be taken when taking photographic or video images that students are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- Taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from staff.
- Written permission from parents or carers will be obtained before photographs of students are published on the school website.
- Students must not share images, videos or other content online with the intention to harm another member of the school community regardless of whether this happens in school or outside.
- Sharing explicit images and in particular explicit images of students and/or minors is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved. Sharing explicit images of other students automatically incurs a minimum sanction of suspension.

## Cyberbullying

- When using the internet students, parents and staff are expected to treat others with respect at all times.
- Engaging in online activities which harm, harass, or embarrass another pupil or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.
- Measures are taken by **De La Salle College** to ensure that staff and students are aware that bullying is defined as unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over

time. This definition includes cyber-bullying even when it happens outside the school or outside of school hours.

- Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and will be dealt with, as appropriate, in accordance with the school's code of behaviour.
- The prevention of cyberbullying is an integral part of the anti-bullying policy of our school.

### **School Websites/School App/Social Media**

- Students will be given the opportunity to publish projects, artwork or school work on the Internet in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website, social media platforms and the school app.
- The website will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff.
- The publication of student work will be coordinated by a teacher.
- **De La Salle College** will use only digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will only be published on the school website, app or the school's social media platforms with parental permission.
- Personal student information, including home address and contact details will not be published on **De La Salle College** web pages.

**Remote Teaching and Learning: Student Online Classroom Expectations.****IMPORTANT: All school rules apply to an online class or meeting.****Before the online class starts:**

- Students are expected to check technology/links in advance (Audio, Video & WIFI).
- Technical issues are dealt with offline and not during the meeting.
- Dress appropriately .
- Choose a suitable room/space and background.
- Have your class materials ready.

**During the class:**

- Be punctual and stay engaged for the entire lesson.
- Be attentive to the teacher's instructions.
- Mics should be muted during the meeting unless you have permission from the teacher to speak to the group.
- Use the chat function to ask your teacher a question.
- To request an opportunity to speak use the 'Raise Your Hand' Option on Teams & only **one** voice at a time.
- Speak, listen and behave respectfully while avoiding external distractions.
- Respect the confidentiality of all participants.
- Teacher/host will end the meeting.

**Post class:**

- Complete required tasks on time.
- Reflect on the learning that has occurred.

*De La Salle College takes your security and privacy seriously. Under no circumstances should a lesson/online class/meeting be recorded. This will be considered a serious breach of our school GDPR, Behaviour and AUP policies.*

## A STUDENT'S GUIDE TO ONLINE CLASSROOM ETIQUETTE

**WORK SPACE**  
*Choose a workspace that is suitable for the online classroom.*

*Be aware of what others will see in the background.*



**SHHHHH...!**

- Mute your mic when you are not talking or typing. Only turn it on if you are asked to speak.



**BE ON TIME**

*Turn up - the class is to help you and your learning*

*Be on time for your online classes*



**NO PHOTOS**

*Do not take screenshots or photos of others online*



**SCHOOL RULES**

*School rules apply in the online classroom.*

*Think before you type. Keep focused on the task assigned.*



**PRESENTATION**

*Dress appropriately*



**SPEAK UP & ASK FOR HELP**

*Contact teachers during school hours or make an agreement about contact times*



**RESPECT**

*Respect everyone's views online*



**ENJOY IT!**

*Enjoy this new way of learning. It is new to a lot of people and it may take time to adapt*



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 School Support Directorate - Education and Training Boards Ireland 2020





# DE LA SALLE COLLEGE

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## DUNDALK

### Permission Form

#### Legislation

The school will provide information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988



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

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

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

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

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet. I understand that 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.

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

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

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Second Parent/Guardian: \_\_\_\_\_

Please review the attached school Internet Acceptable Use Policy, and sign and return this permission form to the Principal.

Name of Student: \_\_\_\_\_

Class/Year: \_\_\_\_\_

Student: \_\_\_\_\_