
May | 20

HAZELWOOD
INTEGRATED COLLEGE



Acceptable Use for Hand-held Technology and the Internet Policy

POLICY STATEMENT

Summary:

This policy aims to layout the conditions of use, for students, in regard to ICT networked resources including: Internet access, Email, devices, and the College Virtual Learning Environment (VLE) both inside and outside of the College.

Students are expected to use ICT resources in a responsible manner consistent with the College ethos and Code of Conduct.

T. Jamison

E-Learning Co-ordinator

August 2014

- New policy for the College
- Incorporates recommendations by the Department of Education in DE Circulars 2007/1 “Acceptable use of the Internet and Digital Technologies in Schools”, “Internet Safety” 2011/22 and the accompanying guidance for “ICT in Schools” (eSafety Guidance 2013/25)
- Written after consultation with Vice-Principals, Network Manager & E-Learning Coordinator.
- It is the schools responsibility to have a policy in place that provides guidance on acceptable use of the Internet & eSafety.

Additional Notes

Policy Number: 2014/08/06

History:

Drafted: February 2014

Amended by Vice-Principals, Network Manager & E-Learning Coordinator

E-Mailed to Principal 27/06/2014

Approved 05/08/2014

Circulated to Parents for ratification, August 2014

Updated: May 2018

by Mrs Áine Leslie

Updated: May 2020

by Mr Gary Brennan

STUDENT ACCEPTABLE USE POLICY

All students must follow the conditions described in this policy when using College ICT networked resources including: Internet access, email, devices, and the College Virtual Learning Environment (VLE) both in and outside of College.

Breaking these conditions may lead to:

- Withdrawal of the student's access,
- Withdrawal of any equipment that the College may have issued,
- Close monitoring of the student's network activity,
- Investigation of the student's past network activity,
- In some cases, suspension or expulsion.

Students will be provided with guidance by staff in the use of the resources available through the College's network. Staff will regularly monitor the network and internet usage to make sure that it is being used responsibly.

The College will not be responsible for any loss of data as a result of the system or student mistakes in using the system. Use of any information obtained via the network is at the student's own risk.

CONDITIONS OF USE

Student access to the networked and internet based resources is a privilege, not a right. Students will be expected to use the resources for the educational purposes for which they are provided.

It is the personal responsibility of every student to take all reasonable steps to make sure they follow the conditions set out in this Policy. Students must also accept personal responsibility for reporting any misuse of the network or internet access to a member of staff

ACCEPTABLE USE

Students are expected to use the network systems in a responsible manner. It is not possible to set a complete set of rules about what is, and what is not, acceptable. All use however should be consistent with our College ethos and Code of Conduct. The following list does provide some examples that must be followed:

- 1) I will only create, send or post any material that will not cause offence or needless anxiety to other people or bring the College into disrepute.
- 2) I will use appropriate language—I will remember that I am a representative of the College on a global public system. Illegal activities of any kind are strictly forbidden.
- 3) I will not use language that could cause hatred against any ethnic, religious or other minority group.

- 4) I realise that any College-based or class-based files held on the College network and 'dropboxes' will be regularly checked by the College.
- 5) I will guard personal information (e.g. home address, telephone number) about myself or other users over the network, in my use of apps, and in internet access.
- 6) I will access **only** my own user files or folders.
- 7) I will keep my login details (including passwords) private. Likewise, I will never use other people's username and password.
- 8) I will ensure that if I think someone has learned my password then I will change it immediately and/or contact the network manager.
- 9) I will ensure that I log off after my network or device session has finished.
- 10) If I find an unattended machine logged on under other users username I will not continuing using the machine – I will log it off immediately.
- 11) I understand that I am will not be allowed access to unsupervised and/or unauthorised chat rooms and should not attempt to gain access to them.
- 12) I am aware that e-mail is not guaranteed to be private and understand that messages supporting illegal activities will be reported to the authorities. Anonymous / unnamed messages are not permitted.
- 13) I will only use the network, apps and internet access in a way that does not disrupt its use by others.
- 14) I will report any accidental access to other people's information, unsuitable websites or being sent inappropriate materials that make me feel uncomfortable to my Form Tutor, Year Head or Assistant Principal.
- 15) I will not introduce USB drives or other portable devices into the network without having them checked for viruses.
- 16) I will not attempt to visit websites that might be considered inappropriate or illegal. I am aware that downloading some material is illegal and the police or other authorities may be called to investigate such use.
- 17) I will not attempt to visit 'proxy' sites to evade the College filtering software.
- 18) I will not download and/or install any unapproved software, apps, system utilities or resources from the internet onto College hardware.
- 19) I realise that students under reasonable suspicion of misuse in terms of time, activity or content may have their usage closely monitored or have their past use investigated.
- 20) I will not receive, send or publish material that violates copyright law. This includes materials sent / received using Video Conferencing or Web Broadcasting.
- 21) I will not attempt to harm or destroy any equipment, the work of another user on the College network, or even another website or network connected to the College system.
- 22) I understand that unapproved system utilities and executable files are not allowed in my work areas or attached to e-mails.
- 23) I agree to comply with the Acceptable Use Policy of any other networks that I access.

- 24) Under no circumstances is any student permitted to take a photo/video/sound recording on the school premises without written permission. If someone has taken a picture/video/sound recording of you in school you should report to a member of staff.
- 25) Any student found to be up-loading recordings to the internet depicting the College brand, or involving children in school uniform, will be the subject of a disciplinary enquiry. The College reserves the right to suspend or expel a student for this action.
- 26) Where a student uses their device inappropriately (i.e. taking photos, videos etc.) report it directly to the designated child protection officer. The device will be held and a letter issued to their parents. The device will be returned to the parent at an arranged interview.
- 27) The College is not liable for any loss or damage caused to the device or for any theft of the device.
- 28) The College is not liable for any injury to the device operator or any other third party involved in an incident whilst the device is on College grounds or on its way to and from the College.

UNACCEPTABLE USE

Examples of unacceptable use include, but are not limited to:

- Logging in with another persons user ID and password, or using a machine left unattended, but logged in by another user.
- Creating, transmitting, displaying or publishing any material (text, images or sounds) that is likely to harass, cause offence, inconvenience or needless anxiety to any other person.
- Unauthorised access to data and resources on the College network system that belong to other 'users'.
- User action that would cause:
 - Corruption or destruction of other users' data,
 - Violate the privacy or dignity of other users,
 - Intentionally waste time or resources on the College network or elsewhere.

NETWORK SECURITY

If you discover a security problem, for example being able to access other users' data, you must inform the network manager, your Form Tutor or another member of staff immediately and not show it to anyone else. Students identified as a security risk will be denied access to the network.

STUDENT USER AGREEMENT FORM FOR THE STUDENT ACCEPTABLE USE POLICY

Please complete and return this page of the Student Acceptable Use Policy to your Form Tutor.

- 1) I agree to follow the College rules on the use of the College network and device resources. I will use them in a responsible way and observe all the conditions explained in the College Acceptable Use Policy in the spirit of the College ethos.
- 2) I agree to report any misuse of the network or devices to a member of staff.
- 3) I also agree to report any websites that are available on the College network that contain inappropriate material to a member of staff.
- 4) If I do not follow the rules, I understand that this may result in loss of access to these resources as well as other disciplinary action. I realise that students under reasonable suspicion of misuse in terms of time or content may have their usage monitored or their past use investigated.

Student Name: _____ Form Class: _____

Student Signature: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____ / _____ / _____