



Naas
Community
College

Information and Communication Technology (ICT) Acceptable Use Policy

Introduction

The aim of this Acceptable Use Policy (AUP) is to ensure that students will benefit from the learning opportunities offered by the school's Information and Communication Technology (ICT) resources in a safe and effective manner. Naas Community College recognises the benefits and opportunities that technology has to offer but are also cognisant of the potential dangers and risks associated with the internet. This AUP covers all electronic communication systems and internet usage within Naas Community College. ICT use and access is considered a school resource and a privilege. Students not adhering to this AUP may lose privileges or be subject to appropriate sanctions as outlined by the school's code of behaviour. The AUP will be revised annually. Please read carefully before signing this AUP.

Devices for use in school

- Students must have an iPad and a heavy-duty protective case which can be bought through Wriggle or a student can bring their own device (BYOD) and order the heavy-duty protective case in the school office.
 - Transition Year Students in 2018/2019 must have an iPad Air (or newer) and a Griffin Survivor Case
 - Third Years and Second Years in 2018/2019 must have an iPad Air 2 (or newer) and a Griffin Survivor Case
 - First Years in 2018/2019 must have an iPad (or newer)
 - A decision for iPads for First Years in 2019/2020 will be made before the Summer holidays begin in 2019
- iPads with SIM cards are not acceptable

- iPads will be set up with: managed/school Apple ID, passcodes, configuration profile(s), restrictions, settings, mobile device management system(s), security measures and school selected apps. BYOD iPads will have restrictions placed on them, will have to be erased and reset, and an administration fee will be charged. Depending on staff availability, the school will endeavour to have set up BYOD iPads by the end of September.
- iPads with expired MDM software will be erased, reset, have restrictions and security measures applied, and will have school selected apps installed.
- Mobile phones, smart watches and any other electronic devices must be switched off and out of sight. Students do not have permission to use mobile phones, smart watches or electronic devices, other than their iPad while at school.

Roles & Responsibilities

Students should:

- Arrive to school each day with the iPad charged to a minimum of 50%. Charging iPads at school is not permitted.
- Ensure there is at least 5GB of space available on the iPad at all times. Academic content takes precedence over personal files and apps.
- Have their iPad with them for each class
- Keep the iPad in its protective case and store it in locker when not in use. iPads should not be used in the mornings before roll call, at break time, during toilet breaks, or at lunchtime.
- Only use iPads in class. They should not be used in the corridors
- Hand any unattended iPads to the nearest staff member
- Not allow anyone else use their iPad other than parents and teachers
- Report any problems, damages or theft immediately to the relevant tutor or principal. Management will presume that any damages not reported during school time have happened outside of school.
- Leave iPad securely in locker when on school tours, activities or excursions
- Only use iPad as directed by the teacher when in class. When the iPad is not being used, it should be flat on the table with the screen covered
- Use the iPad in a responsible and ethical manner that does not cause disruption to the learning and teaching environment of the class
- Be disciplined in the use of the iPad during class. By this it is meant that they will stay 'on task', and not misuse the iPad for inappropriate activity. 'Off task' use of the iPad can be defined as the opening or use of any application not specified by the teacher, going online without the specific instruction of the teacher and the use of any iPad functionality not directly related to the lesson or task, or directed by the teacher.
- Use the internet for educational purposes. Students will not visit sites that contain obscene, illegal, hateful or otherwise objectionable material. Should a student accidentally access such material then they must alert the teacher immediately.
- Not send or receive any materials that are illegal, obscene, discriminatory, racist, homophobic, defamatory or intended to annoy, intimidate or (cyber) bully another person. Should you receive any offensive, unpleasant, harassing or intimidating

messages you are requested to inform your tutor, year head, deputy principal or the principal immediately.

- Will not type, record or reproduce obscene, profane, lewd, vulgar, rude inflammatory, racist, homophobic, threatening or disrespectful language, images, audio or video.
- Not use the iPad for games or social media or unapproved apps
- Not use airdrop, airplay, or Bluetooth unless instructed to do so by a teacher
- Not upload or publicise personal information about themselves or their classmates
- Not access chat rooms and/or social networking sites
- Not arrange meetings with someone they only know through emails or the internet
- Not use the camera during school time unless specifically directed to do so by a teacher. Use of the camera must be supervised by the teacher. Before taking pictures of people their expressed permission must be sought.
- Keep the back camera covered with the protective case.
- Not have inappropriate or offensive photos on their iPads. The student's timetable and their name should be displayed as their lock screen wallpaper.
- Endeavour to use the Internet for educational purposes whenever possible for greater academic success
- Use time spent on the Internet effectively to maximise learning opportunities
- Obey all rules with regard to copyright use on the internet
- Have Siri on the iPad disabled at all times, unless to temporarily enable it by a teacher
- Not add any of the following to their iPad: VPN configuration profile(s), mobile device management system(s), or enterprise apps.
- Not add or delete or alter the managed/School Apple ID, passwords, passcode, configuration profile(s), mobile device management system(s), restrictions, security measures and school selected apps on their iPads.
- Not attempt to hard reset or disable their iPads.
- Not attempt to jailbreak their iPad, or use a jailbroken iPad in school.
- Make sure that when using school laptops they do not: attempt to download/install software, make changes or delete their laptop login/password, make changes to the setup of the laptop.
- Report immediately, any damage, interference or issues relating to the School laptops.
- Adhere to the schools Acceptable Use Policy

Teachers should:

- Adhere to the school's ICT and Acceptable Use Policy
- Promote the responsible and effective use of the Internet
- Use the iPad in the classroom setting in a way that will maximise learning and be of most benefit to students
- Fully vet and evaluate any websites before it is integrated into lessons
- Encourage the use of the Internet to achieve greater academic success and maximise the educational experience and learning process.
- Supervise student's use of the Internet
- Become trained in the area of Internet safety

- Keep a record of any student's violation of the AUP and apply sanctions for not adhering to it
- Regularly carry out spot checks on student iPads to ensure material is appropriate

Parents should:

- Inspect iPad each evening to ensure that it is in good working order
- Report immediately, any damage, interference or issues relating to ownership, possession or use of the iPad to school management
- Inspect the iPad and the installed Apps on a regular basis to ensure that there is no inappropriate material
- Use the office to contact their child, not the child's mobile device
- Attend any internet safety workshops offered by NCC
- Should allow teachers and school management the right to collect and/or inspect and/or confiscate (for a limited period) the mobile device at any time and the right to alter, add or delete installed software or hardware

Senior Management should:

- Provide Internet and Email access to its students
- Provide data storage areas. These will be treated similar to school lockers. NCC reserves the right to review, monitor, and restrict information and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing educational work and help assure student compliance of the acceptable use policy
- Provide teachers, parents and students the opportunity to attend internet safety workshops
- Inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the internet
- Closely monitor student's use of iPads when not in school particularly during homework and study times
- Regularly monitor student's internet usage, including access to websites
- Regularly carry out spot checks on student iPads to ensure material is appropriate

Board of Management should:

- Review this policy regularly **Relevant Legislation and Acts**
- Data Protection Act 1998/2003
- Copyright and Related Acts 2000
- Freedom of Information Act 1997
- Child Trafficking & Pornography Act 1990
- Interception Act 1993
- The Data Protection Act 1998

This policy will be reviewed by the Board of Management at least once in every school year.

This policy was adopted by the Board of Management on 10th September 2018

Signed: _____ Signed: _____
Chairperson of Board of Management Principal

Date: _____ Date: _____
Date of next review: September 2019



Students

I _____ (full name) have read and understand the ICT Acceptable Usage Policy for Naas Community College. I agree to use the internet and my iPad in a responsible manner and to obey all the rules outlined in the policy. I will accept any disciplinary actions deemed appropriate, if I am proven to be in breach of this policy.

Signature: _____ Date _____ Class _____

Parents/Guardians

I _____ as the parent / legal guardian of the above student hereby certify that I have read and understand the schools ICT Acceptable Usage Policy. I understand that

the school's computer systems and services are intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide online safety and the school cannot be held responsible if students access unsuitable websites or use their iPad inappropriately.

I grant the school authorities the right to set up my child's iPad as set out in this document, inspect my child's iPad and its Apps and, in exceptional circumstances to confiscate the iPad for a limited period.

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

Signature: _____ Date: _____ Telephone: _____