



## *SHS Acceptable Usage Policy*

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### **Introduction**

All students and parents are required to read carefully this document, as well as sign the accompanying agreement to protect the hardware and software inherent with this technology.

### **Aim of our Acceptable User Policy**

The aim of this Acceptable User Policy is to ensure that pupils will benefit from learning opportunities offered by the school's internet resources in a safe and effective manner. Internet use and access to digital technologies, including the facility to use a device in the classroom to enhance the learning experience is considered a school resource and privilege.

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### **Rationale**

Technology resources at Sacred Heart School (SHS) are provided for the purpose of supporting the educational mission of the School. The School's goal in utilising the Surface Pro is to promote educational excellence by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning. Use of these technologies is a privilege that carries responsibility and behavioural expectations consistent with all school rules and policies, including but not limited to those stated in the Guidelines of Discipline. It is understood that members of the SHS community will use all types of computing devices and the School's network in a responsible, ethical, and legal manner at all times. The use of the SHS technology resources is a privilege, not a right. The privilege of using the technology resources provided by the school is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled in the school. This policy is provided to make all users aware of the responsibilities associated

with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school's technology resources may be denied, and the appropriate disciplinary action shall be applied. The SHS Acceptable Use Policy (AUP) shall be applied to student infractions. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, the gardai may be involved. Students may be requested at any stage to provide their device for inspection to any member of the school staff. This policy may be updated at any time.

#### **Students Responsibilities:**

- Always adhere to this policy.
- Arrive to school each day with a fully charged device; disciplinary action will be taken if this is not observed.
- Each student is required to have a protective case for their device.
- Each student must have a lock for their locker, and it must be always locked. Keys to lockers should be worn on lanyard or kept in a safe place.
- Report any problems, damage or theft immediately to either the year head or principal, deputy principal or Year Head.
- Report any issue and /or interference created by any other students because of device possession, use or ownership.
- A student is obliged to report any damage or interference that may have occurred during the school day to their device. Otherwise, school management will presume that the damage and/or interference took place outside of school time.
- Pupils must not use their device in School corridors or on school grounds outside of class time or during lunchtime. This is "Screen free time" (unless with the Teachers' permission).
- In the event of any disciplinary action, the completion of all class work remains the responsibility of the pupil.
- If a device is left at home or is not charged, the user remains responsible for completing all schoolwork as if they had use of their device.

- Malfunctions or technical issues are not acceptable excuses for failing to complete schoolwork, unless there is no other means of completion.
- Users may not photograph any other person, without that person's consent.
- Inappropriate media may not be used as a screensaver or background photo.
- Devices are to be left in lockers when students are on tours, trips and activities or at home if not in school.
- Before arrival to school and at the start of each class ensure that all Apps are closed.
- If a device is found unattended, it should be given to the nearest member of staff. Also, students are advised not to leave their device unattended in a vehicle

**Parental Responsibilities:**

- **It is the responsibility of parents/guardians to ensure that appropriate insurance cover is in place to cover any damage to the device. Failure to do so could result in the student being without a device for essential schoolwork until it is repaired or replaced by parents/guardians.**
- Parents should monitor students' use of the device when not in school particularly during homework and study times.
- Parents should inspect the device each evening to ensure that it is in good working order.
- Any technical issues can be reported immediately to Year Head or Principal by email.
- Parents should report, immediately, any damage, interference or bullying relating to ownership, possession or use of the device.
- Parents should inspect the device and the installed Apps on a regular basis to ensure that there is no inappropriate material on it or any inappropriate user.
- Parents agree to the inspection of the device and installed apps and to the restriction of games, apps, facilities and the internet when deemed necessary by the ICT team and management.
- Parents need to provide a protective case that has corner protectors preventing the device from breakage.

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- Parents should be aware that the school will not be monitoring the downloading of unapproved Apps during the summer holidays. It will be the parent's responsibility to ensure that their daughter has removed any unapproved Apps from the device prior to return to school in September.
- Parents who have purchased the approved device may be required to attend in-service for support and training.

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#### **School's Responsibilities:**

- To apply this Policy, the Acceptable Use Policy and the Code of Behaviour and School Rules.
- To make every effort to ensure quiet use and enjoyment of the device by all students who use the device.
- To provide a safe storage area (lockers) for students during breaks and whilst they are on tours, trips or activities.
- To assist students to resolve any technical or other issues.
- The school is not responsible for any loss or damage to students' property.
- School will make every effort to resolve any reported issues relating to ownership, possession or use of the device.
- School will provide WIFI access and email access to all students.
- Provide data storage areas. These will be treated similar to the school lockers. The school reserves the right to review, monitor, and restrict information stored on or transmitted via SHS owned equipment 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 charging area in Library for students during Lunch Time. However, the device and safety of it remains sole responsibility of pupil during this time.**

### **Using the device in Class.**

Use of a device in class requires pupils to observe the important points outlined below:

- Students should ensure that their eBooks are installed and working properly. Any issues or faults should be reported to the Year Head/Principal.
- Usernames and passwords for eBooks should be retained in the note's app of each pupil's device. Username and password for email should be noted in a secure location that other students do not have access to.
- Students should follow all instructions of teachers in class.
- Students are not allowed to use any App in school which is unrelated to class work.
- Teachers are allowed to view the most recently used apps on a student's device without any objection from the student.
- Students should take care not to leave their device on table edges or in any position where damage could occur.
- Students should set their devices to lock automatically after a few minutes of non-use.
- Pupils should not reveal passwords to anyone else.
- Usage of any social networking app is strictly forbidden during school time. This may result in suspension.

There will be "Screen Down" time in many, if not all, classes during the day.

**At no time is it acceptable to use any technology for the purpose of bullying, intimidation or hurting others.**

**Cameras:**

- Users must use good judgment when using the camera.
- The user agrees that the camera will not be used to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way.
- Any use of camera in toilets or changing rooms, regardless of intent, will be treated as a serious violation.
- Images of other people may only be made with the permission of those in the photograph.
- Posting of images/movie on the Internet into a public forum is strictly forbidden, without the express permission of the Teacher or in the case of staff use; a member of SHS senior management.
- Use of the camera and microphone is strictly prohibited unless permission is granted by a teacher.

**General Care:**

- Do not do anything to the device that will permanently alter it in any way.
- Do not remove any serial numbers, identification or school labels placed on the device.
- Keep the device clean. For example, do not eat or drink while using the device.
- Do not remove the device from any protective case.
- Do not use during breaks, or on the corridors or otherwise outside class except with the express permission of a member of staff.
- Do not subject the device to extreme heat or cold.
- Do not store or leave unattended in vehicles.

**Personal Health and Safety:**

- Avoid extended use of the device while resting directly on your lap. The bottom of the device can generate significant heat.
- Take frequent breaks when using the device for long periods of time. Look away from the device approximately every fifteen minutes.
- Do not provide your personal information to anyone over the Internet.
- **Do not share your passwords with anyone. On occasion, circumstances may arise where a tablet may need to be repaired in-house. In this case you may be asked to share your password with one of the members of the Staff or Student Digital Support Team to ensure your tablet is fixed as quickly as possible.**
- Keep the device in a secure location when not in school.

**Restricted Use and Confiscation:**

- Students who breach this policy and or the AUP and/or any reasonable standards of user of the device will be subject to the School Code of Conduct.
- A student may be put on restricted/limited access and use of the device, at the Principal's/Deputy Principal's discretion, during the school day, for a limited period until such time as the Principal/Deputy Principal determines the student has satisfied the conditions for non- restrictive use as specified by the Principal/Deputy Principal.

**Reasons for placing a student on Restrictive Use and or confiscation include but are not limited to the following:**

- Excessive damage.
- Excessive loss.
- Non-acceptance and /or compliance with this policy and the AUP.
- Excessive interruptions in service due to the repair of local modifications.
- Inappropriate, defamatory, inaccurate, abusive, profane, or illegal material found on the device.

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- Violating standards for Personal Device Care.
- Failure to co-operate with school's investigation of abuse/or misuse of device.
- Repeated failure to bring to class daily/failure to bring the device to school charged.
  - Illegal Activities- Use of the schools internet/Email accounts for financial or commercial gain or for any illegal activity.
  - Violating Copyrights- Students are allowed to have music and install apps on their device, however the items downloaded and synchronized to the device must be in compliance with copyright laws.
  - Misuse of passwords, Codes or other Unauthorised Access: Any student caught trying to gain access to other student's accounts, files or data will be subject to disciplinary action.
  - Use of chat rooms, sites selling term papers, book reports and other forms of student work.
  - Use of any messaging service not authorised by the school.
  - Changing of device settings.
  - "Jail breaking" of your device.
  - Spamming-Sending mass or inappropriate emails.
  - Bypassing the SHS web filter through a web proxy or 'anonymous server'.

**Please Note -The use of Cloud and Office 365 is in conjunction with the policy requirements set out above.**

**Parents' /Guardians' Agreement:**

We have read and understood the device Policy document and the School's Acceptable Use Policy (AUP) and hereby agree to the terms of this policy and the AUP and grant to the school authorities the right to inspect and monitor our daughter's device and its Apps/programmes and in exceptional circumstances to confiscate it for a limited period because of abuse and/or misuse by our daughter or any other person or students. We hereby agree and



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give permission to the school authorities to delete inappropriate material from our daughter's device and to prevent/block the installation of certain apps and/or to restrict/limit the students' use. We agree to be bound by the terms of this Policy, the school's AUP and the School's Code of Behaviour as they apply to ownership, possession and use of the device and its installed apps.

Name of Parent/Guardian: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

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

Name of Student: \_\_\_\_\_ Class: \_\_\_\_\_ Year: \_\_\_\_\_

Commented [RL3]: added in class and year

Signature of Student: \_\_\_\_\_

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

#### Student Contract for Device Use

1. I will take good care of my device and keep it in a protected case.
2. I will never leave the device unattended.
3. I will never lend my device to others.
4. I will know where my device is at all times.
5. I will charge my devices battery every night.
6. I will keep food and drinks away from my device since they may cause damage to the device.
7. I will not disassemble any part of my device or attempt any repairs.
8. I will protect my device by only carrying it whilst it is in a case.
9. I will use my device in ways that are appropriate and permitted by SHS
10. I understand that my device is subject to inspection at any time without notice.
11. I will only photograph people with their permission.

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12. I will only use the camera or the microphone when my teacher tells me to.

13. I will not use my device in toilets or dressing rooms

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14. I will never share any images or movies of people in a public space on the Internet, unless I am asked to do so by my Teacher.

15. I agree to abide by the statements of this device acceptable use policy.

16. I will not use my school internet/email account for financial or commercial gain or any illegal activity.

**Commented [RL7]:** added in this point....

Student Name: \_\_\_\_\_ Class: \_\_\_\_\_ Year: \_\_\_\_\_

**Commented [RL8]:** added in class and year.....

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

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

Ratified by the Board of Management on:

\_\_\_\_\_

**Commented [RL9]:** Overall question: Do we need to include the disciplinary steps for a breach of the AUP or is it sufficient to follow the Code of Conduct for our discipline?

Review Date: \_\_\_\_ Nov 2020