



Students' Electronic Devices, College ICT Devices, Systems and Web Resources

Acceptable Usage Policies



Students' Electronic Devices, College ICT Devices, Systems and Web Resources has been approved by the Board of Management.	
Signature (Chair of Board of Management)	
Date of approval	
Date of review	14 th September 2020

Acceptable Usage Policies

This document contains the following Acceptable Usage Policies (AUPs):

1. Students' Portable Electronic Devices AUP.
2. College Devices AUPs.
3. College Systems AUPs.
4. Web Resources AUPs.

Rationale

These AUPs are written to give effect to The Deansrath Community College Digital Vision as outlined in the DCC Connect Whole School Digital Plan <https://bit.ly/2FxpD5>:

“We use digital technology to enhance learning, wellbeing, administration and communication for all in our school community”.

Each AUP is compliant with Child Protection Legislation and associated Guidelines (Children First: <https://bit.ly/2H07JNR>)

In addition, given the circumstances of the Covid-19 Public Health Crisis, these AUPs are compliant with the terms of the Department of Education and Skills' Roadmap for the Reopening of Schools: <https://bit.ly/3iuuVSa>

Students' Portable Electronic Devices

Irresponsible use of portable electronic devices can lead to serious infringements of people's rights and reputation, especially because of the ease with which images and video can be transmitted.

Therefore, this policy sets out how our college community protects these rights and reputations in respect of students' portable electronic devices.

College ICT Devices, Systems and Web Resources

The college also recognises the great potential for ICT Devices, Systems and Web Resources to enhance teaching and learning.

Accordingly, this policy sets out the Acceptable Usage Policies (AUPs) under which they can be used by members of our community.

Students' Portable Electronic Devices

1. All students' portable electronic devices must be switched off and kept out of sight at all times in the college building and grounds.

This rule applies to all activities taking place in the college building and grounds, before during and after lessons.

Students must not access their portable electronic devices unless they are given permission from a teacher to do so.

Students' portable electronic devices must not be switched on until the student has left the college building and grounds.

2. Students who wish to go home must not contact parents by mobile phone or by any other social media messaging system.

Parents can only be contacted through the Year Head/Front office.

Parents are asked not to contact students by mobile phone or other device during the school day; as this would result in the student breaking the school rule.

Parents should phone the school office and contact will be made with students.

3. If a student **uses** a portable electronic device without explicit advance permission from a teacher the device will be **confiscated immediately** – because of the Covid-19 public health situation we will not touch the device – it will be dropped into a resealable plastic bag.

- 4.

If a student refuses to hand over a device on it being requested by any member of staff, he/she will be suspended.

The device will be kept until the end of the school day in a resealable plastic bag in a securely locked cabinet in the office.

We will not check the contents of students' devices without permission, however, we reserve the right to contact relevant outside bodies to determine the appropriate course of action, i.e. Dublin and Dún Laoghaire Education and Training Board, legal advisors, or the Gardaí.

5. Checking the time or date is not an acceptable use of students' portable electronic devices. Clocks are provided in all classrooms and throughout the college public areas for this purpose.

2.0 Acceptable Usage Policy for College ICT Devices

2.1 ICT Devices and Hardware

The following policy on acceptable usage of ICT Devices and Hardware aims to ensure that pupils will benefit from learning opportunities offered by the ICT devices and hardware in the college in a safe and effective manner.

While using these devices and hardware students must comply with all of the terms of the entire **Policy on Students' Electronic Devices**, College ICT Devices, Systems and Web Resources.

ICT Devices and Hardware refers to all non-portable college devices and systems: comprising but not limited to PCs, peripherals, Interactive Whiteboards, laptops, printers.

1. Students must not eat or drink while using ICT Devices and Hardware.
2. Students must only use ICT devices and hardware under the direct supervision of a teacher.
3. Any damage to any ICT Systems must be immediately reported to the teacher in charge at the time.
4. ICT devices and hardware are fragile and expensive. Students must therefore use PCs, peripherals, interactive whiteboards, printers etc. with care and respect.
5. Students must not attempt to alter any settings in place on any device or hardware. This includes but is not limited to monitor orientation and screen resolution settings, desktop backgrounds.
6. Students must not attempt to remove, replace, or rearrange any item of ICT devices and hardware. This includes, but is not limited to, unplugging power leads, network cables or VGA cables, removing peripherals such as keyboards, mice or monitors, removing PCs.

2.2 Portable Electronic Devices (iPads, Laptops)

The following policy on acceptable usage of college portable electronic devices aims to ensure that pupils will benefit from learning opportunities offered by these devices in the college in a safe and effective manner.

Devices are available for student use. While using these devices students must comply with all of the terms of the entire **Policy on Students' Electronic Devices, College ICT Devices, Systems and Web Resources**.

In addition, students must note:

College Devices are NOT PRIVATE: they are constantly monitored by a remote management system: all internet, email, photographic, app activity is recorded, logged and assessed so that we can be sure that the device is being used properly.

Therefore, they must be used ONLY for the purposes of Learning.

Examples of using iPads/Laptops for the purposes of Learning include but are not limited to:

- Accessing your files on OneDrive
- Accessing Class materials on OneNote
- Submitting work on OneNote
- Taking part in video lessons on Teams
- Accessing information on the internet as directed by your teacher
- Accessing apps as directed by your teacher

*Examples of using iPads/laptops that are **not permitted** include, but are not limited to:*

- Accessing any private social media account
- Using the device in any way that could be construed as a form of bullying: airdropping notes in class, using the camera in any way that has not been explicitly directed by your teacher.

- Attempting to access the app store or installing any app from any other source.
- Attempting to interfere with another student's or Teacher's work either on another college device, server, or cloud resource.

COVID-19 Protocol:

- Fixed College Devices (PCs, etc) must be sanitised after each use as per the recommendations of the Deansrath Community College Covid 19 Response Plan (<https://bit.ly/3ivbjgC>)
- Portable devices (Laptops, iPads) will not be available in 2020/21 for shareable use – the potential for transmission of infection through sharing iPad class sets is too great

3. Acceptable Usage Policy for College ICT Systems

3.1 ICT Systems

The following policy on acceptable usage of ICT Systems aims to ensure that pupils will benefit from learning opportunities offered by these systems in the college in a safe and effective manner.

ICT Systems refers to college networks and web based administration systems: comprising but not limited to student and administration networks, administration systems, school website administration.

1. Each student has her/his own secure access to the college student network. Under no circumstances should students share these log in details with others or attempt to use another student's log in details.
2. In order to use the college student network efficiently, students should save any resources to their own secure network drive: (H: StudentServer/StudentName).
3. Students must not attempt to 'hack' into, reset, reconfigure, or in any way alter the settings of any college network.
4. Students must not attempt to 'hack' into, reset, reconfigure, or in any way alter the settings of any college administration system.
5. Students must not attempt to 'hack' into, reset, reconfigure, or in any way alter the settings of any part of the college website.

3.2 Cloud Computing/Office 365 Accounts:

Acceptable Usage for MS 365

Outlook

We use outlook for student/teacher communication

- We send invitations to join Class Notebooks
- We send invitations to take part in Teams meetings
- Outlook is for educational use only – it is NOT social media

OneDrive

We use OneDrive to store files online

- OneDrive is your private storage space
- OneDrive is for educational use only – it is NOT social media

OneNote

We use OneNote for online lessons

- Find your lessons in “Content Library – Find Lessons Here”
- Do your lesson in “YourName – Homework”
- You can do your work directly on OneNote or do it in a copy and insert photographs so that your teacher can correct it
- Share your work with your teacher when you finish
- Help video: <https://youtu.be/daSif7yktAc>
- OneNote is for educational use only – it is NOT social media

Teams

We use Teams for Video Teaching and “Check in”

In order to access Teams you need:

- A phone/tablet or laptop/PC
- Add the Teams App (Playstore/Appstore/MS 365)
- If you have a Deansrath device Teams will already be setup for you
- Login to Teams with your MS 365 **username and password**
- Check the Calendar in Teams or check Outlook for the start time of your Teams session
- Help Video for Phone/Tablet: <https://youtu.be/p7qGBL0se4s>
- Help Video for Laptop/PC: <https://youtu.be/KRoR3kagmkA>

Guidelines for Teams

1. **Punctuality:** Students should start and conclude Teams meetings on time.
2. **Noise** – keep your microphone OFF until your teacher asks you to switch it on.
3. **Preparation:** Try to make sure that you are ready for the lesson, that you are in a location where you will not be disturbed, that your device is in good order – fully charged and updated.

4. **Appropriate Communications:** Spoken, visual **and text** communications must be appropriate. **Teams sessions are not social media sessions.** Be respectful, speak clearly, ask questions, be patient.
5. **Images/Video:** Under no circumstances should you “screen record” or “screen grab” session data that contains images of the teacher or other students.
6. **Supervision:** Teams sessions are only to take place under direct teacher supervision.

It is important that parents understand that similar guidelines apply to teachers and other Deansrath CC staff using this system.

We take any breach of the terms of the MS 365 Guide very seriously. The Deansrath Community College Code of Behaviour applies at all time.

In addition, students must note:

1. Sending or publishing any material that is illegal, obscene, or defamatory or is intended to intimidate another person will not be tolerated.
2. Inappropriate use of MS 365 must be reported to your teacher.
3. Accounts must be used for educational purposes only.
4. Students must only access their own material and not interfere with the material of other users.
5. Students must not attempt to ‘hack’ into, reset, reconfigure, or in any way alter the software, operating Systems, or configuration of any aspects of MS 365.
6. All accounts and web space will be monitored to ensure that there is no activity that breaches the guidelines as outlined in this policy.
7. These accounts are not personal accounts and are constantly and closely monitored by Dublin & Dun Laoghaire Education Training Board.

4. Acceptable Usage Policy for Web Resources

4.1 Acceptable Usage Policy for Internet, Social Media

The following policy on acceptable usage of Internet and social media aims to ensure that pupils will benefit from learning opportunities offered by these resources in the college in a safe and effective manner.

Students are provided with an access to web resources for educational purposes only.

While using web resources students must comply with all of the terms of the entire **Policy on Students' Electronic Devices & College ICT Devices, Systems and Web Resources**.

In addition, students must note:

Students must only use the internet for legitimate, teacher supervised, educational purposes.

Examples of **acceptable** usage of web resources include:

- Accessing websites/web resources that contain materials relevant to coursework.
- Reporting any inappropriate accessing of web resources to the supervising teacher

Examples of **unacceptable** usage of web resources include, but are not limited to:

- Accessing, sharing, or downloading any material that is illegal, obscene, or defamatory or that is intended to intimidate another person.
- Sharing personal details such as addresses, telephone numbers or photos.
- Intentionally visiting internet sites that contain obscene, illegal, hateful or otherwise objectionable material.
- Accessing any private social media account.
- Accessing any video streaming website such as YouTube.
- Attempting to bypass college filtering software by using “proxies” or VPNs (Virtual Private Networks)
- Accessing any materials that are not relevant to coursework.
- Using web resources for harassment, bullying or intimidation of any member of the school community.

- Playing online games that have no relevance to coursework

4.2 Plagiarism

The following policy on Plagiarism aims to ensure that pupils will benefit from learning opportunities offered by web resources without intentionally or unintentionally engaging in plagiarism

- Students should not plagiarise content (copy or use as your own without citing the original creator), including words or images, from the Internet.
- Students should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online.
- Research conducted via the internet should be appropriately cited, giving credit to the original author.
- The school may check for plagiarism using online tools as are available for such purposes.
- Web resources give a wide range of learning opportunities. For that reason it is important that you consult and cite more than a basic minimum of sources – Wikipedia alone is not sufficient for adequate web based research.

4.3 Permission for use of Student Images on College website and social media accounts

From time to time, in order to celebrate the achievements of our students, and also, to promote a positive image of the college, we may make use of images of students in social media.

The social media that we use are Facebook, Twitter, Instagram, YouTube and the college website.

Our number one priority is child protection: under no circumstances will we use images in our social media that identify individual students.

To comply with Irish and European Data Protection laws we need your consent to use these images in of your child in social media.

Please read the General Terms of use of students' images and check below:

- We will NOT use students' images and full names together in any social media
- We will use images that focus on group activities
- We will keep secure and up to date records of which parents/guardians have (not) given their consent for the use of the children's images in our social media.
- We will actively monitor our social media to make sure that we are in compliance with all relevant policies.

General Note on Privacy and Data Protection when using College ICT Devices, Systems and Web Resources.

College ICT Devices, Systems and Web Resources are not private. Teachers and management of Deansrath Community College actively and closely monitor College ICT Devices, Systems and Web Resources. Any breach of the Acceptable Usage Policies outlined herein may result in possibly very severe sanctions

Access to College ICT Devices, Systems and Web Resources is a privilege that may be withdrawn and appropriate sanctions in line with school policies will be imposed.

Please note that in the event of a serious breach of the terms of this policy the college will contact relevant outside bodies or agencies such as the Dublin and Dun Laoghaire Education and Training board and the Garda Síochana.

Deansrath Community College is committed to the Child Protection Procedures for Primary and Post-Primary Schools (Circular 0081/2017) and will act as required by the Department of Education and Skills, the Department of Children and Youth Affairs, the Department of Justice and Equality and the Health Service Executive.

I have read and agree to abide with the Students' Electronic Devices, College ICT Devices, Systems and Web Resources Acceptable Usage Policies

Parent(s)/Guardians: _____

Student: _____

Date: _____

CONSENT FORM

Parental/Guardians' Consent Form for use of Images of Students on DCC Social Media

Dear Parent/Guardian of _____

From time to time, in order to celebrate the achievements of our students, and also, to promote a positive image of the college, we may make use of images of students in social media.

The social media that we use are **Facebook, Twitter, Instagram, YouTube** and the college **website**.

To comply with Irish and European Data Protection laws we need your consent to use images of your child or children in these social media.

General Terms of use of Students' Images

- We will not use students' images and full names together in any social media.
- We will try to use images that focus on group activities.
- We will keep secure and up to date records of which parents/guardians have not given their consent for the use of their children's images in social media
- We will actively monitor our social media use to make sure that we are in compliance with our own policy and aware of parents' and guardians' consent.

Withdrawal of Consent

Parents/Guardians have the opportunity to withdraw any consent given in this permission form. In order to withdraw consent you should contact the college and speak to the Principal.

Consent

Please circle YES or NO as appropriate:

I give Deansrath Community College consent to use images of my child in college social media.

YES NO

Signed: _____ Date: _____

Helen Taylor, Principal