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| **Acceptable Use of Information and Communications Technology Policy** | DRAFT2016 |

**Mission Statement**

Ramsgrange Community School is a welcoming, open and inclusive school. Our aim is to develop each of our students as a whole person by promoting an atmosphere of respect, honesty and fairness in which all of the school community can achieve their full potential.

RCS Vision: Respect, Community, Success

**Rationale:**

Our Students engage confidently with Information and Communications Technology (ICT) in their social and recreational lives. ICT integration in the classroom can be a hugely positive addition to the learning environment. ICT can bring rich and varied learning resources into the classroom which can lead to the creation of a more dynamic, rewarding and productive learning environment. ICT, in whatever form, should be considered as a tool which can assist and support the delivery of the curriculum.

The aim of this Acceptable Use Policy (AUP) is to ensure that pupils will benefit from learning opportunities offered by the school's Internet resources and mobile phones in a safe and effective manner. Internet use and access is considered a school resource and privilege. Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions - as outlined in the AUP - will be imposed.

 \*Users refer to students, teachers, administrative staff, other members of school staff and visitors using the school facilities.

**What is ICT?**

ICT (information and communications technology - or technologies) is an umbrella term that includes any communication device or application, encompassing: radio, television, mobile phones, computer and network hardware and software, satellite systems and so on, as well as the various services and applications associated with them, such as videoconferencing and distance learning.

**Digital Rights and Responsibilities:**

The definition of digital rights and responsibilities is having the right and freedom to use various types of digital technology while using the technology in an acceptable and appropriate manner.

**Other school policies:**

The following is a list of school policies, practices and activities that are particularly relevant to AUP

* + Mission Statement
	+ Anti-Bullying
	+ The School Care Team
	+ Extra-curricular activity
	+ Code of Behaviour
	+ Class Tutor system
	+ Major Incidents procedures

The Board has ensured that the necessary policies, protocols or practices as appropriate are in place in respect of each of the above listed items.

**Acceptable Use – Guidelines and Procedures:**

1. When using the Internet, all school staff (both teachers and support staff) must comply with all copyright, libel, fraud, discrimination and obscenity laws, and all school staff are expected to communicate in a professional manner consistent with the rules of behaviour governing employees in the Education Sector and Teaching Council Code of Conduct.

Staff & Students should ensure that students know and understand that **no** Internet user is permitted to:

* + retrieve, modify the security settings/configuration of the school’s PC and IT facilities, send, copy or display offensive messages or pictures;
	+ use obscene or racist language;
	+ harass, insult or attack others;
	+ damage computers, computer systems or computer networks;
	+ violate copyright laws;
	+ use another user’s password;
	+ trespass in another user’s folders, work or files;
	+ intentionally waste resources (such as on-line time and consumables);
	+ use the network for unapproved commercial purposes.
1. **Location and Supervision**

It is an absolute requirement that the school ensures that access to the Internet provided to staff and students is a filtered service. The filtering service is provided by N.C.T.E. The school management reserves the right to review such access and revoke Internet access. Staff are informed that the I.C.T. system in the school records websites visited.

Internet access for students will be available only on computers/mobile phones that are in areas of the school such as classrooms, libraries, study rooms, computer laboratories or where permission is granted by the Teacher. Machines, which are connected to the Internet, must be in full view of people circulating in the area.

1. **Internet & Mobile Phones as a Teaching Resource**

Our School supports the use of teachers’ resources in their teaching and learning activities, to conduct research, and for contact with others in the education world.

Staff are encouraged to investigate the possibilities provided by access to this electronic information and communication resource, and blend its use, as appropriate, within the curriculum.

The use of ICT, including mobile phones, is solely at the discretion of the teacher. Any breach of such privileges will result in withdrawal of same.

The use of mobile phones is not allowed at break times.

**Examples of Acceptable and Unacceptable Use of the I.C.T. facilities available to staff in Ramsgrange Community School:**

1. On-line activities which are **encouraged** include:
* use of email and computer conferencing for communication between colleagues, between students(s) and teacher(s), between student(s) and student(s), between schools and industry;
* use of the Internet to investigate and research school subjects, cross-curricular themes and topics related to social and personal development;
* use of the Internet to investigate careers and further and higher education;
* development of students’ competence in ICT skills and their general research skills.
* Use of mobile phone cameras for research and documentation purposes
* Use of appropriate educational APPs
1. On-line activities which are **not permitted** include:
* visiting internet sites that contain obscene, hateful, pornographic or otherwise illegal material;
* downloading text or images which contain material of a pornographic, racist or extreme political nature, or which incites violence, hatred or any illegal activity;
* using the computer to perpetrate any form of fraud, or software, film or music piracy;
* using the internet to send offensive or harassing material to other users;
* downloading commercial software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such licence;
* hacking or accessing unauthorised areas;
* publishing defamatory and/or knowingly false material about St. Joseph’s Secondary School, your colleagues and/or our students on social networking sites, 'blogs' (online journals), 'wikis' and any online publishing format;
* revealing confidential information about St. Joseph’s Secondary School in a personal online posting, upload or transmission - including personal information and information relating to our students, staff and/or internal discussions;
* undertaking deliberate activities that waste staff effort or networked resources;
* introducing any form of malicious software into the school network;
* searching, viewing and/or retrieving materials that are not related to the aims of the curriculum or careers information that is relevant to students;
* copying, saving and/or redistributing copyright protected material, without approval;
* subscribing to any services or ordering any goods or services, unless specifically approved by the Principal;
* playing computer games or using other interactive ‘chat’ sites;
* publishing, sharing or distributing any personal information about any member of staff without their permission (such as: home address; email address; phone number, etc.)

Any breach of this Internet Acceptable Use Policy may lead to disciplinary action. All staff (teachers, student teachers, SNAs, ancillary staff) that use the school's internet service is required to sign this agreement confirming their understanding and acceptance of this policy.

Teacher’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**All activity on the Internet is monitored and logged.**

**Sanctions needed……**