



# Donabate Community College

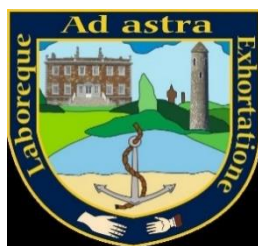
## ACCEPTABLE USE POLICY

To include guidance on Internet, Electronic Devices, College ICT Devices,  
Systems and Web Resources

Signature (Chair of Board of Management)	
Date of approval	
Date of review	

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Dear Parent/Guardian,

As part of the school's facilities we provide students supervised access to computers and the internet. This allows students access to a large array of online educational resources that we believe can greatly enhance students' learning experience. Due to the recent Covid-19 pandemic teachers and students have had to adapt in the way they disseminate and receive their tuition. The use and importance of digital devices has been extremely beneficial during this pandemic. With this in mind, we are introducing a temporary measure for Senior Cycle students (TY to 6<sup>th</sup> year), which will permit them to bring in their own device. A mobile phone does not constitute an acceptable device.

Access to and use of the internet through digital devices requires responsibility on the part of the student and the school. These responsibilities are outlined in the school's 1. Internet Acceptable Use Policy

2. Acceptable Use Policy for Digital Devices.

It is important that these enclosed documents are read carefully.. The school respects each family's right to decide whether or not to allow their children access to the internet as defined by the school's Acceptable Use Policy (AUP).

Further to this, on a regular basis the school may use a variety of digital media to showcase student work and record your son/daughter regarding sporting occasions, yearbook, excursions, concerts, presentations etc. These images/recordings may be published on our website – [www.donabatecc.ie](http://www.donabatecc.ie), or on our social media platforms. **If you agree or do not agree with the outlined documents, please sign the Microsoft Form when you receive the link by text.**

Yours faithfully,

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Anthony Creevey  
Principal

## **Rationale**

These AUP aims to maintain a safe, nurturing and intellectually challenging and rewarding environment where the safety and rights of all the members of the college community are protected and the potential for students' portable electronic devices\*, college ICT devices, systems and web resources to enhance teaching and learning is maximised.

*\*For the purposes of this document portable electronic device is defined as a tablet (Apple or Android or a laptop computer). Mobile phones are not a sanctioned device.*

## **1. INTERNET ACCEPTABLE USE POLICY**

The aim of this Acceptable Use Policy (AUP) is to ensure that students will benefit from learning opportunities offered by the school's internet resources 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 will be imposed.

It is envisaged that Donabate Community College and Parent representatives will revise the AUP annually. This version of the AUP was revised on the **26th August 2020** by **the T.E.L. Committee, submitted to the Parents' Council, Staff and Board of Management.**

### **Our School's Strategy**

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the internet. These strategies are as follows:

#### **General**

- Internet & ICT sessions will be directed by a teacher.
- Filtering software and mobile device management is used in order to minimise the risk of exposure to inappropriate material.
- The school has the ability and will regularly monitor students' internet usage, while in school or on school premises.
- AB Tutor monitoring software is used to oversee students while working on desktop computers.
- Students and teachers will be provided with training in the area of Internet safety.
- Uploading and downloading of non-approved software is not permitted.
- No eating or drinking is allowed while working on a school computer.
- Virus protection software will be used and updated on a regular basis.
- Students will treat others with respect at all, and will not undertake any actions that may bring members of our school community and/or Donabate Community College into disrepute.

## **World Wide Web**

- Students will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students must report accidental accessing of inappropriate materials in accordance with school rules.
- Students will use the internet for educational purposes only and on clear instructions from the teacher.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Students will never disclose or publicise personal information on any school platform of any member of the school community.
- Downloading materials or images not relevant to their studies, is in direct breach of the school's acceptable use policy.
- Students will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.

## **Email**

Students will only use approved school email accounts under direction of, or with permission from, a teacher. Students must only use this account to access or use online digital resources in school.

- Students will only use their own account to send/receive emails. Students are not permitted to share usernames and passwords or to send emails from an account which is not their own school account.
- Students will write emails in an appropriate way which is in line with respectful, clear and concise communication. All students will be trained in appropriate email communication.
- Students will not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy, intimidate, upset or embarrass another person.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or personal pictures.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.
- Internet Chat is restricted for educational purposes only.
- Students will only have access to electronic communication that has been approved by the school.

### **Website/School Social Media Platforms:**

- The school platforms will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- The school platforms will not contain personal details (apart from student name on occasion), unless permission has been sought from students.
- The publication of student work will be co-ordinated by a teacher.
- Students' work will appear in an educational context on Web pages
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities.
- Students will continue to own the copyright on any work published.

### **Student Mobile Phones**

Students are not permitted to use their mobile phones on school grounds.

Students using a mobile phone, either turned on, or using it in class, sending nuisance text messages, or the unauthorised taking of images with a mobile phone camera, still or moving is in direct breach of the school's acceptable use policy and is taken very seriously.

- All students' mobile phones must always be switched off and kept out of sight 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' mobile phones must not be switched on until the student has left the college building and grounds.
- 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.
  - 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.
- Depending on the nature of the contents, the college reserves 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.
- Checking the time or date is not an acceptable use of students' mobile phone.

## **Legislation**

The school will provide information on the following legislation relating to use of the Internet with which teachers, students and parents should familiarise themselves:

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

## **Sanctions**

Misuse of the Internet and computers within school will result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

## **2. ACCEPTABLE USE POLICY FOR COLLEGE ICT DEVICES**

This document is being provided to communicate the responsibilities that Donabate Community College students and their guardian(s) accept when they elect to use an ICT Device in school for educational purposes. Please read these policies and expectations prior to signing the **Donabate Community College Digital Device Acceptable Use Agreement**. Your signature on the **Digital Device Acceptable Use Agreement** represents your agreement to the policies and expectations listed below.

### **Basic Expectations**

- Students are allowed the use of digital devices in Donabate Community College exclusively for the purposes of teaching and learning. The purpose of the device access is to enhance classroom learning.
  - The Donabate Community College **Junior Cycle iPad Programme** is a managed and monitored programme which allows junior cycle students “to use technology and digital media tools to learn, communicate, work and think collaboratively and creatively in a responsible and ethical manner” in line with Junior Cycle Framework Statements of Learning 24. As such it is appropriate and necessary that Donabate Community College requires all junior students to use a specified device which is controlled and managed by the school.
  - The **Senior Cycle Digital Device Programme** is being put in place in response to the Covid-19 pandemic. This temporary measure will allow us to minimise our interactions and maintain social distancing in line with government regulations within the classroom when sharing and assessing educational materials including homework, notes, handouts and textbooks.
- The device must be kept in the student’s school bag or closed on the student’s desk when it is not being used during class/learning time. Students are not permitted to use their devices during lunch and break time hours.
- Students are responsible for their devices. Students will practice extreme care when using their devices. It is expected that the student will maintain control of the device at all times. The device will be transported exclusively within its appropriate case and handled with care.
- As a Donabate Community College student you are entrusted to uphold all copyright laws, value and protect information privacy, and protect Donabate Community College’s secure and private information.
- Students are not permitted to share their device, password or account information with anyone else.

- The student who owns the digital device will be responsible at all times for its appropriate use.

### **Acceptable Use**

With the privilege of using resources comes responsibility. It is therefore required that students AND parents/guardians read and sign the attached agreement. If unsure, please contact a member of school management for questions or clarification BEFORE you submit your agreement to these policies. Inappropriate use of the network and/or device will result in the consequences outlined below, including the loss of all technology privileges.

### **Unacceptable Conduct** (includes but is not limited by the following):

1. Use of the device for illegal activities, including copyright or contract violations, downloading inappropriate content including viruses, file sharing software, hacking programs or any other form of inappropriate content.
2. Disabling, bypassing, or attempting to disable or bypass any system monitoring, filtering or security measures.
3. Electronically posting personal information about yourself or others. (i.e. address, phone, photos)
4. Maliciously altering data, the configuration of a computer, the files of another user, accessing restricted network files or any other form of technological vandalism.
5. Engaging in any conduct that is considered illegal under Irish, county, local or any other Government law.
6. Wasting or abusing resources through excessive use of bandwidth or unauthorised system use (e.g. Internet radio, online gaming, downloading media files)
7. In line with Donabate Community College's Code of Positive Behaviour students must respect school property and the property of other people.
8. Using inappropriate profile pictures.



## **Consequences**

Noncompliance with the policies and expectations within this document may result in the suspension or termination of technology privileges along with possible disciplinary actions.

Donabate Community College cooperates fully with local, state, or Garda officials in any investigation concerning or relating to violations of computer crime laws. Contents of network and email communication can be legally requested and turned over to the proper authorities as evidence for such crimes.

Students who do not comply with the policies and requirements within this document will forfeit the right to use their device when in school.

Students are not permitted to use or access any apps, websites or software that have not been approved by school management while at school.

## **AUP for Junior Cycle iPad Programme**

- Students must bring their fully charged iPad to school each day. Students who forget their iPad or forget to charge it will be sanctioned in line with school rules.
- The iPad must be left flat on the desk unless the teacher has instructed the student to open it.
- At the beginning of class the iPad should be locked and closed on the desk.
- The cover must be closed when not in use.
- Photos may be taken of work/notes written on the board, but photos must not include other students, teachers, SNAs.
- Photos may be taken of experiments and demonstrations under the supervision of the teacher and NO pictures or video to be taken of class members, teachers or SNAs.
- The student's iPad is as important as the school journal and must be with the student when moving to optional subject classrooms.
- Student iPads for junior students must be named in the format of 'First Name Last Name'.
- 'Hands Off' rule. Students must immediately stop using iPad's if instructed to do so by a teacher.
- Only photographs or images which are deemed appropriate may be used as background or wallpaper.
- Cyberbullying in any form is unacceptable and will be dealt with in line with the Donabate Community College's anti-bullying policy. (According to The Office for Internet Safety, Cyberbullying refers to bullying which is carried out using the internet, mobile phone or other technological devices. Cyberbullying generally takes a psychological rather than physical form but is often part of a wider pattern of 'traditional' bullying. It can take the form of sending nasty, mean or threatening messages, emails, photos or video clips; silent phone calls; putting up nasty posts or pictures on a message board, website or chat room; saying hurtful things in a chat room; pretending to be someone else in a chat room or message board or text message and saying hurtful things; or accessing someone's accounts to make trouble for them.)

## **AUP for Senior Cycle Digital Device Programme**

- It is recommended that digital devices for senior students are named in the format 'First Name Last Name'.
- Students are expected to have adequate space on their device for the required apps and software necessary for school work.
- The device must be left flat on the desk unless the teacher has instructed the student to open it.
- At the beginning of class the device should be locked and closed on the desk.
- The cover must be closed when not in use.
- 'Hands Off' rule. Students must immediately stop using their device if instructed to do so by a teacher.
- The background or wallpaper on the device should be appropriate to an educational setting.
- Photos may be taken of work/notes written on the board, but photos must not include other students, teachers, SNAs.
- Photos may be taken of experiments and demonstrations under the supervision of the teacher and NO pictures or video to be taken of class members, teachers or SNAs.
- All forms of Social Media and Messaging Apps must be logged out of when in school and the digital device must be connected to the school's network (hotspotting on phones or other devices or the use of sim cards is not permitted).
- Cyberbullying in any form is unacceptable and will be dealt with in line with the Donabate Community College's anti-bullying policy. (According to The Office for Internet Safety, Cyberbullying refers to bullying which is carried out using the internet, mobile phone or other technological devices. Cyberbullying generally takes a psychological rather than physical form but is often part of a wider pattern of 'traditional' bullying. It can take the form of sending nasty, mean or threatening messages, emails, photos or video clips; silent phone calls; putting up nasty posts or pictures on a message board, website or chat room; saying hurtful things in a chat room; pretending to be someone else in a chat room or message board or text message and saying hurtful things; or accessing someone's accounts to make trouble for them.)
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Donabate Community College will continue to monitor and update our rules on what we consider to be appropriate with regard to the use of devices in school for educational purposes as we continue to navigate this new learning environment and in line with recommendations and guidelines from the Department of Education and the Health Service Authority.