



Coláiste Pobail Acla

Information and Communications Technology Policy

Coláiste Pobail Acla,
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1. Introduction

I.C.T. planning is very important, and it is also an integral part of school development planning. This document sets out the school's aims, principles and strategies for the delivery of Information Technology over the next 3 years.

2. Rationale

I.C.T. has a very significant impact on all aspects of our modern society. Whether at home, school or work its influence is felt and it has expanded our knowledge and understanding of the world in which we live.

Young people leaving school now require considerable I.C.T. knowledge, skills and awareness if they are to be successful in their futures. However, to achieve this development will require teachers themselves to be supported and we must ensure that training is a feature of our staff development programme at all times due to the changing nature of I.C.T.

I.C.T. also offers education a powerful learning tool to help enhance learning and teaching across the whole curriculum and it is important that staff and pupils have access to technology to ensure that they benefit from it.

3. Aims of the I.C.T. Policy

- Help students develop the necessary skills to exploit I.C.T.
- Help students and staff to become autonomous users of I.C.T.
- Help students to evaluate the benefits of I.C.T. and its impact on society.
- Promote the use of Digital Content in supporting the delivery of the curriculum.
- Achieve the highest possible standards of achievement.
- Adequately support teachers in the use of I.C.T. as a teaching tool.
- Promote the use of educational websites (e.g. Scoilnet, CAO) and the Internet in the school
- Encourage every teacher to get interested in, and use I.T.
- Provide adequate resources so that computers can be used as a teaching and learning tool in all subject areas of the curriculum.
- Foster a positive supportive I.C.T. structure throughout the school.
- Celebrate success in I.C.T. use.

4. Current I.C.T. Provision

- 1 fully equipped Computer Lab.
- DCG room with 5 desktops and 11 laptops.
- 3 desktop computers to facilitate education in the ASC Unit.
- 3 Interactive whiteboards

- All computers have Microsoft Office 2016.
- The provision of a number of laptops for staff to encourage and enhance their use of I.C.T. as a teaching strategy at home.
- The provision of wall mounted data projectors for all classrooms in the school.
- Software for careers, languages, music sciences, mathematics and CAD drawing.
- All curriculum materials researched/developed by staff are available via the school's network, on a shared drive, for teaching and learning.
- Central printing for both students & teachers.
- Central storage drives available on login, for both teachers and students, where subject resources are held.
- Remote control software (AB Tutor Control) enables teachers (or network administrator) to control a number of student workstations in the computer room - or remote location - from one central workstation. Classroom groups and policies as well as Internet and application restrictions can be created by teacher or network manager to maintain security on the school network.

5. Budgetary Provision

There is an on-going commitment by school management to continue to invest school funds in I.T.

Budgetary priorities for the future:

- Investment in equipment to encompass broadband infrastructure and to utilise its full potential.
- A Policy of supporting staff in the acquisition of skills designed to improve teaching and learning using I.C.T.
- A continual policy of update, renewal and expansion of equipment.
- The on-going investigation and purchase of subject specific software and the provision of the Hardware Platform to support this software as it becomes an integral part of many subject areas.
- A continual policy of software acquisition for cross curricular use; with a particular focus on the area of special needs.

6. I.C.T. Co-Ordinator

The role of the co-ordinator may include:

- Co-ordinating the compilation, production and implementation of the school I.C.T. plan.
- Developing strategies for integration of I.C.T. across the curriculum.
- Liaising with Senior Management and advising on I.C.T. strategies.
- Maintaining a repair log book for cross checking with invoices before clearing for payment.
- The co-ordinator may be responsible for the replacement of consumables.
- The co-ordinator shall be consulted for his/her advice prior to the purchase of equipment.

7. Students

In their first year, students learn the basic skills which are to be used in many subjects throughout their time in Coláiste Pobail Acla. In Transition Year, students will get the chance to learn many other skills which will assist them when completing Senior Cycle. The latest version of Microsoft Office; Office 2016 is used.

At Coláiste Pobail Acla, our aim is to produce learners who are confident and effective users of I.C.T. To achieve this, we will seek to:

- Help pupils to develop the necessary skills to use I.C.T.
- Try to ensure access to I.C.T. for all pupils across the school.
- Promote interactive methodologies in the use of I.C.T. with pupils.
- Develop greater independent thinking through the use of I.C.T.

Pupils should have the opportunity to experience I.C.T. across the full curriculum and staff should encourage the development of skills in all areas. However, there will be more emphasis on I.T. skills development in some subjects than in others due to the nature of the subject.

8. Passwords

All students and staff are provided with a login username and password, passwords are confidential. It is the responsibility of each user to keep his/her password private and to log off at the end of each session. Passwords can be reset by contacting one of the network administrators.

9. Maintenance

The school is committed to ensure maintenance on its servers and desktop computers via a combination of updating, renewing and maintenance. This plan is fully committed to investigating all methods of maintenance and selecting the most efficient, cost effective method while at no time imposing on any individual.

All staff are given access to the MSLETB I.T. Ticket System where problems or maintenance issues can be logged. An I.T. technician will visit the school periodically and work on these issues in order of date logged or priority which will be decided by the I.T. Coordinator or School Management.

10. Personal Devices

A student using their own technology in school is subject to teacher approval. The use of mobile phones is governed by Coláiste Pobail Acla's Mobile Phone Policy.

11. Appropriate Use of I.C.T. Equipment

Students are responsible for appropriate use of the Internet, school network and resources (including, but not limited to, computers, printers, and digital cameras). Therefore, they must not:

- View, send or access abusive, obscene or harassing materials. A good rule to follow is never view, send, or access materials that you would not want your teachers and Parents/Guardians to see. Should students encounter such material by accident, they must report it to their teacher immediately. If the item is an email, it should be saved.
- Access or participate in chat rooms, social networking sites or multi-user environments, download games, subscribe to or access 'peer to peer' servers to download music files. Students should not check, send or receive Internet email (Hotmail, Gmail, etc.) unless a teacher grants prior permission. Students will use approved class email accounts under supervision by or permission from a teacher.
- Use email for chain mailing, chatting or school-wide messaging.
- Give out any personal information including names, addresses, telephone numbers or credit card information pertaining to oneself or any other person.
- Engage in any commercial, for-profit activities.
- Violate copyright laws. Materials accessed through the Internet must be properly cited and referenced in a student research assignment.
- Download or install any commercial software, shareware, or freeware onto network drives or disks.
- Copy other people's work or intrude into other people's files saved on the Coláiste Pobail Acla system.
- Waste school resources by printing excessively or consuming limited hard drive space or network space.
- Use the Internet in any way that disrupts the service or its operation for others.
- Intentionally damage computers, computer systems or computer networks. Students should take special care with the physical facilities, hardware, software, and furnishings. Students may not remove/move, unplug, alter or add equipment or software to the network without the approval of the I.C.T. Coordinator.
- Create or wilfully disseminate computer viruses. Students should be sensitive to the ease of spreading viruses and should take steps to ensure that disks and files are virus free.
- Attempt to gain unauthorised or illegal access to Coláiste Pobail Acla technology resources.
- Attempt to gain access to the Coláiste Pobail Acla system beyond your authorised access by entering another person's password or accessing another person's files.
- Download, install or run any software without the express direction/permission of your teacher or the I.C.T. Coordinator.
- Damage or vandalise Coláiste Pobail Acla technology equipment or software in any way.

12. Insurance

The school cannot take any responsibility for the safe working, repair or security of personal devices whilst on, or in transit to and from, the school grounds.

It is each student's responsibility to ensure that any electronic devices brought on to the school grounds are suitably insured. The School's insurance DOES NOT cover these items. Insurance is the responsibility of Parents/Guardians and students.

It is strongly recommended that insurance cover is acquired for any devices used on the school campus. Please refer to the following link for an example of obtaining insurance for the student device; e.g. <https://www.gadgetinsurance.com/ie/> or <http://www.mobilecover.ie>.

13. School's Strategy

13.1. Reducing Risk

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:

- Internet sessions will always be supervised by a teacher.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- Students are forbidden from bypassing the school's internet filtering system.
- The school will regularly monitor students' Internet usage.
- Students and teachers will be provided with training in the area of Internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of personal floppy disks, memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.
- Teacher permission is necessary for use of school's I.C.T. and Hardware.
- Parents/Guardians are encouraged to work with their children to promote best practice in the use of the Internet and I.C.T.

13.2. User Responsibilities

- The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:
- Students will be made aware of issues relating to Internet safety and the fact that the school will regularly monitor students' Internet usage.

- Internet sessions will always be filtered through the PDST Content Filtering Service (currently Level 4). In class situations the member of staff supervising Internet sessions will endeavour to ensure compliance with this policy.
- Students will be informed what is acceptable and what is not acceptable in order to minimise the risk of exposure to inappropriate material.
- Uploading and downloading of non-approved software will not be permitted on devices.
- CD ROMs, DVDs and USB drives or any other devices cannot be used without permission on school devices/hardware.
- No electronic storage media or device may be connected to the school network without permission from the I.C.T. Department.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.
- Students should not visit Internet sites that contain inappropriate materials (e.g. obscene, illegal, hateful or otherwise objectionable materials).
- Students must report to a teacher any material of the above nature that they encounter whether deliberately or accidentally.
- The school will keep a record of all students who are granted Internet access.
- Students must not disclose or publicise personal information about themselves or others. (Please note the schools Code of Behaviour).
- Students will be aware that any usage, including distribution or receiving of information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- When using the Internet, all users must comply with all copyright, libel, fraud, discrimination and obscenity laws, and all network users are expected to communicate in a professional manner consistent with the rules of behaviour governing employees in the education sector.
- Mobile phone voice and text, SMS messaging or any device that uses instant messaging use by students during class time is not permitted.
- The use of the microphone or recording function on any device is strictly prohibited except under the direction and permission of the teacher.
- Students must reserve the main (first) home screen for school app folders.

13.3. Vandalism

Vandalism is defined as any malicious attempt to harm or destroy any equipment or data of another user or any other networks that are connected to the system. This includes, but is not limited to:

- Damage to a desktop computer or its peripherals (including the keyboard, mouse, mouse-mat and cabling).
- Damage to any of the School's printers or scanners or any other information technologies equipment or media.

- The uploading or creation of computer viruses is a criminal offence; anyone introducing a computer virus to any of the School's Computer Systems will be dealt with severely and the appropriate authorities will be notified.
- Any vandalism will result in the loss of computer services, disciplinary action and legal referral. No software may be brought from home and used on any of the School's Computer Systems.

14. Consequences for Inappropriate Use of I.C.T. Equipment

I.C.T. access is a privilege and not a right. Users have the responsibility to use resources and equipment in an appropriate manner. Consequences of misuse or abuse of these resources will be dealt with in accordance with the school's Code of Behaviour. Depending upon the severity of the situation, may include one or more of the following:

- A warning followed by clarification of the appropriate use guidelines.
- Loss of access to Coláiste Pobail Acla technology resources, including Internet access for a set period of time.
- Notification to Parents/Guardians by phone or personal contact.
- Referral to school administration for disciplinary action.
- The school also reserves the right to report any illegal activities to the appropriate authorities.
- In extreme cases may involve suspension or expulsion.

Students who have lost Internet or network privileges may not use personal equipment while at school, nor may they ask other students to use school resources since they have lost their access.

15. Acceptable Use Policy

15.1. Aim

The aim of this I.C.T. Acceptable Use 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 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 and Code of Behaviour – will be imposed.

15.2. Internet

The school has in place an Internet Acceptable Usage Policy. Desktop Computers in the school are connected to the Internet via the schools NCTE Broadband Programme. Both wired and wireless Internet access; is available in all classrooms. The school has signed up to the national filtering system organised for the school by the NCTE. Since the control of this filtering lies outside the control of the school, the school will constantly review the need to add an additional interface to control Internet Access.

15.3. Risks Associated with Internet Usage

- Exposure to illegal or harmful material.
- Receiving unsolicited messages/images-cyberbullying.
- Being lured into a physical encounter.

15.4. Internet Etiquette

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- Students will use the Internet for school related educational purposes only.
- 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.
- 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.

15.5. School Email Accounts and Online Collaboration

Coláiste Pobail Acla provides students with email accounts for the purpose of school related communication. Availability and use is restricted based on school policies. Email accounts should be used with care. Email usage may be monitored and archived.

Coláiste Pobail Acla recognises that online collaboration is essential to education and may provide students with access to a variety of online tools that allow communication, sharing, and messaging among students. Students are expected to communicate with the same appropriate, safe, mindful and courteous conduct online as offline.

15.6. Email Usage

- Students will use approved class email accounts under supervision by or permission from a teacher.
- Use of email may be subject to monitoring for security and/or network management reasons.
- Students may not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate any other person/s.
- Students must immediately tell a teacher if they receive offensive email.
- The forwarding of chain letters is banned.

- Students should note that sending and receiving email during class time is subject to permission from their teacher.
- If representing the school any email to an external party, it should be written carefully and authorised before being sent by a member of staff.
- Students must not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Students must 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.

15.7. Internet Chat while using the School's Broadband Services

- Students will only have access to chat rooms, discussion forums, messaging or other electronic communication forums that have been approved by the school.
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
- Usernames will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via Internet chat will be forbidden.

15.8. School Website

Students may be given the opportunity to publish projects, artwork or school work on the internet in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website. The publication of student work will be coordinated by a teacher.

- The website will be regularly checked to ensure that there is no content that compromises the safety of students or staff.
- Students' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website without Parents/Guardians permission.
- Personal student information including home address and contact details will be omitted from school web pages.
- The school will avoid publishing the first name and last name of individuals in a photograph except when permission has been granted by a Parent/Guardian.
- The school will ensure that the image files are appropriately named – will not use students' names in image file names published on the website.
- Students will continue to own the copyright on any work published.

15.9. Supervision

It is an absolute requirement that all school staff in Coláiste Pobail Acla ensure that access to the Internet provided to staff and pupils in this school is through a filtered service. All users should be aware that the school can and does track and record the sites visited and the searches made on the Internet.

While using the I.C.T. equipment and the Internet at school, pupils will be supervised. Student activities may be monitored and recorded.

Network administrators will review files and communications to maintain system integrity and ensure that users are using the system responsibly. While normal privacy is respected and protected by password controls, as with the Internet itself, users must not expect files stored on the server (or on google apps cloud server) to be absolutely private.

Online Activities which are Encouraged:

- The use of school google account for activities such as communication, storage, research and all other educational activities.
- 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.
- The development of pupils' competence in I.C.T. skills and their general research skills.

Online Activities which are not Permitted:

- Searching, viewing and/or retrieving materials that are not related to the aims of the curriculum or future careers.
- 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 school.
- Playing computer games or using other interactive 'chat' sites, unless specifically assigned by the teacher.
- Intentionally transmitting of security threats over the school network. This includes opening or distributing infected files or programmes and opening files or programmes of unknown or un-trusted origin.
- Un-authorized access to the schools Wi-Fi and network from personal devices.
- Publishing, sharing or distributing any personal information about a user (such as home address, email address, phone number etc.).
- Any activity that violates a school rule.
- Intentionally wasting limited resources (e.g. printing).

Advice for Parents/Guardians

While in school, teachers will guide pupils towards appropriate materials on the Internet. Outside school, Parents/Guardians bear the same responsibility for such guidance as they would normally exercise with information sources such as television, telephones, movies, radio and other media.

Appropriate home use of the Internet can be educationally beneficial and can make a useful contribution to home and schoolwork. It should, however, be supervised, and Parents/Guardians should be aware that they are responsible for their children's use of the Internet resources at home.

15.10. Sanctions for Breach of Acceptable Use Policy (AUP)

Misuse of the computer privileges may result in disciplinary action, including written warning, withdrawal of access privileges and, in extreme cases, suspension or expulsion if warranted under the school's Code of Behaviour. It is school policy to report any illegal activities to the appropriate authorities.

This Acceptable Use Policy governs the use of the school's computer facilities and wireless network by all staff and students. By enrolling a student in Coláiste Pobail Acla, Parents/Guardians are deemed to have accepted the contents of the AUP as a condition of the use of the computer facilities by their child.

- Where the school has reasonable grounds to suspect that a device contains data which breaches the AUP, the school may confiscate the device for the purpose of confirming the existence of the material.
- Access to the school network will be withdrawn with immediate effect for failure to adhere to this AUP, or any other applicable school policy or guideline.
- Access to the school network may be restricted or withdrawn at any time, without notice, to ensure that the integrity and security of the network and/or other users is not compromised.
- All material on devices must adhere to the Coláiste Pobail Acla AUP. The access, sending, uploading, downloading or distribution of offensive, threatening, pornographic, obscene, or sexually explicit materials is strictly prohibited and will result in disciplinary action. (CPA Code of Behaviour/Anti-Bullying Policy).
- Coláiste Pobail Acla reserves the right to refer to external agencies in the event of illegal activity.

16. Legislation

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

- General Data Protection Regulation 2018 (GDPR)
- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

17. Links with other School Policies and Documents

Anti-Bullying Policy

Code of Behaviour

Data Protection Policy

Enrolment Form

MSLETB Internet and Network Usage Policy

Admissions Policy

ASC Unit Admissions Policy

Transition Year Policy

18. Declaration

This Coláiste Pobail Acla Policy was formed following consultation with all staff, members of the Board of Management, Parents/Guardians and the Student Council. It is recommended that this policy be reviewed every three years or whenever it is deemed necessary by School Management. It was adopted by the Board of Management of Coláiste Pobail Acla on:

Signed: _____

Date: _____

Mr. Pat Kilbane

Chairperson of the Board of Management

Signed: _____

Date: _____

Mr. Paul Fahy

Board Secretary & School Principal (Acting)

19. Appendices

Appendix 1 – Abbreviations and Acronyms

Below is a list of abbreviations and acronyms used in this policy.

ASC	Autistic Spectrum Condition
AUP	Acceptable Use Policy
CAD	Computer Aided Design
CAO	Central Applications Office
CPA	Coláiste Pobail Acla
DCG	Design and Communication Graphics
DVD	Digital Video Disk
ICT	Information and Communication Technology
IT	Information Technology
MSLETB	Mayo, Sligo and Leitrim Education and Training Board
NCTE	National Council for Technology in Education
USB	Universal Serial Bus