ICT Acceptable Use Policy Staff

Mission Statement

Scoil Cholmáin, Whitegate N. S is committed to the use of electronic resources and technology to enhance the administrative, teaching and learning opportunities for students and staff. Therefore, students and staff are encouraged to utilise these resources within the guidelines set forth in the Acceptable Use Policy. Keep in mind all such usage should apply directly to school administration and to the implementation of the school curriculum.

Responsibilities of the Staff of Scoil Cholmáin, Whitegate N.S.

Employees will:

- Follow the guidelines set forth in this AUP.
- Return an application form signed by the user stating that the user has read, understands, agrees and will adhere to all guidelines and assume responsibility for their own actions.
- Supervise student use of the Internet and use of technology.
- Model and provide instruction in the ethical and appropriate use of technology in a school setting.
- Maintain a curricular focus.
- Ensure all students have signed an AUP permission form before allowing them to access the Internet.
- Keep the user password secure and confidential
- Ensure that the computer is being legally used according to the software's licence
- Only install software onto a school computer or network, which has been approved by the Principal.
- Not transmit, request or receive materials inconsistent with the mission and values of Scoil Cholmáin, Whitegate N.S.

Acceptable Use

Scoil Cholmáin, Whitegate N.S. computers and networks are to be used in a responsible, efficient, ethical and legal manner and must be in support of the educational objectives of Scoil Cholmáin, Whitegate N.S. Management reserves the right to monitor this usage. Incidental personal use of school computers is permitted as long as such use does not interfere with the employee's duties and performance with system operations or other system users. 'Incidental personal use' is defined as use by an individual employee for occasional personal communications. Employees are reminded that such personal use must comply with

this policy and all other applicable policies, procedures and rules and must take place outside of official school opening times.

Unacceptable Use

The following is an inclusive list of unacceptable use of ICT but is not exhaustive:
- Accessing, transmitting, or receiving obscene or pornographic material
- Engaging in cyber bullying, cheating or plagiarism. Plagiarism is material created by others and presenting it as if it were one's own.
- Accessing the Internet for non-school related activities, such as chat rooms, engaging in instant messaging, posting or filling out forms with private/personal information about yourself or another person.
- Downloading or loading software or applications without permission from the Principal which are not related to the employee's school duties.
- Use of personal computers/tablets/Internet linked consoles etc. and the charging of these and or mobile phones on the school premises.
- Interfering with or trying to override the password protected Internet provision available in the school.

The above provide general guidelines and examples of prohibited uses for illustrative purposes, but do not attempt to state all required or prohibited activities by users. Staff who have questions regarding whether a particular activity or use is acceptable should seek further guidance from the Principal.

Consequences of Unacceptable Use.

The use of technology resources inside Scoil Cholmáin, Whitegate N.S. is a privilege. Inappropriate or unethical use or failure to adhere to the guidelines may include, but are not limited to limitation or cancellation of user privileges, possible disciplinary action and/or appropriate legal action.

Staff Acceptable Use Policy Application
(Return to Principal)

Name: _____

I have read, understand and will abide by the Scoil Cholmáin, Whitegate N.S. Acceptable Use Policy. I understand any violation of this policy is unethical and may constitute a criminal offence. Should I commit any violation, my access privileges may be revoked and disciplinary action and/or legal action may be taken.

Signed: _____

Date: _____

Policies/Documents Related to ICT Acceptable Use Policy

- Anti-Bullying
- Data Protection
- Internet-Acceptable Use Policy
- Child Protection
- Mobile Phone Usage.

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

Ratification

This policy has been ratified by the Board of Management.

Signed: _____

Chairperson of Board of Management

Date: _____

It will be reviewed in the second term 2023/2024 or before this if legislation affects this policy's content.