



Acceptable Use Policy for I.T.

Policy Statement

St. Peter's College Secondary School, Wexford is committed to ensuring that all users including students, staff and parents will benefit from learning opportunities offered by the school's Information Technology (IT) system in a safe, effective and appropriate manner.

The policy applies to all users of IT in St. Peter's College and aims to promote the professional, ethical, lawful and productive use of the IT system.

If the school's IT Acceptable Use Policy (AUP) is not adhered to, access to the school's IT system may be withdrawn and appropriate disciplinary actions will be imposed in accordance with St. Peter's College Code of Behaviour.

If you are in doubt and require clarification on any matter, please refer to St Peter's College Code of Behaviour.

General

- The School's IT systems are provided for educational use.
- Users must always use the log in credentials issued to them by the school to access the school network or school devices. Log in credentials should never be shared.
- Any user found trying to gain access to another user's accounts, files or data will be subject to disciplinary action.
- Malicious Use / Vandalism – any attempt to destroy hardware, software or data will be subject to disciplinary action.
- Settings on any school device or the school network should not be changed without prior approval of school management.
- Use of any of the school's IT systems for personal reasons (including e-mail and the internet) is only permitted in accordance with the guidance in this policy.
- St. Peter's College reserves the right to monitor any aspect of its information systems in order to protect its lawful interests and to prevent and/or detect crime, discriminatory and harassing behaviour. Information gathered from such monitoring may be used to instigate or support disciplinary proceedings and may be disclosed to the Gardaí or any other investigatory body.
- Any online behaviour in school, outside of school or on school related activities which is considered by the school authorities to negatively impact on the school will be addressed appropriately.
- The School implements the following strategies on promoting safer use of the internet:
 - Education for students in internet safety as part of the Wellbeing curriculum.
 - Specific First Year digital media training.
 - Teachers are regularly reminded of the importance of internet safety and best practice in relation to data security.

School Devices

- Desktop computers, laptops, Surface Pros and Ipads are the property of the school and have been prepared by the IT department for use on the school network.
- Only authorised software should be installed on school devices. Software should not be removed, disabled or added without prior approval of school management.
- Data saved to local (usually C: and D:) drives will not be backed up, and will be lost if the computer breaks, gets stolen or is replaced. Therefore, it is highly recommended and it is your responsibility to store all your data on your personal One Drive account.
- Individuals who have been issued digital devices by the school accept full responsibility that they will be used in accordance with this policy.
- Individuals are responsible for the care and safe storage of school devices issued to them by the school.
- The school may at any time and without prior notice audit school devices to ensure compliance with this policy.

Personal Devices/Phones

- Students are allowed to bring phones (and other personal internet-enabled devices) into St. Peter's College. When using personal devices in school the guidelines set out in this policy apply.
- Phones/personal devices may only be used during class time with express permission from teaching staff and as directed by the teacher.
- Recording or taking pictures is prohibited and deemed as a serious offence and will be sanctioned in accordance with the code of behaviour, unless under the direct supervision of a teacher
- Except for medical reasons, mobile phones and similar devices should only be switched on, or visible, during morning break and lunchtime unless under the specific instruction of a teacher.

School Accounts (Office 365, MS Teams, email, Twitter, etc.)

- Individuals issued with access to school accounts accept responsibility to use these accounts in accordance with the guidance set out in this policy.
- Any use of a school accounts which is considered by the school authorities to negatively impact on the school will be addressed by St. Peter's College Code of Behaviour.
- School accounts should not be used to publish, like, share or distribute images or videos of others without their permission.
- St. Peter's College email addresses are only to be used for school business.

Internet Access

- Web access is provided for school use. Reasonable personal use is permitted provided it is lawful, ethical and takes place during authorised breaks.
- All web access can be monitored by the school to ensure compliance with the policy. Users that choose to make personal use of the school's IT system do so in acceptance of the monitoring measures outlined in this policy.
- Engaging in online activities with the intention to harm, harass, or embarrass another student or member of staff is deemed as a serious offence and will be sanctioned appropriately.
- In line with the St. Peter's College Anti-Bullying Policy, placing a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour. All incidents of cyber bullying will be dealt with in accordance with the St. Peter's College Anti-Bullying Policy.
- Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or private messaging, although not falling within the definition of bullying, will be dealt with appropriately.

Student Acceptance

You are now asked to sign this policy in order to provide a record that you have read, understood and agreed to it. If you do not understand or are unhappy with any part of this policy, please raise this with the Principal. Otherwise sign below and return to the school.

- I confirm that I have read and understand this **IT Acceptable Use Policy**
- I agree to abide by the conditions set out in this policy.
- I agree to the use of my photos or videos for assessment purposes.
- I accept that if the school considers it appropriate, my schoolwork, photo or video may be chosen for inclusion on the website, and approved school social media accounts, local/national media, etc.

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| Student's Signature: | |
| Print Name | |
| Date | |

Parent/Guardian Acceptance

- I confirm that I have read the IT Acceptable Use Policy and grant permission for my son or the child in my care to access and use St. Peter's College Secondary School's IT systems. I understand that the internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be responsible if students access unsuitable websites.
- I agree to the use of my son's photos or videos for assessment purposes.
- I accept that, if the school considers it appropriate, my son's schoolwork, photo or video may be chosen for inclusion on the website, and approved school social media accounts, local/national media, etc.

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|-----------------------------------|--|
| Parent/Guardian Signature: | |
| Print Name | |
| Date | |