



ICT & Acceptable Use Policy

Introduction

This policy is informed by the vision for Galway ETSS coupled with the school's ethos which aims to enable students to reach their full potential both academically and socially. Galway ETSS recognises that access to Information and Communication Technology (ICT) gives our students enhanced opportunities to develop skills that will equip them for 21st century life. For this reason, Galway ETSS provides access to ICT for student use. This Acceptable Use Policy outlines the guidelines and behaviours that our students are expected to follow when using school technologies or when using personally owned devices inside Galway ETSS campus or at Galway ETSS organised events.

Digital Citizenship

Respect Yourself

I will show respect for myself through my actions. I will only use appropriate language and images on the internet or on the school website / virtual learning environment. I will not post inappropriate personal information about my life, experiences or relationships.

Protect Yourself

I will ensure that the information I post online will not put me at risk. I will not publish full contact details, a schedule of my activities or inappropriate personal details in public spaces. I will report any aggressive or inappropriate behaviour directed at me. I will not share my password or account details with anyone else.

Respect Others

I will show respect to others. I will not use electronic mediums to bully, harass or stalk other people. I will not visit sites that are degrading, pornographic, racist or that are otherwise harmful. I will not abuse my access privileges and I will not enter other people's private spaces or work areas. I will respect my peers and teachers by not using technology inappropriately in or out of class.

Protect Others

I will protect others by reporting abuse. I will not forward any materials (including emails and images, memes and gifs) that are deemed harmful.

Respect Copyright

I will use and abide by the fair use rules. I will not install software on school machines without permission. I will not steal music or other media and will refrain from distributing these in a manner that violates their licenses.

Respecting Technology

I will take all reasonable precautions to protect my mobile device from damage. I will always keep it with me or in secure storage when appropriate. I will not tamper with its software or remove restrictions. I will not interfere with school ICT systems or attempt to bypass school restrictions.

Basic Expectations

- Mobile phones are not allowed during the school day. They are to be turned off and placed in the locker at the start of the day and only turned on again when leaving the school premises.
- Students are allowed the use of the iPad exclusively for Galway ETSS instructional use. The purpose of the iPad is to enhance learning and teaching.
- Students will practice extreme care when using their iPad. It is expected that the student will maintain control of the tablet at all times. The iPad will be transported exclusively within its appropriate case and handled with care.
- Students are not permitted to use their iPads during lunch and break time hours.
- The iPad must only be used in class as instructed by the teacher.
- As a student of Galway ETSS you are expected to uphold all copyright laws, value and protect the privacy of information, particularly Galway ETSS secure and private information. Do not share your iPad, password or account information with anyone else.
- The student, in whose name the iPad is issued, will be responsible at all times for its appropriate use.
- Outside of school time, parents/guardians are responsible for monitoring the use of the iPad.

GALWAY ETSS email and online collaboration

Galway ETSS provides students with email accounts for the purpose of school related communication. Email accounts should be used with care. Email usage may be monitored and archived. Galway ETSS 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.

Cyber-bullying

The Department of Education and Skills defines cyberbullying as; "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." Harassing, 'flaming', denigrating, impersonating, outing, tricking, excluding and cyber-stalking are all examples of cyber-bullying.

- Such bullying will not be tolerated in Galway ETSS.
- Inappropriate actions on social media sites can also constitute bullying, e.g. “liking” degrading comments/photos on Facebook, Trolling etc.
- Don’t be mean. Don’t send emails or post comments or photos with the intent of scaring, hurting, or intimidating someone else.
- Engaging in any online activities intended to harm (physically or emotionally) another person, will result in disciplinary action and loss of ICT privileges.
- In some cases, cyber-bullying is a crime and may be reported to the Garda.
- Students are advised that activities are monitored and retained.
- The school will support students, teachers and parents in dealing with cyber-bullying.

Violations of this Acceptable Use Policy

Violations of this policy in Galway ETSS may have disciplinary repercussions including but not limited to:

- Suspension of technology privileges
- Notification to parents
- Detention
- Suspension from school and/or school-related activities
- Expulsion
- Legal action and/or prosecution
- Galway ETSS reserves the right to report any illegal activities to the appropriate authorities, such as the Garda. Queries related to ICT in Galway ETSS may be directed to admin@galwayetss.ie.

Inspection

Students may be selected at random to provide their iPad for inspection. If a student’s device is requested for an inspection, students must unlock the device. Galway ETSS reserves the right to confiscate the device for any reason at any time if inappropriate materials are found on the device. The device will be kept in the Principal/Deputy Principal office until such time that a parent can come and collect it. The return of the device will be subject to certain behavioural conditions that all parties will adhere to.

Ratified at Board of Management meeting _____ (Date)

Signed: _____ Chairperson

Signed: _____ Principal

Acceptance

By signing this agreement, I agree to always act in a manner that is respectful to myself and others, in a way that will represent the school in a positive way. I accept that this policy applies in school and outside school. I understand that failing to follow the above will lead to appropriate sanctions being carried out.

Student

Date: _____

As the parent or legal guardian of the above student, I have read the ICT Acceptable Use Policy and grant permission for my son/daughter or the child in my care to access the internet. I understand that 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 held responsible if students access unsuitable websites. I agree to support the school's AUP by appropriate monitoring of home internet use.

Parent Name

Parent Signature

Date: _____

GETSS – AUP addition - Remote Learning during the Covid-19 Pandemic

This section sets out guidelines and information to students, their parents, and staff, surrounding the use of technology when learning remotely i.e. from a place other than school and where it is not possible for the teacher to deliver the class within the same location, as would be the case, if the class was taking place in a classroom setting. This section is informed by Tusla's *Considerations for Safeguarding children and young people when providing online lessons* and 'Guidance on Continuity of Schooling' for teachers which is available on the Department of Education's website <https://www.education.ie/en/Schools-Colleges/Information/guidance-on-continuity-of-schooling.pdf>

The Professional Development Service for Teachers (PDST) have created a short one-hour course aimed at helping teachers to teach and support online learning. This is referenced in the above document and a link to the same is provided on their website.

The agreed online platform our school is currently using is Office 365 which includes outlook email, Teams including meetings feature. When students are remote learning the Code of Positive Behaviour still applies.

1. All software including operating systems and anti virus software must be up to date if teachers or students are using their own devices rather than school devices to login into our system.
2. Students should follow the distance learning timetable as best they can. Teachers are online during class time to answer questions and discuss issues with students. Teachers may post work to Classroom for the student to complete or deliver a live class using Teams.
3. Attendance is taken by the teacher and shared using tracking spreadsheet. This is monitored and communication is made with parents based on this information.
4. Provision for AEN students will be made in agreement with the parent and student.
5. Care should be taken to ensure the lessons are age and developmentally appropriate and that thought is given to the amount of screen time needed to participate.
6. Teachers may use MS Teams to livestream classes, teach remotely, or share recordings of lessons. Recordings should not be made of any online classes, tutor time or assemblies other than by the teacher unless with explicit permission from the teacher. Such recordings by the teacher are not permitted to be shared with anyone or by anyone other than by the teacher. In the case of remote learning, teachers will trust students to behave appropriately online, as they would in their real classroom. The teacher will stay on a Team meeting call until all students have left. If the teacher loses the connection and can't reconnect, the Principal or Deputy will join and end the call. Students are not permitted to share the link with anyone else.
7. Teachers may record the lesson in order that students can use it for revision purposes, or those who cannot make the live lesson can access it. This will be shared in the subject team. Teachers must let the students know that they are recording. These videos are not to be shared outside of Office 365 and are for GETSS use only.
8. During remote learning teachers will design learning experiences that encourage

students to work together, this will involve students communicating with each other. When working in groups, teachers will give clear guidance on how students should communicate on their task. For example students should use teams, seesaw, flipgrid or the collaboration space on OneNote to communicate with each others. When working individually students wishing to communicate with their classmates should use the posts section on teams or their school email. If students wish to communicate with their teachers they should use their school email or the posts section on teams.

9. Teachers and students' attire must be suitable if the video feature is being used. Teachers and students are asked to be aware of their background when using the video feature, ensuring it is appropriate. Students are not obliged to turn the video feature on but we encourage them to turn on their video to help create a sense of community. Students must keep the same icon also so that they can be easily recognised by their teacher.
10. A teacher will only correspond with a student on our Microsoft platform. A teacher will only correspond and engage with a student who is using and is logged into their school account. All student questions are to be posted on Teams or emailed to the teacher's school email account only. Teams chat function may also be used between teacher and student, chat between student and student is only permitted with teacher permission. In limited circumstances a teacher may request permission from the DP/P to hold a meeting on another platform eg: zoom. Students will be asked to join a meeting on another platform by clicking on a link which will be sent through their Teams Platform. This will be rare and will usually involve an external speaker who does not have access to our Microsoft Platform. The teacher will be present for the online meeting and the same guidelines apply as if the meeting was on our Teams Platform. Students are not permitted to share the link to that meeting.
11. For reasons of Child Protection and GDPR, parents/guardians are requested not to participate in online classes. However, if they have a query or suggestion, they are welcome to email the teacher of the subject.
12. Use of personal social media accounts e.g. Facebook, Snapchat, Instagram, WhatsApp etc, to communicate with students is never permissible and teachers have been advised accordingly.
13. Any behaviour or language deemed inappropriate during school applies online. The consequences for such behaviour will be the same as if the student was in school as much as is possible. Parents will be contacted and a sanction agreed on by parents and school personnel.
14. All provisions relating to the child's data remain the same under GDPR procedures and guidelines.
15. School Office 365 accounts are to be used for school related purposes only.
16. It is expected that all students and teachers will engage as best they can with all efforts at online teaching and learning so as not to be behind when normal school resumes. Make sure your teacher knows if you are feeling overwhelmed with the amount of work. It is ok for this to feel different to normal school life.
17. Students are frequently reminded to contact their tutor, DP or principal by email if they have any concerns or issues.