

## The Institute of Education – Acceptable Usage ICT Policy for Students

November 2021



## Introduction

The aim of this policy is to give guidance and direction for the acceptable use of Information and Communication Technology (ICT) for teaching and learning and communication as appropriate for students in The Institute of Education.

## Rationale for this policy:

The Institute of Education (also referred to as “The Institute”) recognises that access to ICT gives our students and school community enhanced opportunities to learn, engage, communicate and develop skills that will prepare them for many aspects of life as well as enhancing their learning experience. To that end, the school provides access to ICT and the internet to students. This Acceptable Usage Policy (AUP) outlines the guidelines and behaviours that students are expected to follow when using ICT technologies for curricular and any other school related activities.

The Institute of Education uses many forms of ICT to support the implementation of the curriculum including (i) access to the Internet, (ii) use of desktop computers/laptops/digital imaging equipment and recording devices etc. The policies outlined in this document are intended to cover all online and offline technologies used in the school, not just those specifically identified in this policy.

The aim of this AUP is to ensure that students benefit from the learning opportunities offered by the school’s ICT resources including the internet in a safe and effective manner. When using ICT in The Institute of Education students are expected:

- to take good care of all school ICT equipment and use it responsibly in accordance with school policy
- to treat other users with respect at all times
- to respect the right to privacy of all members of the Institute community
- to respect copyright and acknowledge creators when using online content and resources
- not to engage in misbehaviours or misuse ICT resources in a manner that would bring the Institute into disrepute.

The Institute’s AUP is guided by the relevant government legislation.

Breaches of this AUP policy including serious online misbehaviours by Students will be dealt with under The Institute of Education Code of Behaviour and/or Anti-Bullying Policy as deemed applicable. If the school AUP is not adhered to, the school reserves the right to withdraw student access to ICT resources.

## Personal Devices

For the avoidance of doubt, this policy also applies to students using their own technology, such as (but not restricted to) a mobile phone, smartphone, iPad, iPod, iPhone, gaming device, laptop, or tablet device.

## Conditions for The Use of The Internet

The internet is accessible via The Institute internal school network in classrooms, study halls and computer rooms.

Access to the school's internet connection by students is based on the understanding and strict agreement that the internet will be used only for educational purposes.

## Social Media

- Students must not use social media or the internet in any way to bully, insult, abuse or defame students, their family members, Institute staff or other members of the Institute community. This applies to both in school online communication and outside of school online communication.
- Students must not post or share personal information about students, staff and other members of The Institute community on social media.
- Students must not seek to 'friend' any member of the Institute staff using any social media facility.
- Taking screenshots, photos or recordings (audio or visual) of others in the Institute community ie fellow students and/or members of staff of the Institute in any part of the school buildings and grounds or during any online class and uploading them to social media platforms/online is strictly forbidden.
- Access to video streaming sites such as YouTube and Vimeo etc. is allowed for educational purposes only with guidance and permission of staff.
- Students must not engage in activities involving social media or any form of communications technology which might bring The Institute into disrepute.
- Students must not represent their own personal views as being those of The Institute on any social medium.

## Monitoring

Usage, including distributing or receiving information, school-related or personal, may be monitored by the Institute for unusual activity, security and/or network management reasons. Findings of such monitoring (if deemed to be in breach of this policy), may result in the initiation of the Code of Behaviour and/or the Anti Bullying Policy.

## Cyberbullying

The Institute of Education adheres to an Anti Bullying Policy which defines bullying as unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time. This definition includes cyberbullying even when it happens outside the Institute. Additionally, the posting of an offensive comment online is considered as cyberbullying, due to its potential to be circulated to many users. Such incidents of cyberbullying will be dealt with under The Institute of Education Anti-Bullying Policy.

Students are expected to treat others with respect at all times when using any form of communications technology either as part of school-based learning or for personal use outside of school. Awareness of and the prevention of cyberbullying is an integral part of The Institute of Education Anti-Bullying policy. Engaging in online activities with the intention to harm, bully or embarrass another Student or member of staff is an unacceptable behaviour, with serious consequences and sanctions for those involved, up to an including exclusion from the Institute.

The school also reserves the right to report any illegal or inappropriate activities to the relevant statutory authorities ie Gardai, TUSLA, The Office of the Data Protection Commissioner etc.

**The Institute of Education reserves the right to update or amend this policy at any time.**