



Acceptable Use Policy (AUP)

Introduction

Comeragh College recognises that access to Information and Communication Technology (ICT) gives our students enhanced opportunities to learn, engage, communicate and develop skills that will prepare them for many aspects of life.

To that end, **Comeragh College** provides access to ICT for student use.

This outlines the guidelines and behaviours that our students are expected to follow when using school technologies or when using personally owned devices on the Comeragh College campus or at Comeragh College organised activities.

Technologies Covered

Comeragh College may provide students with internet access, desktop computers, digital imaging technologies, laptop or tablet devices, video conferencing capabilities, virtual learning environments, online collaboration capabilities, online discussion forums, email and more.

As new technologies emerge; Comeragh College may provide access to them also.

The policies outlined in this document are intended to cover all online technologies used in the school, not just those specifically mentioned.

Comeragh College ICT Network

Comeragh College computer network is intended for educational purposes.

- All activity over the network may be monitored and retained
- Access to online content via the network is restricted in accordance with the policies of TIPPERARTY ETB and the Department of Education and Skills through its agency, PDST Technology in Education

Students are expected to respect that the web filter is a safety precaution and should not try to circumvent it when browsing the web. If a site is blocked and a student believes it shouldn't be, the student can ask his/her teacher to submit the site for review. This is done through our ICT helpdesk via TIPPERARTY ETB.

- Students are expected to follow the same rules for good behaviour and respectful conduct online as offline – these rules can be found in the **Comeragh College's** existing *Code of Positive Behaviour*.
- Misuse of school resources may result in disciplinary action
- We make a reasonable effort to ensure students' safety and security online but will not be held accountable for any harm or damages that result from misuse of school technologies.
- Students are expected to alert his/her teacher immediately of any concerns for safety or security.

E-mail and online collaboration

Comeragh College provides students with email accounts for the purpose of school-related communication. E-mail accounts should be used with care and usage may be monitored and archived. Students are not permitted to use school email accounts to set up personal accounts on social media.

Comeragh College recognises that online collaboration is essential to education and may provide students with access to a variety of online tools such as TEAMS that allow communication, sharing, and messaging among students and teachers.

Students are expected to communicate with the same appropriate, safe, mindful and courteous conduct online as offline.

Comeragh College own mobile devices

Comeragh College may provide students with mobile devices, digital recorders or other devices to promote learning both inside and outside of the school. Students should abide by the same Acceptable Use policies, when using school devices off the school network, as on the school network.

Students are expected to treat these devices with respect. They should report any loss, damage, or malfunction to their teacher or tutor immediately. Students may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices will be monitored.

Student Mobile Phones/Internet Enabled Devices

Students are not permitted to have mobile phones or any other non-school issued internet enabled device (MP3, iPod, Smart watch etc) turned on while on the school premises. The school premises is any area within the school gates.

Mobile Phones are not permitted to be used for Teaching and Learning during the school day. School devices are available for teacher use.

However, in exceptional circumstances (medical necessity) the prior written permission of the Principal may be granted for the use of a phone. When permission is granted the phone must be turned off during school hours.

This policy in relation to mobile phones is to ensure student wellbeing and to improve student concentration and learning.

- Students develop their conversational and interpersonal skills
- Student and Staff privacy rights are upheld – no photos/videos can be taken
- Classes are not interrupted by the sound of mobile phones
- Students are not late for class because they are talking or sending messages via mobile phone
- Students in class are concentrating on work rather than sending text messages to one another.
- Text/video bullying and intimidation are prevented during school hours.
- Students are not exposed to inappropriate content

The school reserves the right to confiscate a mobile phone or any internet enabled device (including sim card) as outlined in the school's Code of Positive Behaviour.

Students who need to communicate with parents / guardians may do so from the school office with prior permission from their Tutor/Director.

Parental communication during the school day by mobile phone is not allowed – the school office must be called to contact a student.

Comeragh College website

Our school website is provided by the TIPPERARTY ETB and is located www.comeraghcollege.ie . **Comeragh College** is committed to using our website in order to promote our school, showcase student work and to provide information for our students, their parents/guardians and the general public.

- Students may be given the opportunity to publish projects, artwork or other schoolwork on the World Wide Web.
- The creation and publishing of photographs, audio and video clips will focus on educational activities.
- Personal information including home address and contact details will be omitted from school web pages.
- Comeragh College will continue to own the copyright of any work it publishes.

ICT Security

Students are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programmes and not opening files or programmes of unknown or untrusted origin.

Students should use common sense if a website does not look right and should inform a teacher before clicking on anything, they deem to be suspicious.

If students believe a computer or mobile device might be infected with a virus, they should alert a teacher. Students should not attempt to remove the virus or download any programmes to help remove the virus.

General guidelines for ICT security:

- Beware of any suspicious looking emails. You should never open any email with an attachment if it is from an unknown source and even if it is from a known source you should still be cautious, especially if it is unexpected or unsolicited. You should also avoid clicking on any embedded HTML links in an email and should be aware of the dangers posed by certain websites.
- You should have a suitable anti-virus software solution in place, and this should be kept up to date along with keeping installation of new patches and computer updates current.
- Backing up important files, you have a good backup in place that is safe and secure
- In the event a suspicious process is spotted on your computer, instantly turn off the Internet connection.
- Ensure your Wifi is secure
- Switch off unused wireless connections, such as Bluetooth or infrared ports.

Social Media

Use of instant messaging services and apps including but not limited to.

- Snapchat, What's Apps, G Chat etc. is not allowed in Comeragh College.
- Use of video streaming sites such as YouTube and Vimeo etc. is not allowed in Comeragh College
- Staff and pupils must not use social media and the internet in any way to harass, insult, abuse or defame pupils, their family members, staff, other members of the Comeragh College community
- Staff and pupils must not discuss personal information about pupils, staff and other members of the Comeragh College community on social media.
- Staff and pupils must not use school email addresses for setting up personal social media accounts or to communicate through such media.
- Staff and pupils must not engage in activities involving social media which might bring Comeragh College into disrepute.

Downloading files and Programmes

Students should not download or attempt to download or run .exe programmes over the school network or onto any school resources or devices. Students may be able to download other file types, such as images of videos, PDF, MS Office Documents.

For the security of our network, download such files only from reputable site, and only for educational purposes.

Netiquette

Netiquette may be defined as appropriate social behaviour over computer networks and in particular in the online environment. To this end:

- Students should always use the internet, network resources, and online sites in a courteous and respectful manner.
- Students should also recognise that among the valuable content online is unverified, incorrect, or inappropriate content. Students should use trusted sources when conducting research via the internet
- Students should never post anything online that they would not want parents, teachers or future colleges or employers to see. Once something is online it is out there and can sometimes be shared and spread in ways students never intended.
- The Microsoft Teams Platform is only to be used for Teaching and Learning activities and may not be used for student conversations that are not educational or subject related.

Wellbeing and ICT Communications

Online communication between students and teachers as well as between teachers is on the increase. Whilst ICT can be a valuable asset in education and communication it is important for both students and teachers to be able to switch off. Wellbeing is at the centre of our mission statement and with this in mind we encourage the following boundaries around ICT communication amongst students and teachers.

- It is recommended that any school related applications to include email and TEAMS are downloaded on a laptop or tablet device. Downloading school related applications to mobile phones is not recommended as this makes it difficult for individuals to switch off from schoolwork and could cause increases in stress and anxiety along with difficulty sleeping.
- If a student or teacher does not have access to a laptop or tablet and they have to use their phone, it is recommended that notifications are switched off.
- Teachers when working remotely will on most occasions try to communicate online during normal working hours and will endeavour not to communicate with students outside of these hours. However, everyone's circumstances is different and we have to be as accommodating to all members of our school community as we can, especially in these uncertain times. Parents and students need to be aware that teachers may have to send material/assignments outside of regular school opening hours. This does not mean there is an expectation on the student to begin work at the time it is received. Likewise, there is never an expectation on the teacher to have to correct or comment on work sent on Teams outside of normal school hours. Whilst it might suit teachers or students to communicate outside of normal working hours, it is essential that everyone agrees that responses or actions outside the normal working hours are not required. We would urge all members of the school community to turn off notifications outside of their learning/working hours.

- Outside of the normal working day staff will not be checking these platforms and will not reply until the next working day
- If a teacher notices that a student is regularly sending messages online late at night, talk to the student and ask them why this is happening. A referral may need to be made to the student support team.
- If a teacher notices another teacher is regularly online late at night- check on the teacher, see if they need help or support with anything.
- We ask parents/guardians to inform the school if they feel their child is spending too much time doing schoolwork online.
- If a teacher receives a worrying message that indicates that a child is at risk, all child protection guidelines and procedures will be followed.

Plagiarism

Students should not plagiarise content (copy or use as your own without citing the original creator) including words or images, from the internet.

Students should not take credit for things they didn't create themselves or misrepresent themselves as an author or creator of something found online. Research conducted via the internet should be appropriately cited, giving credit to the original author.

The school may check for plagiarism using online tools as are available for such purposes.

The school will encourage students who create original content to claim copyright ownership of their work using a *Creative Commons* licence.

Personal Safety

The College will ensure that students are aware of good practice in relation to personal safety while online, including the following:

If students see a message, comment, image, or anything else that makes them concerned for their personal safety, they should bring it to the immediate attention of:

- A teacher if at school
- A parent/ guardian if at home

Students should never share personal information about themselves or others, including phone numbers, addresses, PPS numbers or birth dates online.

Students should never agree to meet someone they meet online in real life without parental permission.

Cyber-bullying (*this section should be read in conjunction with all other school policies in particular the Anti-Bullying Policy*)

Harassing, impersonating, outing, tricking, excluding, and cyber-stalking are some examples of cyber-bullying. This list is not exhaustive.

Cyber-bullying will not be tolerated in **Comeragh College**; in many cases cyber-bullying is a crime.

With regards to all social media platforms even a single posting or support/approval for a posting of a kind which in the reasonable view of the school management is deemed to be an affront to a person's dignity will result in the implementation of the code and the implementation of such sanctions as may be deemed appropriate to the circumstances and content of the offending material, up to and including permanent exclusion from the school.

Comeragh College will support students, teachers, and parents in dealing with cyber-bullying. Comeragh College is committed to the 0065/2011 - Child Protection Procedures for Primary and Post-Primary Schools and will act as required by TIPPERARTY ETB, the Department of Education and Skills - <http://www.education.ie>, the Department of Children and Youth Affairs - Ireland, the Department of Justice and Equality and the Health Service Executive

Violations of Policy

Violations of this policy in **Comeragh College** may have disciplinary repercussions including

- Suspension of network and computer privileges
- Notification to parents in most cases
- Detention
- Suspension from school and/ or school related activities
- Expulsion
- Legal action and/ or prosecution.

Distance learning:

Comeragh College can provide distance learning during such times it is necessary. Staff and students should be mindful of their own privacy and boundaries. Do not give personal details, personal email or contact numbers. Use school email and school-approved communication services only.

Comeragh College recognises students may not be able to attend live classes due to lack of devices in the home setting, teachers may instead choose to record their class/screencast a lesson and share it with students using the chosen school platform or via school email link.

General guidelines for live video lessons/ video calling:

- The video conference room is a classroom and the same school behaviour and codes of conduct apply to this environment.
- Housekeeping rules must be agreed in advance e.g., using the chat feature for questions, raising hands if they wish to ask a question, asking students to mute mics at the beginning of a lesson in order to improve sound quality. This list is not exhaustive and will vary depending on the tools being used and the age of students.
- The teacher always invites the students to the call and acts as host.
- Teachers must turn on necessary security settings before allowing students to join the call e.g., chat feature, waiting room, etc. where applicable
- The chat feature can be used by students to ask questions and by teachers to share links with pupils/students.
- The teacher is always the last to leave the online meeting room to ensure that pupils/students cannot re-join the room afterwards.
- Ensure that the background visible for the video call is appropriate and does not contain personal aspects. Anything unsuitable should be removed from the background setting for both teachers and pupils/students when calls are taking place for both parties.

Under GDPR – The digital age of consent is 16 years old in Ireland and is designed to protect personal information of children. Any services or platforms which students are required to sign-up for as part of their studies in Comeragh College, use school emails only and are GDPR Compliant. (please also refer to GDPR policy or <http://tipperary.etb.ie/about-us/data-protection/>)

Social media platforms may not be used for any communication with pupils/ students, colleagues, parents, and school management all communication must be professional and must take place only through school approved communication services only.

Students are expected to engage in all online learning activities as required by their teacher and/or school management. Any circumstances where the student is unable to participate must be communicated to school management.

Remote learning supports during COVID - 19:

Comeragh college under Tipperary Education and Training board will provide additional ICT resources (mobile devices and internet access) to Second Level Schools under our remit to facilitate the continuation of remote learning during the current public health crisis. Arrangements under this agreement are intended for the duration of the school closure only. All devices/equipment purchased will remain the property of Comeragh College/ Tipperary ETB. School Management will provide a mobile device such as laptop/tablet/Ipad to the identified students. An appropriate internet access package may also be made available where necessary.

- Students/Parents/Guardians are responsible for protecting Comeragh College/ TETB owned devices/equipment from loss, damage or unauthorised access.
- Students/Parents/Guardians must report any loss or suspected loss, of any TETB-owned IT devices/equipment to Comeragh College 051640131 immediately.
- The mobile device/ Internet access loan agreement form must be completed and signed by both the student and parent/guardian.

(see Figure 1)

Remote Learning Support for Schools during the COVID-19 Pandemic

1. Purpose

In accordance with [Circular Letter 0032/2020](#) Tipperary Education and Training Board (TETB) will provide additional ICT resources (mobile devices and internet access) to Second Level Schools under our remit to facilitate the continuation of remote learning during the current public health crisis.

2. Scope

It is a decision for School Management to identify students most in need of ICT resources. Students who already have access to a computer/internet will likely not be eligible. Arrangements under this agreement are intended for the duration of the school closure only. All devices/equipment purchased will remain the **property of TETB**.

3. Mobile Devices

School Management will endeavour provide a mobile device such as laptop/tablet/lpad to the identified students.

Before a device is given to a student, School Management must ensure that the appropriate security configuration has been pre-loaded for the schools' operating system for example, Microsoft Office 365, Google G Suite.

TETB will engage local school-based ICT support to assist with the configuration of the device as outlined above.

4. Internet Access

TETB will endeavour to supply Schools with 4G SIM Cards/Routers/Dongles and an appropriate internet access package where Schools have identified these as necessary.

5. Relevant School Policies

Schools **must** ensure that Students and Parents/Guardians are provided with copies of the relevant school policies/guidance on **acceptable internet use/safety**.

School Policies available on the school website

6. Security

Students/Parents/Guardians are responsible for protecting TETB-owned devices/equipment from loss, damage or unauthorised access.

Students/Parents/Guardians must report any loss or suspected loss, of any TETB-owned IT devices/equipment to info@comeraghcollege.ie **immediately**.

Information and advice on data protection be found on the

- [TETB](https://www.tipperaryetb.ie/) website (https://www.tipperaryetb.ie/) and the
- [Data Protection Commission](https://www.dataprotection.ie/) website (https://www.dataprotection.ie/)

Information and advice on internet safety can be found on the

Webwise website

7. Records

Schools must put in place appropriate procedures to ensure that the device and equipment given to students is tracked and accounted for.

The following templates are included to assist Schools to document this:

7.1 Mobile Device/Internet Access – Loan Agreement

7.2 Device/Internet Access – Return Agreement

MOBILE DEVICE/INTERNET ACCESS - LOAN AGREEMENT

This form must be completed in full and retained by the School:

STUDENT DETAILS:	
NAME:	
STUDENT ID/CLASS:	
EMAIL:	
CONTACT NO:	

N.B. PARENT/GUARDIAN CONSENT REQUIRED FOR STUDENTS UNDER THE AGE OF 18

PARENT/GUARDIAN DETAILS:	
NAME:	
EMAIL:	
CONTACT NO:	

DEVICE/EQUIPMENT ISSUED:			
DEVICE TYPE:		TETB REF NO:	
SERIAL NUMBER:		CONDITION:	
DEVICE TYPE:		TETB REF NO:	
SERIAL NUMBER:		CONDITION:	
4G NUMBER:			
ACCESSORIES:			
COMMENTS:			
ISSUED BY:		DATE ISSUED:	
AUTHORISED BY:	<i>SHOULD BE SIGNED BY SCHOOL MANAGEMENT</i>		

**TO BE REVIEWED AND COMPLETED BY:
THE STUDENT AND THE PARENT/GUARDIAN (IF THE STUDENT IS UNDER 18):**

- The student and the parent/guardian should review this **agreement** carefully.
- The device/equipment specified above is provided for **school related purposes only**.
- It is the responsibility of the student and the parent/guardian to ensure that the use of the device/equipment **is in accordance with School Policies** for example, the ICT Acceptable Use Policy and any other guidance or advice issued by the School.
- It is the responsibility of the student (if over 18) or the parent/guardian to **return the device/equipment** as soon as the school related work is completed.
- It is the responsibility of the student and/or the parent/guardian to ensure that the device/equipment is protected from physical damage or loss. The student (if over 18) or the parent/guardian will be **liable to reimburse TETB** in the event that the equipment is either damaged or not returned.

I confirm that I have read and understand the terms of this agreement.

**STUDENT SIGNATURE:
(REQUIRED FOR ALL STUDENTS)**

DATE: _____

**PARENT/GUARDIAN SIGNATURE:
(REQUIRED FOR STUDENTS UNDER THE AGE OF 18)**

DATE: _____

MOBILE DEVICE/INTERNET ACCESS - RETURN AGREEMENT

This form must be completed in full and retained by the School:

STUDENT DETAILS:	
NAME:	
STUDENT ID/CLASS:	
EMAIL:	
CONTACT NO:	

N.B. PARENT/GUARDIAN DETAILS REQUIRED FOR STUDENTS UNDER THE AGE OF 18	
PARENT/GUARDIAN DETAILS:	
NAME:	
EMAIL:	
CONTACT NO:	

DEVICE/EQUIPMENT RETURNED:			
DEVICE TYPE:		TETB REF NO:	
SERIAL NUMBER:		CONDITION:	
DEVICE TYPE:		TETB REF NO:	
SERIAL NUMBER:		CONDITION:	
4G NUMBER:			
ACCESSORIES:			
COMMENTS:			
RETURNED BY:		DATE:	
AUTHORISED BY:	SHOULD BE SIGNED BY SCHOOL MANAGEMENT		

**TO BE COMPLETED BY:
THE STUDENT OR THE PARENT/GUARDIAN (IF THE STUDENT IS UNDER 18):**

I confirm that I have returned the device/equipment specified above.

Any additional comments you wish to add:

**STUDENT SIGNATURE:
(REQUIRED FOR ALL STUDENTS)**

DATE: _____

**PARENT/GUARDIAN SIGNATURE:
(REQUIRED FOR STUDENTS UNDER THE AGE OF 18)**

DATE: _____

TO BE COMPLETED BY THE SCHOOL:

I confirm receipt of the device/equipment specified above.

Any additional comments you wish to add:

**SIGNED ON BEHALF OF THE SCHOOL
(REQUIRED):**

DATE: _____