Grange Community College Internet Safety and Usage Policy

Title of Policy

Grange Community College (GCC) Internet Safety and Usage Policy

1. Introductory Statement

This policy sets out the parameters within which Information and Communication Technology (ICT) is provided in Grange Community College. The term 'Information and Communication Technology' refers to the use of any equipment which allows the user to communicate information electronically.

The use of ICTs in the classroom has many benefits for the teachers and the students. All teachers are encouraged to use the college's resources in and out of the classroom, where they judge it to be most beneficial to their pupils. It is a necessary tool for research, study, active learning, and much more.

2. Description of our Information and Communication Technology (ICT) facilities at Grange Community College

The network in Grange Community College is connected to the internet via a dedicated 100MB DSL line supplied under the NCTE 100MB broadband initiative. Only users with a user id and password can access the network. PDST Technology in Education provides content filtering, this filtering of content provides the facility to record all websites visited and can restrict access to undesirable and non-educational sites. In addition, the college is supported by a whole-school WIFI connection. The password for WIFI is protected and distributed by the ICT coordinator to staff and invited visitors to the college who require WIFI.

A firewall is also in place to protect the network from external threats. All internet users benefit from these facilities. As these are centralised network based resources it is desirable that all new computer facilities installed in the College should be connected to the network

where internet access is required.

At present in Grange Community College, the following computer facilities are in place:

- 4 Computer Rooms consisting in total of 86 computers all with network connectivity and internet access.
- All 86 computers can print to a multipurpose networked laser printer for students and staff.
- All computers in the college campus have anti-virus software installed.
- The Staffroom has 4 networked computers, 1 television and a multipurpose networked laser printer.
- All Teaching and Administration staff have access to a multipurpose networked colour laser printer.
- All Year Head and Administration Offices are fully networked.
- Promethean Interactive Whiteboards are fitted in all of the classrooms. Interactive White Boards (IWBs) facilitate teaching and learning using digital resources including online lesson materials. They provide the facility to save all lessons conducted and provide a flexible and versatile teaching tool for teachers.
- The College Library has 5 networked computers, 3 tablets, and 1 television.
- The Staff Boardroom has 1 networked computer and an IWB.
- The ASD unit has 6 networked computers.
- The Woodwork room has 5 networked computers.
- The Metalwork room has 7 networked computers.
- The Design and Communication Graphics room has 8 networked computers.
- The Resource Room has 6 networked computers.
- All other classrooms have 1 networked computer.
- Each member of staff has access to the internet in their classroom via the computer in each classroom and the IWB.
- 1 mobile Tablet Trolley containing 30 Tablets with wireless internet access.
- All of the Teaching and Administration staff have college email accounts. The list of staff at Grange Community College will be reviewed each September. Staff leaving the college will be notified of the closure of their email accounts. They will have one month to back up their data. Staff on career break will have their email account suspended for the

duration of their career break.

- A Visualizer is available for teachers' use.

3. Scope

This policy applies to the teachers and students of Grange Community College.

4. Relationship to the College's Mission/ Vision / Aims

In light of the college's Mission Statement, Grange Community College aims, through information and communication technologies, to give the students the skills and knowledge necessary to achieve their full potential.

5. Goals

In establishing this policy Grange Community College seeks to:

- Allow pupils to communicate with others through use of technology
- To promote safe usage of the internet
- Educate students in the correct use of language and terminology for the internet
- To highlight the dangers of giving information/personal details online
- To ensure that any network Is used in a responsible, legal and ethical manner

6. Rationale

The development of this policy was identified as a priority by Staff Council. A policy on Internet Safety – Acceptable usage policy is required by the Department of Education and Skills.

In addition, we can illustrate how the Internet benefits education for attainment purposes, the use of the Internet assists in raising educational standards, thus promoting pupil achievement, and supports the professional work of staff and enhance the College's management, information and administration systems.

In particular use of the Internet can:

- Provide access to world-wide educational resources;
- Facilitate educational and cultural exchanges between students world-wide such as Grange Community College's partnership in South Africa through Skype.
- Provide a wealth of resources accessed in all subject areas within the college.
- Facilitate staff professional development through access to national developments, educational materials and good curriculum practice.
- Facilitate communication with support services, professional associations, colleagues and parents.
- Facilitate exchange of curriculum and administration data with the Department of Education and Skills and Quality and Qualifications Ireland (QQI) data input with the addition of Back To Education Initiative (BTEI) and survey initiatives in further education.
- Facilitate the recording of a range of student information on school management software and communications software.

7. Safeguards

- The College Internet access is designed primarily for student use and includes appropriate filtering which is controlled by PDST Technology in Education.
- Students are taught acceptable usage through initiatives such as Internet Safety Week and through the Social, Personal and Health Education (SPHE) programme.
- ICT is regularly monitored by the ICT Co-ordinator who forwards any issues to the filtering company.

8. Content

Computer Network and Internet Policy (Second Level)

Technology is used to support teaching and learning. Networks, including the internet, allow people to communicate with others through the use of technology. It is the policy of Grange Community College that all technology used to access any network will be used in a

responsible, legal and ethical manner. Failure to do so will result in the termination of network privileges for the user. Remember, the use of the network is a privilege, not an entitlement. In addition, Grange Community College's Code of Positive Behaviour applies to breaches of network and ICT usage. College authorities, including the Designated Liaison Person (DLP), may refer issues to external bodies including An Garda Síochána, Tusla, (the child and family agency), or the HSE, etc.

Since network communication is often public, all students are responsible for behaving appropriately on the college network, as they are in the college. The network is provided for students and staff to conduct research and communicate with others concerning college work.

Individual users of the network are responsible for their use of the network. The use of the network must be in support of education and research to enhance the classroom experience and will be under the supervision of Grange Community College staff. Use of other organisations' networks or computing resources must comply with the rules appropriate for that network. Use of the network for any illegal or commercial activities is prohibited.

A responsible network user will:

- Use language that is considered appropriate through any form of ICT communications including email, chat and other online fora.
- Be familiar with copyright/plagiarism issues relating to online usage.
- Never send information that others may find offensive.
- Never disclose or publicise personal information of themselves or others.
- Not tamper with the system or intentionally damage or alter the hardware.
- Not alter, delete or destroy any files or data that are not theirs.
- Not upload or download non-approved software.

A responsible network user must be aware that:

- Approval of any changes to the ICT system need to be approved by the ICT coordinator and/or management.
- Use of the network is a privilege but not a right.
- Violation of this policy will result in the possible loss of network and/or Internet privileges, or other disciplinary action.
- Persons issued an account hold complete responsibility for their user name and password at all times.

Contract for Computer Network and Internet Use (Second Level)

Student Name: ……………………………………………………….

Class: …………………………………………………………….....

I understand and agree to follow the behaviours outlined in the Grange Community College Internet Safety and Usage Policy. I understand that any violation of this policy will result in the loss of network and/or Internet privileges and possible further disciplinary action including measures set out in the Code of Positive Behaviour and referral to external bodies such as An Garda Síochána, the HSE or Tusla etc.

Student Signature ……………………………………

Date: ………………………………………………….

For students under the age of 18 a parent/guardian is required to complete the following section:

I have read and understand the Internet Safety and Usage Policy. I understand that use of the internet is designed strictly for educational purposes. I also understand that Grange Community College is taking measures to ensure that my child does not have access to any material deemed inappropriate. I agree that I will not hold Grange Community College responsible for any access by my child to any inappropriate materials acquired on the Internet.

I hereby give my child permission to work on the computer network and/or Internet for school use.

Parent/Guardian Signature:
……………………………………………………………………………

Computer Network and Internet Policy for Students of Further Education

Technology is used to support teaching and learning. Networks, including the internet, allow people to communicate with others through the use of technology. It is the policy of Grange Community College that all technology used to access any network will be used in a responsible, legal and ethical manner. Failure to do so will result in the termination of network privileges for the user. Remember, the use of the network is a privilege, not an entitlement.

Since network communication is often public, all students are responsible for behaving appropriately on the college network, as they are in the college. The network is provided for students and staff to conduct research and communicate with others concerning college work.

Individual users of the network are responsible for their use of the network. The use of the network must be in support of education and research to enhance the classroom experience and will be under the supervision of Grange Community College staff. Use of other organisations' networks or computing resources must comply with the rules appropriate for that network. Use of the network for any illegal or commercial activities is prohibited.

A responsible network user will:

- Use language that is considered appropriate through any form of ICT communications including email, chat and other online fora.
- Be familiar with copyright/plagiarism issues relating to online usage.
- Never send information that others may find offensive.
- Never disclose or publicise personal information of themselves or others.
- Not tamper with the system or intentionally damage or alter the hardware.
- Not alter, delete or destroy any files or data that are not theirs.
- Not upload or download non-approved software.

A responsible network user must be aware that:

- Approval of any changes to the ICT system need to be approved by the ICT coordinator and/or management.
- Use of the network is a privilege but not a right.

- Violation of this policy will result in the possible loss of network and/or Internet privileges, or other disciplinary action. (This policy will be read in conjunction with the second level Code of Positive Behaviour.)
- Persons issued an account hold complete responsibility for their user name and password at all times.

Contract for Computer Network and Internet Use for Students of Further Education

Student Name: ………………………………………………………….

Class: ………………………………………

I understand and agree to follow the behaviours outlined in the Grange Community College Internet Safety and Usage Policy. I understand that any violation of this policy will result in the loss of network and/or Internet privileges, possible further disciplinary action and referral to external bodies such as An Garda Síochána, the HSE or Tusla etc.

Student Signature …………………………………

Date: ………………………………………………….

For students under the age of 18 a parent/Guardian is required to complete the following section:

I have read and understand the Internet Safety and Usage Policy. I understand that use of the internet is designed strictly for educational purposes. I also understand that Grange Community College is taking measures to ensure that my child does not have access to any material deemed inappropriate. I agree that I will not hold Grange Community College responsible for any access by my child to any inappropriate materials acquired on the Internet.

I hereby give my child permission to work on the computer network and/or Internet for school use.

Parent/Guardian Signature:

………………………………………………………………………………

9. Role and Responsibilities

All members of staff will be responsible for the implementation of the policy. In addition, the entire college community needs to become familiar with the legislative background that covers internet usage:

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography (Amendment) Act 2004
- Interception Act 1993
- Video Recording Act 1989
- The Data Protection Act 1988

10. Links with other school policies

This policy must be read in conjunction with the college's current policies and any other policies as they are developed.

11. Monitoring, Review and Evaluation

Under the direction of the Principal, the policy will be monitored by the committee which drew it up. This policy will be reviewed after two years or sooner if necessitated by legislation or requested by Staff Council or the Board of Management.

12. Ratification and Communication

This policy will be ratified by the Board of Management.

It will be made available to parents.

It will be published in the staff booklet for current staff and a copy of this booklet will be given to new teachers coming into the college.

It will be published on the college's website.

13. Implementation Date

This policy will come into effect after being signed by the Board of Management.

Signed…………………………………………………………….. Date
………………………………………………..

Chairperson of Board of Management

Date of Review

…………………………………………………………………………………..

iPad Acceptable Usage Policy

1. Introductory Statement

In Grange Community College, we anticipate this initiative will enhance teaching and learning for all participating students.

This policy is part of the college's Internet Safety and Usage Policy.

2. Equipment

Grange Community College retains ownership and possession of one class set of 30 iPads. Usage, within the school is a privilege and not a right. *The iPad is for school and educational purposes and students will only be permitted access only to educational content and school apps during class time.*

Students may lose their right to use the iPad and to have it in their possession if they abuse their responsibilities and breach this Policy, the school's Internet Safety and Usage Policy.

3. Damage or Loss of Equipment

Students must report any damage or loss immediately to their class teacher, who will determine necessary action and contact the iPad Coordinator if such action is warranted. iPads are covered by a manufacturer's warranty of one year. The warranty covers manufacturer's defects. Purposeful, as well as accidental, damage will be dealt with in accordance with the college's Code of Positive Behaviour.

4. Student's Responsibilities

- Keep the iPad within a protective case.
- Do not let anyone else use the iPad you have been allocated.
- Adhere to this policy and the Internet Safety and Usage Policy of Grange Community College at all times.
- Report any issues and/or interference created by any other students because of iPad possession, use or ownership.

5. School's Responsibilities

- To enforce this Policy, the Internet Safety and Usage Policy and the Code of Positive Behaviour and School Rules.
- To make every effort to ensure quiet use and enjoyment of the iPad by all students.

6. General Care

- Keep the equipment clean. For example, do not eat or drink while using the iPad.
- Students may not permanently alter iPad in any way.
- Students may not remove any serial numbers, identification or school labels placed on the iPad.

7. Screen Care

- If needed, clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only.

8. Personal Health and Safety

- Avoid extended use of the iPad while it is resting directly on your lap. The bottom of the iPad can generate significant heat.

- Take frequent breaks when using the iPad for long periods of time. Look away from the iPad approximately every fifteen minutes.
- Do not provide your personal information to anyone over the Internet.
- Do not share any passwords you are given with anyone.

9. Restricted Use and Confiscation

Students who breach this Policy and/or the school's Internet Safety and Usage Policy and/or any reasonable standards of use of the iPad will be subject to sanction under the college's Code of Positive Behaviour. Students' use of the iPad may also be restricted for a limited period because of misuse. Reasons for sanctioning a student may include, but are not limited to the following:

- Excessive damage
- Loss
- Non-acceptance and/or compliance with this policy and the AUP.
- Inappropriate use of any App, camera, voice recorder or messaging (see Child Protection Procedures – School Protocols).
- Inappropriate, inaccurate, defamatory, obscene, or illegal material found on the iPad.
- Violating standards for iPad Care.
- Failing to co-operate with college's investigations of iPad misuse.
- Failure to follow teacher instruction when using the iPad.

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GRANGE COMMUNITY COLLEGE iPAD ACCEPTABLE USAGE POLICY

We have read and understand the iPad Acceptable Usage Policy document and the college's Internet Safety and Usage Policy and hereby agree to the terms of these polices.

We agree to be bound by the terms of this Policy, the college's AUP and the college's Code of Positive Behaviour and Rules as they apply to use of the iPad and its installed Apps.

Signature of Student: _____

Signature of Parent(s)/Guardian(s): _____

_____

Date: _____