



## PRESENTATION COLLEGE, BRAY

### INFORMATION AND COMMUNICATIONS TECHNOLOGY, ACCEPTABLE USE POLICY FOR THE WHOLE SCHOOL COMMUNITY.

This policy was ratified by the Board of Management of the college on the 24<sup>th</sup> September 2020 after consultation with relevant stakeholders.

This policy will be subject to review to reflect the evolving nature of ICT Supports for schools and to allow for improvements in Teaching and Learning.

Please note that this policy will work in conjunction with, and is supported by other policies in the College, in particular the Code of Behaviour, our Anti Bullying Charter and our Child Safeguarding Statement.

#### **PRESENTATION COLLEGE, BRAY MISSION STATEMENT**

*Presentation College is a Catholic Boys' School under the auspices of the Presentation Brothers Schools Trust. The staff, students and parents of Presentation College, Bray, seek to promote a safe, caring environment and a well-balanced student-centred curriculum which encourages self-reliance, respect and responsibility.*

*Parents are recognised as the primary educators while teachers nurture and develop student learning. In partnership, we hope to enable all students to leave school with the skills necessary to participate fully in society and to live independent and fulfilled lives.*

***"All are welcome, all are included, all are enriched"***

## ACCEPTABLE USE POLICY

This policy is intended to support the Acceptable Use of the School ICT equipment/resources, both within the physical school setting and also in a remote Teaching and Learning environment where students and teachers may have to continue their engagement from outside of school in the event of school closures. Such situations may arise at times of extreme adverse weather conditions, and at times of the threat of a global pandemic such as the Covid 19 situation.

The school's information and communications technology resources, most notably the provision of Chrome books to support students learning in a flexible manner and including email, internet access, and intranet are provided for educational purposes. These resources are provided as an educational tool, the purpose of which is to enhance teaching and learning. The Board of Management has prioritised provision of the most up to date ICT resources and fully recognises the value of ICT to the college community. While the safety of each member of the school community is a prime concern, the Board is also concerned for the good reputation of the College. The consequences for any action which might damage the reputation of the College or lead to legal actions or claims against the College will rest with the perpetrator of said actions. Access by students to ICT resources is allowed only under the direct supervision or direction of a teacher.

The borrowing of Chrome Books is subject to a strict Loan Agreement, whereby parents and students are asked to sign a declaration of responsibility in advance of the school property being loaned out. I have attached a copy of the Chrome Book Loan policy as part of this document.

Filtering software will be used in order to minimise the risk of exposure to inappropriate material. The College will regularly monitor Internet access. Virus protection will be installed and regularly updated. Adherence to the following policy is necessary for continued access to the school's technological resources.

### Users must

1. **Respect and protect the privacy of themselves and others.**
  - Use only assigned accounts. Passwords must be protected. Any use of ICT under a password will be the responsibility of the person to whom the password was assigned.
  - Not view, use, or copy passwords, data, or access networks to which they are not authorised. Use of privately owned devices to access College networks is strictly prohibited.
  - Not distribute private information about others or themselves.
  - Not have access to chat rooms or other electronic communication without school approval and in the case of students, teacher supervision.

2. **Respect and protect the integrity, availability, and security of all electronic resources.**

- Observe all network security practices. The use of personal data storage devices, eg. flash drives, is strictly prohibited.
- Report security risks or violations to a teacher, tutor, year-head or management.
- Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
- Not download or install any software, shareware and freeware.
  
- Not create or willfully disseminate computer viruses. Be sensitive to the ease of spreading viruses and take steps to ensure that discs and files are virus free.
- Not alter, view or change computer settings or system configurations.

3. **Respect and protect the intellectual property of others.**

- Not infringe copyrights (no making illegal copies of music, games, films etc).
- Not plagiarise.

4. **Respect and practice the principles of community.**

- Any intrusion or disruption to a teachers' online class will be deemed a very serious breach of the College's Code of Behaviour. Such intrusions refer to both students within the College, and any persons from outside the domain who have been granted access.
- Communicate only in ways that are kind and respectful. Cyber bullying is a very serious issue. Users must refrain from any form of communication which could constitute bullying.
- Not access social networking sites.
- Report threatening or discomfoting materials to a teacher.
- Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory or meant to harass).
- Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- Not use the resources to further other acts that are criminal or violate the school's code of conduct.
- Not send spam, chain letters, or other mass unsolicited mailings.
- Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

**Consequences for Violation.** Violations of these rules may result in disciplinary action, including verbal warnings, contact with parents/guardians of students, loss of a student's privileges to use the school's information technology resources and in extreme cases suspension or expulsion.

**Supervision and Monitoring.** School and network administrators and their authorised employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. College authorities reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

**I would please ask all parents/guardians to discuss the elements of this policy with your son to ensure that he is familiar with the College's ICT Acceptable Use Provision.**



## **Chromebook Loan Policy**

In the event of a school closure, Presentation College can loan its limited stock of Chrome Books to students.

Priority will be given to students without technology at home in the following year group order:

6<sup>th</sup> Years

5<sup>th</sup> Years

3<sup>rd</sup> Years

1<sup>st</sup> Years

2<sup>nd</sup> Years

Transition Years

Within each Year group, students with Additional Learning Needs will be prioritised.

Students or their parents can request the loan of a Chrome Book by email to [kconroy@presbray.com](mailto:kconroy@presbray.com)

Students and Parents must read and agree to a Chrome Book loan agreement before taking possession of the Chrome Book



## CHROMEBROOK LOAN AGREEMENT

**Student Name:.**

**Year:**

**Chromebook ID**

One Chromebook and charger are being loaned to the Student/Borrower and are in good working order. It is the Student's responsibility to care for the equipment and ensure that it is retained in a safe environment.

This equipment is, and at all-time remains, the property of Presentation College, Bray ("Pres"), and is herewith lent to the Student for educational purposes only for use during school closure. Students shall have no expectation of privacy with respect to the Chromebooks provided by the school or any materials therein. The school may inspect the Chromebooks and review materials therein at any time with or without notice.

The Student may not deface or destroy this property in any way. Inappropriate use of the machine may result in the Student losing their right to use this computer. The equipment will be returned to the school when requested by Pres. The Student may not install or use any software other than software owned or approved by the school. One user account with specific privileges and capabilities has been set up on the Chromebook for the exclusive use of the Student to which it has been assigned. The Student agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account. The Student agrees to make no attempts to add, delete, access, or modify other user accounts on the Chromebook and on any school-owned computer.

Identification and inventory labels/tags have been placed on the Chromebook. These labels/ tags are not to be removed or modified. If they become damaged or missing, contact tech support for replacements. Additional stickers, labels, tags, or markings are not to be added to the Chromebook. A Google Apps for Education account is available for each Student to use for appropriate academic communication with other students and staff members.

**The school will require reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property. The full cost of replacement for the Chromebook is €250.** Student and parent acknowledge and agrees that their use of the school Property is a privilege and that by student and parent agreement to the terms hereof, student acknowledges their responsibility to protect and safeguard the school property and to return the same in good condition and repair upon request by Presentation College.

Students and parents/guardians must immediately report any damage to or loss of the Chromebook or accessories to the School. In the event of damage to the Chromebook or accessories, the School reserves the right to charge the student and parents/guardians the full cost of repair or replacement of the Chromebook or accessories at any time, such as when damage occurs due to gross negligence or intentional misconduct as determined by the School. In the event the Chromebook or accessories are lost, stolen, or otherwise not returned to the School, the student and parents/guardians may be billed a fine for the full cost of replacement of the Chromebooks or accessories

<b>Student Responsibilities</b>	<b>Parent Responsibilities</b>
<p>Your Chromebook is an important learning tool and is for educational purposes only. In order to take your Chromebook home, you must be willing to accept the following responsibilities. When using the Chromebook at home, at school, and anywhere else I may take it</p> <ul style="list-style-type: none"> <li>• I will follow the policies of the Pres - especially the Student Code of Conduct - and abide by all Irish laws.</li> <li>• I will treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.</li> <li>• My Chromebook is my responsibility and will stay in my possession at all times.</li> <li>• I will not modify any software on the Chromebook.</li> <li>• I will not release personal information to strangers when using the Google Chromebook.</li> <li>• I will return the Chromebook to school when called upon to do so.</li> <li>• I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.</li> <li>• I will recharge the Chromebook battery each night.</li> <li>• I will return the Chromebook when requested from Pres.</li> </ul>	<p>Your child has been issued a Chromebook computer to improve and personalize their education. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer.</p> <ul style="list-style-type: none"> <li>• I will supervise my child's use of the Chromebook at home.</li> <li>• I will not attempt to repair the Chromebook.</li> <li>• I will report to the school any problems with the Chromebook.</li> <li>• I will make sure that my child recharges the Chromebook battery nightly.</li> <li>• I will make sure my child brings the Chromebook back to the school.</li> <li>• I agree to make sure that the Chromebook is returned to the school when requested</li> </ul>

Student Signature : \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_