



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 20th June 2025 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 Bí Cineálta Statement, 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 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, or at any other times of unplanned school closures.

The school's information and communications technology resources, most notably the provision of Chromebooks 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 in school is allowed only under the direct supervision or direction of a teacher.

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 this 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, other than school approved Chromebooks or laptops, 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, e.g. 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 or freeware.
- Not create or wilfully disseminate computer viruses. Be sensitive to the ease of spreading viruses and take steps to ensure that storage items (e.g. memory sticks) 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.

- Recording or photographing teachers or classmates in school will be deemed a very serious breach of the School's Code of Behaviour, and appropriate sanctions will apply.
- Communicate only in ways that are kind and respectful. Cyberbullying is a very serious issue. Users must refrain from any form of communication which could constitute bullying. (Please see our Bí Cineálta Statement for further information on Anti-Bullying Procedures).
- Not access social networking sites.
- Report threatening or discomfoting materials to a member of staff.
- Not intentionally access, transmit, copy, or create material that violates the school's Code of Behaviour (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 Behaviour.
- 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. School authorities reserve the right to examine, use, and disclose any data found on the school's information networks 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.

We ask all parents/guardians to discuss the elements of this policy with your son to ensure that he is familiar with the School's ICT Acceptable Use Provision.

Artificial Intelligence (AI)

As a school, it is important to establish guidelines for the appropriate and responsible use of AI, e.g. Chat GPT, within the school environment. It is also important to note however, that this is a very fluid situation. AI has evolved, and continues to evolve, at such a pace that we are still learning about the impact that AI will have on the educational sector in the coming years. Nonetheless, Presentation College seeks to empower students to use AI technology responsibly and effectively while fostering a safe, ethical and engaging learning environment.

Students may use AI technology for educational purposes, but students are expected to follow the School's Code of Behaviour and this ICT Acceptable Use Policy, as well as any other guidelines provided by staff of Presentation College regarding AI usage. Students must avoid using AI to engage in plagiarism, to complete assignments where AI is not permitted, to cheat in exams, or for any other form of academic dishonesty. In the event of a student being found to have engaged in the inappropriate use of AI technology, strict sanctions will be imposed by the School.

Students should not disclose any personal information while using AI technology, and they should not use AI to engage in cyberbullying, harassment or any other form of harmful communication.

In short, AI technology should be seen as a tool for learning and expanding knowledge, rather than a replacement for independent thinking and research.

Student Chromebooks

Starting in August 2025, on a phased basis across different year groups, students will have their own personal Chromebooks for use in school, and for homework or school assignments. Parents/Guardians are responsible for purchasing the Chromebook for their son, and a specific supplier has been appointed for this purchase. Parents/Guardians are also responsible for the safe-keeping, repair and insurance of their son's Chromebook. Parents/Guardians retain ownership and possession of the Chromebook and agree to grant teachers and school management the right to collect and/or inspect and/or confiscate (for a limited period) the Chromebook. The School will also have the right to alter, add or delete software or hardware as necessary. Usage of the Chromebook within the School is a privilege and not a right. Students may lose that privilege and/or face other sanctions if they abuse their responsibilities or breach this policy or any other school policy including the Code of Behaviour.

Below is an outline, non-extensive, of parent and student responsibilities regarding Student Chromebooks:

Student Responsibilities	Parent/Guardian Responsibilities
<p>Your Chromebook is an important learning tool and is for educational purposes only. When using the Chromebook at school, at home, and anywhere else:</p> <ul style="list-style-type: none"> • I will follow the policies of the school - especially the Student Code of Behaviour - and abide by all Irish laws. • 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. • I understand that the Chromebook is my responsibility and will always stay in my possession. • I will not modify any software on the Chromebook. • I will not release personal information to strangers when using the Chromebook. • I will keep all accounts and passwords assigned to me secure and will not share these with any other students. • I will recharge the Chromebook battery daily. 	<p>It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of your son's Chromebook.</p> <ul style="list-style-type: none"> • I will supervise my child's use of the Chromebook at home. • I will not attempt to repair the Chromebook but will contact the supplier if repair is needed. • I will report any problems with the Chromebook to the supplier. • I will make sure that my child recharges the Chromebook battery daily.

Carol Mooney

Martin Locke

Signed _____

Mr. Carol Mooney

Mr. Martin Locke

Chair Board of Management

School Principal

Date: 20th June 2025