

# Wesley College Dublin

## Policy on the Appropriate Use of Technology (Electronic Devices and ICT Acceptable Use Policy)

### 1. Introduction

Wesley College accepts that the use of technology and electronic equipment is increasingly part of a modern lifestyle and that students and staff of the College use such equipment on a day-to-day basis. This equipment may be the property of the College or may belong to individuals who may wish to use such equipment on the College campus or at home. The purpose of this policy is to define the acceptable use of technology and such electronic equipment.

Technology/Electronic equipment includes, but is not limited to: personal computers, laptops, computer peripherals, cameras, mobile phones, PDAs, sound and/or video equipment and any device which may be used to record, store and or transmit digital or electronic files, pictures or sound.

**General Statement: Subject to the specific rules below, the possession and/or use of technology within the College, on College trips, or which in any way affects life in the College, is acceptable only when the general health and welfare of others is not put at risk. The use of technology in Wesley College, or use of technology by students which in any way affects life in the College should be in accordance with the ethos of Wesley College. At no time is it acceptable to use any technology for the purposes of bullying, intimidation or hurting others.**

Students bring privately owned technology/electronic equipment to the College or on trips entirely at their own risk. The College will not take responsibility for and is not liable for the misuse of, the loss of, damage to, or theft of any privately owned equipment or devices.

## **2. Mobile Phones**

It is accepted that mobile phones are widely used by students and may be brought onto the College campus. This is permissible, but it is understood that all students must use mobile phones in a responsible and mature manner.

It is not permissible to bring mobile phones to class or the library even if switched off. Mobile phones should be left in a student's locker and switched off during class time. Students may not use mobile phones between consecutive classes. If a pupil is found to have a mobile phone in class it may be confiscated and will not be returned until the end of term unless collected by the pupil's parent.

Phones must never be used to bully, intimidate or hurt others. This principle applies (but is not limited to) telephone calling, voice mailing, texting or recording, or sending of, images. Photographs may not be taken without the prior consent of the person who is being photographed. The sending of unwelcome texts or images, and the making of unwelcome calls to others is regarded as a serious offence. Students who, in the opinion of the College, engage in such unsociable behaviour may be banned from using a mobile phone or bringing one to school.

Use of mobile phones to download, store, record or transmit unacceptable images, video, sound, texts or other files is entirely unacceptable and will lead to the confiscation of the phone. The College reserves the right to request a student to submit his/her mobile phone for inspection if, in the opinion of the College, a student is suspected of inappropriate use.

Phones brought to school are entirely at the owner's risk and the College will not accept any responsibility for loss or damage.

## **3. Cameras**

Students should not bring cameras to class. Cameras may be left in a student's locker during class time. Students shall not use cameras between consecutive classes. If a pupil is found to have a camera in class it may be confiscated.

Cameras must never be used to bully, intimidate or hurt others. Photographs should not be taken without the prior consent of the person who is being photographed.

Any use of cameras to intimidate others is forbidden. Any such occurrence will be viewed by the College as an act of bullying and may result in the confiscation of a camera.

#### **4. Sound Equipment**

Students should not bring sound recording devices to class or the library even if switched off. All such devices should be left in a student's locker and switched off during class time. Students shall not use such devices between consecutive classes. If a pupil is found to have such a device in class or the library it may be confiscated and will not be returned until the end of term unless collected by the pupil's parent.

Sound recording equipment must never be used to bully, intimidate or hurt others. Sound recordings should not be made without the prior consent of the person who is being recorded.

#### **5. Personal Laptops, PDAs (including Palm/Pocket devices)**

Appropriate use of personal laptops and Personal Digital Assistants (PDAs) is permissible. Laptops or PDAs may be used in class only with the permission of the teacher in charge. Use of laptops and PDAs must not be contrary to the College Acceptable Use Policy for the College Computer Network (see section 8 below).

Laptops/PDAs must never be used to bully, intimidate or hurt others. Use of laptops or PDAs to download, store, record or transmit unacceptable images, video, sound, texts or other files is entirely unacceptable and will lead to the confiscation of the device. The College reserves the right to request a student to submit his/her laptop for inspection if, in the opinion of the College, a student is suspected of inappropriate use.

#### **6. Personal Music Players**

Personal Music Players includes radios, MP3 players (including iPods), phones equipped with radios and MP3 players, Walkmans and Discmans.

Use of a Personal Music Player during class time, between consecutive classes or in the library is not permitted and may lead to the confiscation

of the device. In such cases, the Deputy Principal may return the device at the end of the term or request that a student's parent collect the device.

Students may not use the college computer facilities to download files or music to their MP3 player.

## **7. Sanctions for the misuse of private electronic equipment or devices**

The College reserves the right to confiscate any privately owned electronic equipment which, in the reasonable opinion of the College, may have been used to intimidate, hurt or offend another person. Such equipment may be returned to parents.

The College also reserves the right to prohibit the use of certain equipment in the College where the health, safety or welfare of any person, including the owner of the equipment, is judged to be at risk. Where electronic equipment is judged to contain inappropriate or offensive material the College reserves the right to inspect such equipment.

Where equipment is believed to have been used in the possible abuse of others, or where possible legal issues may arise in the future, the College reserve the right to hold the privately owned electronic equipment until legal advice has been received.

In the case of repeated misuse of electronic equipment or where a serious offence has occurred, a student may be suspended from the College. The College reserves the right to remove from the school register any student who continues to intimidate others with the use of such equipment, despite warnings, or where a serious offence is judged to merit removal from the school.

## **8. The College Computer Network**

The Internet is a global computer network that offers a wealth of resources. Pupils can use the Internet to locate material to meet their educational needs. As with all technology, the College encourages students to view the Network as a tool to further assist study and education generally.

As information on the Internet appears, disappears and changes, it is not always possible to predict or control what pupils may locate or use. They might encounter information that is inaccurate, controversial, and potentially harmful.

As part of the school's IT programme we offer pupils supervised access to the Internet. The Internet will be used to further educational goals and objectives, but pupils may find ways, accidentally or intentionally, to access undesirable materials as well. We believe that the benefits to pupils from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages, but ultimately, parents and guardians are responsible for setting and conveying the attitudes and standards that their children should follow when using media and information sources.

During school, teachers may guide pupils toward materials suited to their courses. Outside school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, magazines and other potentially offensive media.

In exercising its duty of care, the College uses filtering software on its education network to prevent accidental or intentional access to unsuitable websites. It is impossible to filter out every potentially harmful website but every effort is made to do this. These filters are automatically updated on a regular basis. Access to the Internet by students is closely monitored by the Network Manager each day so that if a site appears to have by-passed the filters it is blocked to prevent further access. The College uses software to monitor all use of the College computer facilities.

The College has invested heavily in advanced computer facilities and these need to be protected for the use and benefit of all students and staff. This Acceptable Use Policy (AUP), which is based on the government sponsored NCTE AUP guidelines, is part of the College's general policies and parents are deemed to have accepted this AUP unless otherwise indicated in writing to the Principal. In particular parents should note that Wesley College cannot be held responsible if pupils access unsuitable websites, but every reasonable precaution is taken by the school to provide for online safety.

## **Acceptable Use Policy (AUP)**

The aim of this AUP is to ensure that pupils will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner while also protecting this College resource. Internet use and access is considered a school resource and privilege. Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and sanctions will be imposed. This AUP will be updated as the need arises and updates will be posted on the College website and in the Learning Resources Centre.

The College provides access to computers to help achieve its educational aims and objectives. In this context, certain uses are permissible and others are prohibited. In general, subject to the rules below, uses which are consistent with the College's educational aims and objectives are permissible, i.e. students may use College computer facilities for school related educational purposes. If in doubt about a particular use (e.g. accessing certain websites), students should err on the side of caution and avoid that particular use.

**Students are expected to abide by the spirit of the AUP rules.**

### **College's strategy**

The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the use of computer facilities, the Internet and/or email facilities. These strategies include:

- Reserving the right to refuse access to its IT facilities
- Supervising Internet sessions where possible and appropriate
- Filtering software and/or integrated management systems to minimise the risk of exposure to inappropriate material
- Regularly monitoring and archiving Internet usage by checking user files, temporary Internet files, history files and/or logs in the filtering software
- Using virus protection software

As part of this strategy the following rules will apply:

- **Students making use of the facilities are expected to act in a mature and appropriate manner.**
- **Students may not examine, change or use another user's network/logon account.**

- **Students shall not reveal their logon password to another student nor shall they logon another student or allow another student to logon using their account.**

### **Computer Equipment and Network**

- Students should ensure that the College computer facilities are not damaged by their actions.
- **Students may not enter a room with a computer(s) without an authorized member of staff being present.**
- Food or drink is not allowed in the computer rooms.
- Students may not bring bags into the Computer Labs.
- **USERS MUST CHECK THE COMPUTER THEY USE FOR OBVIOUS DAMAGE BEFORE USING IT AND REPORT IT TO THEIR TEACHER IMMEDIATELY.**
- Students must follow teacher instructions regarding the use of the computer rooms and facilities
- Students shall not connect or disconnect any College computer equipment without the written permission of the Network Manager.
- Students may not use personal DVD/CD-ROMs in College computers.
- **Students MUST log off their account when they have finished using a computer.**
- Students may not access the College's wireless network without permission of the Network Manager
- **Software of any type is NOT to be downloaded from email or the internet, installed, or run on any College computer without the express permission of the Network Manager.**

### **World Wide Web**

- **Students may use the Internet for school related educational purposes only.**
- Students may access the internet using College permitted computers only at designated times. Students may not access the internet or use email using their own or another's personal laptop, computer, PDA or Smartphone at any time.
- **Uploading and downloading of software, music, film and video, and the use of peer-to-peer applications is prohibited. Students should note that such activity may also be illegal and be aware of the penalties associated with this activity.**
- Students may not upload, download or otherwise transmit material that is copyrighted. Students may not visit, contribute to or

download from Internet, sites that contain obscene, illegal, hateful or otherwise objectionable material(s).

- Student will report any material of the above nature to a teacher or supervisor.
- Students may not disclose or publicize personal or confidential information, for example their own or another's home address, telephone numbers, name and location of their school, without their teacher's permission.
- Students shall not use the College computer facilities to bring the College into disrepute, nor access or publish defamatory, obscene, illegal, hateful or otherwise objectionable material. Students should be aware of the College's responsibility to report inappropriate activity to the relevant authorities.
- **Students should be aware that any usage, including distributing or receiving of any information, school-related or personal, is monitored for unusual activity, security, and/or network management reasons and for pastoral care purposes.**
- Students shall not make purchases of any kind on the College computer network, including but not limited to,
  - the purchase or download PDA and/or mobile phone related material such as graphics, logos and ring tones;
  - the purchase of other goods or other services;
  - the purchase of airline tickets, train tickets or any other travel service.

### **Email**

- All students have a College email account. In school, students may use their College email account only and none other. The use of web based email (for example, Hotmail, Yahoo mail etc.) is prohibited except with the permission of the Network Manager.
- Students may access their College email outside of the College (for example, on their home computer).
- Students shall not use the College email facility to bring the College into disrepute, nor access or publish defamatory, obscene, illegal, hateful or otherwise objectionable material. Students should be aware of the College's responsibility to report inappropriate activity to the relevant authorities.
- Students who access their College email outside of the College must abide by the AUP rules for use of the College email facilities.
- Students shall not send or forward chain email.

- **Students with College email facilities will read their emails regularly and delete old emails.** Where an account is full, new mail will be withheld until old mail is deleted. Currently, mail inboxes are set at 2Mb.
- Students will not reveal their own or another pupil's personal details, such as addresses or telephone numbers or pictures.
- **Students will not arrange to meet someone outside school via school email, internet or computer facilities.**
- Students should note that there are restrictions in sending attachments.

### **Internet Chat**

- Students may not create, access or use **chat rooms**
- Students may not create, access or use '**messenger**' programs
- Students may not create, access or sign **guestbooks, message boards or bulletin boards.**
- Students may not create, access or contribute to **Web Logs** (Blogging)
- The use of VoIP (Voice over IP) (for example, Skype) by students is prohibited

### **Printing**

- Students using the computer rooms in class must have the permission of their teacher to print
- Only one copy of student work may be printed (i.e. one click of a print icon or selection from a print menu).
- **Students using the Cyber Library must get permission from the Librarian BEFORE printing. Students must follow the Librarian instructions PRECISELY when printing. Failure to do so will result in a withdrawal of the privilege of using the cyber library for a period of time.**

### **The Cyber Library**

- **Use of the Cyber Library is at the discretion of a teacher or the Librarian.**
- **Students must have a Wesley College Library Card in order to use the cyber library.**
- Use of the Cyber Library outside class times is limited to the opening hours of the Library.
- Use of the Cyber library is limited to **one sitting per day not exceeding 40 minutes** in duration.

- Persons wishing to use the facilities in the Cyber Library must sign in with the Librarian or the member of staff on duty and follow their instructions regarding the use of the Cyber Library.
- **No more than six persons are allowed IN the Cyber Library at any one time.**
- Students should note that time spent using the College IT facilities is monitored. If, in the opinion of the Network Manager, a student is spending excessive time using the IT facilities (including accessing the internet), access may be restricted.

### **School Website**

- The school has a website accessible by any Internet users around the world. The website contains or may contain in future information and pictures of school activities as well as projects, artwork and writing of some pupils. This work is presented in an educational context. The website address is <http://www.wesleyCollege.ie>.
- Pupils may be given the opportunity to publish projects, artwork or school work on the World Wide Web.
- The school may, from time to time, publish on the College website photographs of students engaged in school activities. Parents who object to this should inform the Principal in writing.
- The publication of student work will be coordinated by a teacher.
- Student work may not be published on the World Wide Web without the permission of a teacher.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- The pupil will continue to own the copyright on any work published under Data Protection Act 1988.

### **Bullying**

- Students should note that the College's Anti-Bullying Policy applies also to the use of the College computer facilities.
- College IT facilities must never be used to bully, intimidate or hurt others.
- Students who maintain their own websites should not use these sites to bully, intimidate or hurt others whom they know by association with the College. Images or other files relating to the College or to individuals in the College should not be posted to websites without the consent of the College or of the individual and in all cases names should not be attached to such images or files.

## **Sanctions**

Misuse of the computer facilities, the Internet and/or email facilities will result in disciplinary action, withdrawal of access privileges, and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

- The College will hold liable for ensuing costs persons responsible for:
  - Any malicious act(s) in or on the computer facilities,
  - Graffiti or other acts of vandalism,
  - Any attempt(s) to bypass or compromise the software and/or hardware, including security features, of the College's computer network(s),
  - Any other damage caused by unauthorized use.

<p><u>Pupils who have doubts about use of the computer facilities should seek the advice of an authorized member of staff before using or continuing to use the facilities.</u></p>
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**This Acceptable Use Policy (AUP) governs the use of the College computer facilities by students. Parents/Guardians who object to all or part of this AUP should inform the Principal in writing. In all other cases parents are deemed to have accepted the contents of this AUP as a condition of the use the computer facilities by their charge.**

*Reviewed and Approved by the Board of Management October 2005*