Coláiste Mhuire Co-Ed, Thurles

Phone, Internet, Chromebook/digital device & BYOD Acceptable Use Policy

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Contents

INTRODUCTION

Name and address of school:	Coláiste Mhuire Co-Ed, Thurles
Description of School:	Coláiste Mhuire Co-Ed is a co-educational multi-denominational school under the patronage of Tipperary ETB.
Mission Statement of School:	At Coláiste Mhuire Co-Ed we aspire to develop a caring and inclusive learning community that optimises the potential of each person.
	This policy is aligned to our core values of care, community, respect, equality and excellence in education.

SECTION 1 - GENERAL APPROACH - ONLINE

The aim of this Internet Acceptable Use Policy (AUP) is to ensure that students will benefit from the learning opportunities offered by the school's digital resources in a safe and effective manner.

The responsible use of internet and digital technologies, both online and offline and access is considered an integral part of teaching and learning. Therefore, if the school AUP is not adhered to agreed sanctions will be imposed.

It is envisaged that school and parent representatives will revise the AUP at least bi-annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

When using the internet students, parents and staff are expected:

- To treat others with respect at all times.
- Not undertake any actions that may bring the school into disrepute.
- Respect the right to privacy of all other members of the school community.
- Respect copyright and acknowledge creators when using online content and resources.

This Acceptable Use Policy applies to students who have access to and are users of the internet in Coláiste Mhuire Co-Ed.

BROADBAND FILTERING LEVEL

Content Filtering

Coláiste Mhuire Co-Ed has chosen to implement the following level on content filtering on the school's Broadband Network:

Level 5

This level allows access to millions of websites including games and YouTube and allows access to websites that are categorised as personal such as blogs.

Students taking steps to bypass the content filter by using proxy sites or other means may be subject to disciplinary action including written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion.

Searching, downloading and browsing websites

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

- **Filtering software** and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- **Uploading and downloading** of non-approved software will not be permitted.
- The **use of personal external digital storage** media in school requires school **permission**.
- Virus protection software will be used and updated on a regular basis.

Online communication such as email, social media, online forums, messaging etc.

This Acceptable Use Policy applies to students who have access to and are users of the internet in Coláiste Mhuire Co-Ed.

- It also applies to members of staff, volunteers, parents, carers and others who access the internet in Coláiste Mhuire Co-Ed.

Misuse of the internet may result in disciplinary action, including written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

Coláiste Mhuire Co-Ed will deal with incidents that take place outside the school that impact on the wellbeing of students or staff under this policy and associated codes of behaviour and anti-bullying policies. In such cases Coláiste Mhuire Co-Ed will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

Coláiste Mhuire Co-Ed implements the following strategies on promoting safer use of the internet:

- Students will be provided with education in internet safety as part of our implementation of the SPHE programme, 1st year computers and other curriculum areas.
- Internet safety advice and support opportunities are provided to students in Coláiste Mhuire Co-Ed through our year head assemblies, ENERGY programme, wellbeing week, anti-bullying information, first year belonging plus programme, and induction.
- Teachers will be provided with continuing professional development opportunities in internet safety.
- Coláiste Mhuire Co-Ed participates in Safer Internet Day activities to promote safer more effective use of the internet.

This policy and its implementation will be reviewed bi-annually by the following stakeholders:

- Board of Management, teaching staff, students, and parents.

The school will monitor the impact of the policy using:

- Logs of reported incidents.
- Surveys and/or questionnaires of students, parents, and teaching staff.
- Student focus groups.

Should serious online safety incidents take place the Principal and Deputy Principal should be informed.

The implementation of this Internet Acceptable Use Policy will be monitored by the Assistant Principals, ICT Coordinator, Deputy Principal and Principal.

Internet Use

- Students will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will be encouraged to report accidental accessing of inappropriate materials in the classroom to their teacher.
- Students will report accidental accessing of inappropriate materials in school but outside the classroom to the Principal, Deputy Principal, ICT Coordinator or their Year Head.
- Students and staff will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- The Harvard referencing system is recommended for student use when completing assignments.
- Students and staff will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.
- Students will use the school's internet connection only for educational and career development activities.
- Students will not engage in online activities such as uploading or downloading large files that result in heavy network traffic which impairs the service for other internet users.

- Students will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Use of file sharing and torrent sites is not allowed.
- Downloading, by students, of materials or images not relevant to their studies is in direct breach of the school's acceptable use policy.
- Students will never disclose or publicise personal information or passwords.
- Students will be aware that any usage of the internet and school's digital platform, including distributing or receiving information, school-related or personal, will be monitored.

Email and Messaging

Downloading, by students, of materials or images not relevant to their studies is not allowed.
The use of personal email accounts is only allowed at Coláiste Mhuire Co-Ed with expressed permission from members of the teaching staff.

- Teachers and students must use their school or ETB provided email addresses. The use of personal email accounts is only allowed at Coláiste Mhuire Co-Ed with expressed permission from the principal.
- Students should not under any circumstances share their email account login details with other students.
- Students should not use school email accounts to register for online services such as social networking services, apps, and games.
- Students should be aware that email communications are monitored.
- Staff and students should not send emails after 5pm and before 8am. The "delayed send" feature can be used and is encouraged.
- When a number of recipients are getting an email the use of BCC is encouraged.
- Students will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Students will not share their own or other people's personal details (such as addresses or telephone numbers or images) via email. Please see the ETB's Data Protection Policy for more information on Personal Data which can be found at http://tipperary.etb.ie/about-us/data-protection/

- Students should immediately report the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.

- Students should avoid opening emails that appear suspicious. If in doubt, students should ask their teacher before opening emails from unknown senders.

- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.

- Students will not forward email messages or screenshots of emails or "reply all" without the permission of the originator

- Students must only use their school email for school related activities and for registering on school-based activities only. The use of personal email addresses is not allowed for school-based work.

- Students should not use school email accounts to register for online services, social networking, apps or games.

- Students should report the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication. Pupils should report any such communications to a teacher.

- All emails and opinions expressed in email are the responsibility of the author and do not reflect the opinion of the school.

- Students and staff should note that if one is no longer a student/staff member at Coláiste Mhuire Co-Ed, the email address is terminated.

COPYRIGHT GUIDELINES

The EU sets the copyright framework within which Member States operate through a number of EU Directives. Ireland adheres to these through the Copyright and Related Rights Act 2000 (CRRA). A work of creative expression is automatically protected by copyright laws as soon as it is fixed in a tangible form such as a book or video recording. An author has the exclusive right to make copies of the work or to publicly perform or display the work. Students will be taught how to reference their work correctly and will be expected to do so and acknowledge sources they have used.

ARTIFICIAL INTELLIGENCE

Coláiste Mhuire has an AI policy which aims to guide the responsible, ethical, and safe use of Artificial Intelligence (AI) technologies in Coláiste Mhuire Co-Ed and can be found at www.cmco.ie.

SECTION 2: DIGITAL LEARNING PLATFORMS - GOOGLE WORKSPACE

To use Google apps for Education parents (or students themselves where the student is over 18) are asked to sign a suite consent form and are given a Gsuite for education notice. This information is available at https://www.cmco.ie/g-suite-for-education-notice-to-parents-and-guardians/

SOCIAL MEDIA

The internet provides a range of social media tools that allow us to interact and keep in touch. While recognising the benefits of these media for new opportunities for communication, this policy sets out the principles that members of your school community are expected to follow when using social media.

The principles set out in this policy are designed to help ensure that social media is used responsibly so that the confidentiality of pupils and other staff and the reputation of the school is protected.

This policy applies to personal websites such as social networking sites, open access online encyclopedias, social bookmarking sites, and content sharing sites. The internet is a fast-moving technology, and it is impossible to cover all circumstances or emerging media.

The following statements apply to the use of messaging, blogging and video streaming services in Coláiste Mhuire Co-Ed:

- Use of instant messaging services and apps including Snapchat, WhatsApp, Viber, G Chat etc... is not allowed in Coláiste Mhuire Co-Ed.
- Use of blogs such as blogger, Word Press, Tumblr etc. is allowed in Coláiste Mhuire Co-Ed with express permission from teaching staff. It is the teacher's responsibility to ensure that blog content complies with this AUP.
- Use of video streaming sites such as YouTube and Vimeo etc. is allowed with express permission from teaching staff.

Staff and students must not use social media and the internet in any way to harass, insult, abuse or defame others.

Staff and students must not discuss personal information about students, staff and other members of the Coláiste Mhuire Co-Ed community on social media.

Staff and students must not use school email addresses for setting up personal social media accounts or to communicate through such media.

Staff and students must not engage in activities involving social media which might bring Coláiste Mhuire Co-Ed into disrepute.

Staff and students must not represent personal views as the views of Coláiste Mhuire Co-Ed on any social medium.

Students will be provided with guidance on etiquette regarding social media.

Teachers can read further information about the use of social media and Electronic Communication here: https://www.teachingcouncil.ie/en/news-events/latest-news/2021/guidance-for-registered-teachers-about-the-use-of-social-media-and-electronic-communication.html

PERSONAL DEVICES INCLUDING PHONE

Students using their own technology in school should follow the rules set out in this agreement, in the same way as if they were using school equipment.

Students are **not** permitted to use phones while on the school premises, unless they have the express permission of a teacher. Should they wish to contact home they may do so through the school office.

If a phone is seen by a teacher

- The teacher will instruct the student to put the phone in their locker
- The teacher will create a compass chronicle which will send a notice of same to the student's year-head and parent
- The teacher will instruct the student to do a piece of writing which they must have to their year-head the following day.
- On a second offence the year head will also phone home
- On a third office the student will be suspended.

CHROMEBOOK/DIGITAL DEVICE AND BRING YOUR OWN DEVICE (BYOD)

Some students at Coláiste Mhuire Co-Ed have opted to use Chromebook/digital devices as their schoolbag. In other cases, students are choosing to Bring their Own Device (BYOD).

The following statements apply to the use of internet-enabled devices such as tablets, gaming devices, smart watches and digital music players in Coláiste Mhuire Co-Ed:

- Students are only allowed to use personal internet-enabled devices during lessons/in school with expressed permission from teaching staff.
- Students are not allowed to use personal internet-enabled devices during social time.
- Note: **after school,** it is understood that students may need to use phones to contact home. This must be done outside the school building.
- Please note that SEC regulations regarding personal internet-enabled devices must be adhered to during State Examinations.

There is a full section covering the use of the school Chromebook/digital device (appendix 1) and BYOD (appendix 2). The focus of the Acceptable Use Policy (AUP) for Chromebook/digital device and Bring Your Own Device (BYOD) at Coláiste Mhuire Co-Ed is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future. The AUP for Chromebook/digital device and BYOD policy is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

In summary, all the provisions of this code apply to the use of Chromebook/digital device and BYOD. The following is strictly prohibited:

- Any attempt to bypass the school internet filter.
- Any attempt to 'jailbreak', root' or in any way alter the operating system of their device for the purpose of loading prohibited content.
- Any attempt to remove the management profile of the school Chromebook/digital devices.
- Students found to be gaming during class time will be given written work and not allowed to bring their device to school for a week.
- Any student found to be using another student's email and password will face disciplinary procedures.

It is a parental responsibility to ensure supervision of internet access while students access the internet at home or at any place outside school.

Students should be cognisant of good digital citizenship practices that will ensure their online safety and respect for copyright and intellectual property rights when using Chromebook/digital devices and BYOD.

Students are responsible for the safekeeping of their Chromebook/digital devices and BYOD. Chromebooks and BYODs should be kept safe while not in use. The school is not responsible for loss or breakage of Chromebooks/Digital Devices or BYOD.

DIGITAL LEARNING PLATFORMS (INCLUDING VIDEO CONFERENCING) & GDPR

Coláiste Mhuire Co-Ed uses Google Workspace as its digital learning platform. This platform should enable two-way communication.

Students must only use their school email for accessing the school digital learning platform.

Only school devices should be used for the purposes of capturing and storing media.

All school-related media and data should be stored on the school's platform.

The use of digital platforms should be used in line with considerations set out in **TETB's data protection plan (GDPR). https://tipperaryetb.ie/corporate/data-protection-gdpr/**

Each user of the platform will be provided with their own unique login credentials.

Passwords for digital platforms and accounts should not be shared.

Prior acceptance from parents should be sought for student usage of the schools' digital learning platform. This permission is sought through the 1st year parent information form and the Transfer student information form.

See Remote Learning Policy in Appendix 3

LCA CHROME BOOKS

LCA students rent Chrome Books from the school. They are required to sign up to the AUP for Chrome book use. (See Appendix 4).

IMAGES & VIDEO

At Coláiste Mhuire Co-Ed Students must not take, use, share, publish or distribute images of others without their permission.

Taking photos or videos on school grounds or when participating in school activities is allowed once care is taken that parents of students (or students themselves where the student is over 18) have given permission to use the image and that no harm is done to staff or students of Coláiste Mhuire Co-Ed.

Taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from staff.

Care should be taken when taking photographic or video images that students are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.

Written permission from parents or carers (or students themselves where the student is over 18) will be obtained before photographs of students are published on the school website.

Students must not share images, videos or other content online with the intention to harm another member of the school community regardless of whether this happens in school or outside.

Sharing explicit images and in particular explicit images of students and/or minors is unacceptable and absolutely prohibited behaviour, with extremely serious consequences and sanctions for those involved. Each case is dealt with on its own merits, but the ultimate sanction of expulsion is reserved. Incidents will be reported to the Gardaí and Tusla.

In line with the AI policy students are reminded that they are not permitted to use AI to create fake pictures, videos or voice outputs of any member of the school community. Doing so will be considered to be an extreme breach of the code of behaviour.

Inappropriate online Activities (unacceptable behaviour)

- Promotion or conduct of illegal acts, e.g., under the child protection, obscenity, computer misuse and fraud legislation
- Misuse and fraud legislation
- Racist material
- Pornography
- Promotion of any kind of discrimination
- Promotion of racial or religious hatred

- Harmful content or threatening behaviour, including promotion of physical violence or mental harm
- Any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute
- Using school systems to run a private business
- Use systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the school
- Uploading, downloading or transmitting commercial software or any copyrighted materials belonging to third parties, without the necessary licensing permissions
- Revealing or publicising confidential or proprietary information (e.g., financial / personal information, databases, computer / network access codes and passwords)
- Creating or propagating computer viruses or other harmful files
- Carrying out sustained or instantaneous high volume network traffic (downloading / uploading files) that causes network congestion and hinders others in their use of the internet
- Online gaming
- Online gambling
- Online shopping
- Use of social networking sites, instant messaging and online forums
- Child sexual abuse material
- Any other activity considered questionable

The school reserves the right to seek the assistance of/report to the Gardaí issues regarding inappropriate online behaviour.

SCHOOL WEBSITES

Students will be given the opportunity to publish projects, artwork or schoolwork on the internet in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.

Students will continue to own the **copyright** on any work published and will be encouraged to use creative commons licence.

The website will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff.

Coláiste Mhuire Co-Ed will use only digital photographs, audio or video clips of focusing on group activities. Content focusing on individual students will only be published on the school website with parental permission.

The publication of student work will be coordinated by a teacher.

Personal student information including home address and contact details will not be published on Coláiste Mhuire Co-Ed web pages.

The school will ensure that the image files are appropriately named and will not use students' names in image file names or ALT tags if published online.

CYBERBULLYING

In accordance with the Anti-Bullying Procedures for Schools, Coláiste Mhuire Co-Ed. considers that posting a single harmful message/image/video online which is highly likely to be reposted or shared with others can however be seen as bullying behaviour.

This type of bullying is increasingly common and is continuously evolving. It is bullying carried out through the use of information and communication technologies such as text, social media, e-mail, messaging, apps, gaming sites, chatrooms and other online technologies. Being the target of inappropriate or hurtful messages is the most common form of online bullying. As cyberbullying uses technology to perpetrate bullying behaviour and does not require face to face contact, cyberbullying can occur at any time (day or night). Many forms of bullying can be facilitated through cyberbullying. For example, a target may be sent

homophobic text messages or pictures may be posted with negative comments about a person's sexuality, appearance etc.

Access to technology means that cyberbullying can happen around the clock and the student's home may not even be a safe haven from such bullying. Students are increasingly communicating in ways that are often unknown to adults and free from supervision. The nature of these technologies means digital content can be shared and seen by a very wide audience almost instantly and is almost impossible to delete permanently. While cyberbullying often takes place at home and at night, the impact can also be felt in school.

In accordance with the Anti-Bullying Procedures for Schools, Coláiste Mhuire Co-Ed. considers that a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.

When using the internet students, parents and staff are expected to treat others with respect at all times.

Engaging in online activities with the intention to harm, harass, or embarrass another student or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

Measures are taken by Coláiste Mhuire Co-Ed. to ensure that staff and students are aware that bullying is defined as targeted behaviour, online or offline, that causes harm. The harm caused can be physical, social and/or emotional in nature. Bullying behaviour is repeated over time and involves an imbalance of power in relationships between two people or groups of people in society. Posting a single harmful message/image/video online which is highly likely to be reposted or shared with others can however be seen as bullying behaviour.

The prevention of cyberbullying is an integral part of the anti-bullying policy of our school.

In accordance with the Department of Education Bí Cineáltas Procedures to Prevent and Address Bullying Behaviour for Primary and Post Primary Schools; Coláiste Mhuire Co-Ed. considers that a school is not expected to deal with bullying behaviour that occurs when students are not under the care or responsibility of the school. However, where this bullying behaviour has an impact in school, schools are required to support the students involved. Where the bullying behaviour continues in school, Coláiste Mhuire will deal with it in line with our Bi Cineáltas policy.

REMOTE LEARNING

Please note that provisions for remote learning and aspects of safeguarding relating to this are dealt with in Appendix 3 of this document.

PERMISSION FORM/LEGISLATION

The school has provided links to the following legislation relating to the use of the Internet on www.cmco.ie for teachers, students and parents. It is each person's responsibility to familiarise themselves with legislation that governs this area and a link to it is provided at https://www.cmco.ie/digital-technologies/internet-safety/

This policy is agreed to through the parents' online form which is distributed to all parents of new students.

APPENDIX 1
CHROMEBOOK & DIGITAL DEVICE
ACCEPTABLE USE POLICY (AUP)

INTRODUCTION

Coláiste Mhuire Co-Ed acknowledges the support of parents for the Chromebook/digital device initiative. We believe that the use of digital devices in the classroom contributes greatly to the richness and variety of the student learning experience.

This policy must be read in conjunction with the Code of Behaviour and the ICT Acceptable Use Policy (AUP).

This policy remains in effect throughout the year, including all holidays.

EDUCATIONAL USE ONLY

The Chromebook/digital device is for educational use only. We believe that there is considerable benefit to teaching and learning and to student welfare in confining the use of Chromebook/digital device to educational-use only. These include:

- For students: avoiding distractions while doing homework and classwork. Reduced peer pressure.
- For parents: peace of mind - many parents do not feel confident in terms of 'monitoring' their children's Chromebook/digital device.
- For teachers: avoiding wasting teaching time - we need to ensure that teachers' time and energy can be focused to the maximum extent on teaching and learning.
- Child protection: minimising inappropriate use of the Chromebook/digital device.

I-Pads for first years who entered pre 2021 were configured such that only preloaded educational applications are permitted on the Chromebook/digital device. On all other Chromebook/digital devices the school is notified if apps that have been placed on an unsuitable list (which includes all VPNs) are downloaded.

EQUIPMENT

Parents are responsible for purchasing the Chromebook/digital device and apps for their son/daughter. Parents are also responsible for the safe-keeping, repair and insurance of their son/daughter's Chromebook/digital device. Parents retain ownership and possession of the Chromebook/digital device and agree to grant to teachers and school management the right to collect, inspect or confiscate (for a limited period) the Chromebook/digital device at any time and the right to alter, add or delete any installed software or hardware. Parents also agree that the school will manage and monitor the Chromebook/digital device for inappropriate use of school resources, in accordance with the ICT AUP. Usage within the school is a privilege and not a right. Students may lose the privilege to use the Chromebook/digital device and to have it in their possession if they abuse their responsibilities and breach this policy, or the ICT AUP. As these devices are purchased by parents, parents have an additional responsibility to ensure that any installed apps are appropriate for school.

DAMAGE OR LOSS OF EQUIPMENT

Students must report any damage or loss to either the class Tutor, Year Head or the ICT Coordinator who will determine necessary action. All Chromebook/digital devices purchased through the school scheme are covered by a manufacturer's warranty of one year. Families must work with Wriggle in this regard. The warranty covers manufacturer's defects. If a Chromebook/digital device is lost or damaged by neglect or misuse it is the family's financial responsibility to replace the Chromebook/digital device. It is recommended that parents insure the Chromebook/digital device.

STUDENT RESPONSIBILITIES:

- Arrive at school each day with a fully charged Chromebook/digital device (>80% charged).
- Ensure that only apps, websites etc... that relate to your work in class are open during class time.
- Keep the Chromebook/digital device flat on the desk at all times when in class.
- You MUST ask a teacher before using the camera function.
- To immediately stop using a Chromebook/digital device if a teacher requests. If requested students are not to close any apps and should go "hands-off" from the Chromebook/digital device.
- Keep the Chromebook/digital device in a protective case and kept safe when not in use. Chromebook/digital device must not be in bags on the floor, on top of lockers etc. The school is not liable for any damage or loss of a Chromebook/digital device.

- Do not let anyone use the Chromebook/digital device other than your parents.
- Adhere to this policy and the AUP.
- Report any problems, damage or theft immediately to either your Tutor, Year Head or ICT Coordinator.
- Report any interference by any other student immediately to either the Tutor or the Year Head
- Leave Chromebook/digital device in a safe place when you are on tours and activities. Specific permission will be given by teachers if students are required to have Chromebook/digital device outside class time.
- During break and lunch, the Chromebook/digital device is not to be used. This is to give your eyes a break from the screen and to ensure that students get a chance to chat and socialise.
- Note: If a new Chromebook/digital device is purchased for the student (through the wriggle system and with school consent). The student must present the Chromebook/digital device to the ICT Coordinator so it can be set up to work on the school wireless network as well as to have the appropriate control systems applied.

- The following is a list of permitted apps in Coláiste Mhuire Co-Ed:

Brainscape - Smart Flashcards	GarageBand
CJ Fallon eBook Reader	GeoGebra Classic
Comic Life 3	GillExplore
Dropbox - Backup, Sync, Share	Gmail - Email by Google
Duolingo - Language Lessons	Google Arts & Culture
Edco Learning	Google Calendar: Get Organised
Edpuzzle	Google Classroom
Educate.ie	Google Docs: Sync, Edit, Share
Evernote - Notes Organizer	Google Drive – online backup
Expeditions	Google Earth
Explain Everything Whiteboard	Google Keep - Notes and lists
FlipaClip: Cartoon Animation	Google Meet
Flipgrid.	Google Sheets
FolensHIVE	Google Slides
Folens Post-Primary eReader	Google Translate

Grammarly Keyboard	PicCollage Grid & Photo Editor
Hangouts	PicMonkey Photo Editor Design
ibis Paint X	Pixabay
iMovie	Popplet Lite
iTunes U	Prezi Viewer
Jamboard	Puppet Pals HD
JavaScript Anywhere JSAnywhere	Quizlet Flashcards & Homework
Kahoot! Play & Create Quizzes	ScratchJr
Keynote	Showbie
Khan Academy	ShowMe Interactive Whiteboard
KineMaster - Video Editor	SimpleMind - Mind Mapping
Make Dice Lite	Skitch - Snap. Mark Up. Send.
Mentor Books	Socrative Student
Merriam-Webster Dictionary	TapTyping - typing trainer
micro:bit	TeacherTube
Microsoft OneDrive	Tellagami
Microsoft PowerPoint	The Calculator
Microsoft Word	Tinycards - Fun Flashcards
Numbers	Touch-type Read and Spell
Padlet	Voice Record Pro
Pages	WordReference Dictionary

Due to the rapidly changing pace of technology this is not a definitive list and apps may be added or removed from this list as the year progresses.

● Only the school Mobile Device Management profile may be installed on the device, **no other profile may be installed on the device for any reason**, including but not limited to, any profile which contravenes copyright protection on apps, any profile providing illegal streaming services, any profile designed to hide applications.

PARENT RESPONSIBILITIES:

- Parents should inspect the Chromebook/digital device regularly to ensure that it is in good working order.

- Parents should immediately report any damage, interference or issues relating to ownership, possession or use of the Chromebook/digital device to the class tutor or Year Head.

- Parents should inspect the Chromebook/digital device and the installed Apps on a regular basis to ensure that there is no inappropriate material.

- Parents should inspect the student's Chromebook/digital device internet history on a regular basis to ensure that they are not exposed to inappropriate material.

- To ensure the student is complying with the restrictions placed on non-BYODs (i.e. only appropriate apps are installed on the student device).

SCHOOL RESPONSIBILITIES:

- To enforce this policy, the ICT Acceptable Use Policy and the Code of Behaviour.

- To make every effort to resolve any reported issues relating to ownership, possession or use of the Chromebook/digital device

RESTRICTED USE AND CONFISCATION

Students who breach this AUP, Coláiste Mhuire Co-Ed ICT AUP or any reasonable standards of usage of the Chromebook/digital device will be subject to sanction. A Chromebook/digital device may be confiscated for a limited period or subjected to restricted use because of misuse either by the student or any other student. Reasons for placing a student on 'Restricted Use' or confiscation include, but are not limited to, the following:

- Non-compliance with this policy or the ICT AUP.

- Inappropriate use of any App

- Inappropriate use of the camera.

- Inappropriate, inaccurate, defamatory, obscene, or illegal material found on the Chromebook/digital device.

- Failure to take proper care of the Chromebook/digital device.

- Failure to co-operate with the school's investigation of Chromebook/digital device misuse.

- Repeated failure to bring Chromebook/digital device to class.
- Students may not "Jailbreak" or in any other way circumvent restrictions placed by Apple/Google on the device. This is a serious breach of this AUP.
- Removal of the installed Mobile Device Management profile. Note: As these devices are BYODs it is easier for the student to remove the management profile. As such extra checks will periodically be carried out on the students' Chromebook/digital device to ensure compliance with this AUP.

Confiscation Periods / Escalation

1st Infraction

Warning by Year Head

2nd Infraction

Loss of Chromebook/digital device for 24 hours

3rd Infraction

Loss of Chromebook/digital device for 48 hours

4th Infraction

Loss of Chromebook/digital device - for 1 week

5th Infraction

Loss of Chromebook/digital device for 1 month

6th Infraction

Loss of Chromebook/digital device for 3 months

7th Infraction

Removal Chromebook/digital device of privilege

During the confiscation period, textbooks will be supplied in place of the student's Chromebook/digital device.

RESPONSIBLE USE OF THE Chromebook/digital device

General Care

- Keep the equipment clean.

- Do not eat or drink while using the Chromebook/digital device.

- No graffiti or stickers on the Chromebook/digital device or cover.

- No inappropriate background pictures.

- Students may not permanently alter a Chromebook/digital device in any way.

- Students may not remove any serial numbers, identification or school labels placed on the Chromebook/digital device

Carrying the iPad, Chromebook/digital device

- Carry the Chromebook/digital device in your school bag when travelling to and from school and during the school day.

- For safety students should not use the Chromebook/digital device in public

- Leave the Chromebook/digital device in a safe place when not in use.

Screen Care

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

- Cover – screen covers prevent scratches.

Personal Health & Safety

- Avoid extended use of the Chromebook/digital device while resting directly on your lap. The bottom of the Chromebook/digital device can generate significant heat.

- Take frequent breaks when using the Chromebook/digital device for long periods of time. Look away from the Chromebook/digital device approximately every fifteen minutes.

- iPads/Chromebooks/digital devices are not permitted to be used during break time or lunch without permission from a teacher.

- Do not provide your personal information to anyone over the Internet.

- Do not share your passwords with anyone.

- Keep the Chromebook/digital device in a secure location when not in school.

APPENDIX 2
BRING YOUR OWN DEVICE AUP

Students using BYOD are expected to adhere fully to the Acceptable Use Policy. The use of school technology resources is a privilege, not a right. This policy is provided to make all users aware of the responsibilities associated with the use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges will be terminated and the student's BYOD devices will be denied access to the school's network and Wi-Fi facilities and the appropriate disciplinary action shall be applied. Coláiste Mhuire Co-Ed's code of conduct/behaviour policy shall be applied to student infractions. BYOD includes all Mobile devices and any wearable technology.

BYOD, while not school property, also falls under the Acceptable Use Policy whilst on school property or whilst on school related activities. However, the school is not responsible for repairs, loss or theft or any damage resulting from their use on school property or during school related activities. Improper use of BYOD will lead to immediate confiscation and permanent denied access to the school Wi-Fi network. The devices will only be returned to the parents or legal guardians of the student owning the device.

TAKING CARE OF SCHOOL MOBILE DEVICES

In exceptional cases, Coláiste Mhuire Co-Ed may provide users (staff and students) with mobile devices to promote learning both inside and outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to staff/IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse. School mobile devices that are broken or fail to work properly at the time they are in the custody of the students or staff must be taken promptly to the staff/IT technician for an evaluation of the equipment.

GENERAL PRECAUTIONS

● School mobile devices are school property and all users will follow this policy and the acceptable use policy for technology.

- Only use a clean, soft cloth to clean the screen, no cleansers of any type.

- Cords and cables must be inserted carefully into the mobile device to prevent damage.

- School mobile devices must remain free of any writing, drawing, stickers, or labels.

- School mobile devices left unsupervised are at the users' own risk.

- For personal devices, parents must ensure their child's mobile device comes to school fully charged and loaded with apps requested by the school.

- Do not leave the mobile device in an open carry bag so as to prevent it from falling out or from theft.

CARRYING MOBILE DEVICES

It is important that any BYOD devices have sufficient padding to protect the mobile device from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- Only one mobile device should be carried at any one time.

SCREEN CARE

The mobile device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the mobile device when it is closed.
- Do not place anything near the mobile device that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not "bump" the mobile device against lockers, walls, car doors, floors, etc.… as it will eventually break the screen.
- Ensure your device does not get wet.

USING MOBILE AND BYOD DEVICES AT SCHOOL

Mobile devices and BYOD devices are intended for use at school each day. In addition to teacher expectations for Mobile device and BYOD use, school messages, announcements, calendars and schedules may be accessed using the mobile device and BYOD. The mobile device or BYOD cannot be used unless a

teacher has given permission for its use. Many teachers will operate a "face down" policy for BYOD devices (i.e., devices are face down on desk unless specified otherwise).

SCREENSAVERS/BACKGROUND   PHOTOS/APPS

The screensaver or background photo must be appropriate. Inappropriate material or photos are not to be stored on school or BYOD. BYOD containing material considered inappropriate by the school will be confiscated and returned only to a responsible adult. In such a case the student's privilege of BYOD to school will be revoked.

SOUND AND APPS

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- All apps on BYOD are the financial responsibility of the student's family. School required apps must be installed and updated at home. It is imperative that any BYOD device fully supports the use of the Google Suite for Education. It is a parental responsibility to ensure this before purchase and to ensure that it is functioning. The school is not responsible for or in a position to support students with this.

PRINTING

Printing is not available for students with BYOD.

SAVING TO THE MOBILE DEVICE/HOME DIRECTORY

Students must only save to Google Drive. Students are responsible for ensuring adequate back up of their work.

NETWORK CONNECTIVITY

Coláiste Mhuire Co-Ed makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, Coláiste Mhuire Co-Ed will not be responsible for lost or missing data.

ADDITIONAL SOFTWARE

Parents (and students over 18) assume the responsibility for all software stored on BYOD devices.

BYOD users may have to install software at home at the family's discretion and expense.

INSPECTION

Students may be selected at random to provide their device for inspection including BYOD to ensure that there are not any violations to this policy.

SOFTWARE UPGRADES

All BYOD devices are expected to update software at home and not during the school day.

PARENT/GUARDIAN RESPONSIBILITIES

Parents have a responsibility to talk to their children about values and the standards that their children should follow regarding the use of the Internet as they would in relation to the use of all media information sources such as television, telephones, movies, radio and social media.

It is a parental responsibility to ensure that the device supports and fully functions with Google Suite for education. The school is not responsible for or in a position to support students with this.

Parents may decide not to allow their child to bring a device to school. It is important to note that in the context of any remote learning that might take place delivery of the curriculum may be restricted in such a case.

SCHOOL RESPONSIBILITIES ARE TO:

- Provide Internet and Email access to its students.
- Ensure the PDST filtering service is on for the internet.
- Provide Google drive for storage of data.
- Make everyone aware of this policy.

STUDENTS ARE RESPONSIBLE FOR:

- Using computers/mobile devices in a responsible and ethical manner.
- Obeying general school rules concerning behaviour and communication that apply to Technology equipment use.

- Helping the school protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Monitoring all activity on their account(s).
- Students should always turn off and secure BYOD devices after their work is complete to protect their work and information.
- If a student should receive an email containing inappropriate or abusive language or if the subject matter is questionable, s/he is asked to print a copy and show it to their Year Head.
- Ensuring all BYOD devices are fully charged at the start of the school day.
- Their BYOD device is brought to school each day unless otherwise informed.
- Ensure their BYOD device has the apps/software installed as requested by the school and maintain software upgrades.

STUDENT ACTIVITIES STRICTLY PROHIBITED ON BYOD:

- Illegal installation or transmission of copyrighted materials.
- Students must not take pictures or video students who have not given their permission to do so.
- Any action that violates existing school policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, religious or sexually explicit materials using their BYOD.
- Use of chat rooms or sites selling student work.
- Internet/Computer Games without permission of the school.
- Downloading apps at school unless supervised by the teacher and parental consent.
- Spamming-Sending mass or inappropriate emails.
- Gaining access to other student's accounts, files, and/or data.
- Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger.
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, eBay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behaviour.

- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Bypassing the <u>school</u> web filter through a web proxy.

MOBILE DEVICE AND BYOD CARE

- Students will be held responsible for maintaining their own devices and keeping them in good working order whilst in their possession.
- BYOD devices must be recharged and ready for school each day.
- The school will be responsible for repairing only school owned mobile devices that malfunction. Mobile devices that have been damaged from student/staff misuse or neglect will be repaired with the cost being borne by the student/staff. In the event of accidental damage, the school on a case-to-case basis may exercise discretion in recovering the cost of repair to the device from the user.

MOBILE DEVICE THEFT

- Mobile devices that are stolen must be reported immediately to the year head and may require further reporting to the Gardaí.

LEGAL PROPRIETY

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity.
- Plagiarism is a violation of the school's code of behaviour. Give credit to all sources used, whether quoted or summarised. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited.

PROTECTING & STORING OF THE MOBILE AND BYOD DEVICES

BYOD must be labelled. It is important that families maintain at home:

- Record of the serial number.

- Identification label.

APPENDIX 3
AUP TO BE FOLLOWED IN EVENT OF
REMOTE LEARNING

Remote learning will only take place using the Google platform - Google Classroom, Google Meet and Google Drive.

Staff will only use their school assigned Google Emails via google classroom to communicate with student's school assigned Google Emails.

- Use of any personal accounts to communicate with learners and/or parents/guardians is not permitted.
- Students must use school emails only.

Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with the principal, the DLP.

Staff will work with provided equipment where possible e.g., school provided Chromebook, iPad or other mobile devices. Staff will use strong passwords and log out of devices when not in use. If using devices other than a school provided machine teachers to inform the principal as he will need to communicate clear expectations regarding safeguarding and data security when using personal devices e.g., using strong passwords, suitable levels of encryption, logging off or locking devices when not in use etc.

Online contact with learners and/or parents/guardians will not take place outside of the operating times of the school day 9am - 4pm.

All remote lessons will follow the normal timetable.

DATA PROTECTION AND SECURITY
Coláiste Mhuire Co-Ed will continue to follow the guidance outlined in the ETB's Data Protection policy.

All participants will be made aware that the Google platform records activity.

Staff or students will not record lessons or meetings using personal equipment unless agreed and risk assessed by the principal.

Only members of the Coláiste Mhuire Co-Ed community will be given access to the school's Google platform. If outsiders who need access to enhance the educational experience of students are being given temporary access to the system this will be approved by the principal.

It is expected that all users will use strong passwords and logging off or locking devices when not in use.

SESSION MANAGEMENT

Staff will record the attendance at live sessions using compass.

Appropriate privacy and safety settings will be used to manage access and interactions. This includes:

● Students will only be permitted to share screens with explicit permission of teachers and teachers will turn off the Google meet for the classroom when not in use.

When live streaming with learners:

● Staff will mute/disable learners' videos and microphones.
● If only 1 student turns up and there is only 1 staff member the staff member will terminate the lesson and inform the DLP.

PREARRANGED LIVE 1:1 SESSIONS

Live 1:1 sessions will only take place with approval from the principal or the SEN Coordinator.

Live 1:1 sessions with learners are not recommended unless they are approved by the principal or the SEN Coordinator and a parent/carer is present in the room if possible (however, this may not be appropriate

if providing counselling or safeguarding support). Where possible an SNA will be scheduled to "sit in" in a remote 1:1 lesson.

The following is the agreed protocol for 1:1 counselling provided by the two trained Guidance Counsellors in our school.

- Support will be provided in line with https://www.education.ie/en/Schools-Colleges/Information/Post-Primary-School-Policies/Policies/continuity-of-guidance-counselling-guidelines-for-schools-providing-online-support-for-students.pdf
- The Guidance counsellors will agree with the principal/DLP the provisions to be in place and will follow best practice as laid down by the NCGE and the DES.

For further information on this please see the Whole School Guidance Plan.

Access links to live sessions should not be made public or shared by participants.

Learners and/or parents/guardians should not forward or share access links.

If learners/parents/guardians believe a link should be shared with others, they will discuss this with the member of staff running the session first.

Learners are encouraged to attend lessons in a shared/communal space or room with an open door and/or when appropriately supervised by a parent/carer or another appropriate adult.

Alternative approaches and/or access will be provided to those who do not have access.

BEHAVIOUR EXPECTATIONS

Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom. Students should note that the full code of behaviour continues to apply in a remote learning environment.

All participants are expected to behave in line with existing school/setting policies and expectations. This includes:

- Appropriate language will be used by all attendees.
- Staff or students will not take or record images for their own personal use.

Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.

When sharing videos and/or live streaming, participants are required to:

- wear appropriate dress.
- ensure backgrounds of videos are neutral (blurred if possible).
- ensure that personal information and/or unsuitable personal items are not visible, either on screen or in video backgrounds.

Educational resources will be used or shared in line with our existing teaching and learning policies, taking licensing and copyright into account.

POLICY BREACHES AND REPORTING CONCERNS

Participants are encouraged to report concerns during remote and/or live streamed sessions:

- If students have any concerns they should report them to the member of staff running the session or tell their parent/guardian.

If inappropriate language or behaviour takes place, participants involved will be removed by staff, the session may be terminated, and concerns will be reported to the year head.

Inappropriate online behaviour will be responded to in line with existing policies such as acceptable use of technology, allegations against staff, anti-bullying and behaviour.

- Deliberate misuse of online platforms will be treated as a major or extreme breach of the code of behaviour.

Any safeguarding concerns will be reported to Denis Quinn, DLP in line with the safeguarding statement.

APPENDIX 4
LCA CHROMEBOOK CONTRACT

This is to confirm that as an LCA student your son/daughter _____ will receive a Chromebook from Coláiste Mhuire Co-Ed.

We the parents/guardians (or student themselves if over 18) understand that the Chromebookis the property of Coláiste Mhuire Co-Ed.

- The Chromebookwill be given to the student each day after roll call.
- The student is fully responsible for minding the Chromebookall day.
- The Chromebookmust be kept safe at break and lunchtime.
- It must be returned to the Chromebooktrolley each evening.
- Chromebook is to remain in school at all times.
- If a Chromebook is damaged the parent/guardian is responsible for the full repair or replacement cost.

I agree to abide by this Chromebook policy.

		Date	
Student's Signature:		:	
Parent's/Guardian's Signature:		Date :	
ICT Co-Ordinator's Signature:		Date :	
LCA Co-Ordinator's Signature:		Date :	

APPENDIX 5

A map of where students receive internet safety education at CMCO

	SPHE	Computers
1st Year	Internet safety is covered through the anti-bullying module covered by first years	Internet Safety Week - TY's will be teaching 1st years about basic Internet Safety Tips Webwise Coco's Law course is covered with all 1st years
2nd Year	Being safe online is covered under the Sexuality and Relationship module covered in 2nd year. These modules come from Webwise Lockers Lessons	DML Curriculum covers respectful and responsible use, personal safety concerns, digital citizenship and responding to harmful situations. All these modules are coming from Webwise Connected Resources Coding Curriculum covers the internet and how it works
3rd Year	Internet Safety is covered through the Webwise lessons in relation to Sharing of Images and when sharing goes wrong. These lessons come from Webwise Lockers Lessons.	DML Curriculum Covers Social Media, Teenagers' online rights and privacy online
TY		Students complete a module called Cyber Security and on completion receive a certificate from CSLinc

Senior Cycle RSE	
5th Year	The topics of internet safety and wellbeing online are covered under Strand 1 - Health and Well being
6th Year	Positive and Harmful attitudes perpetrated through online and the issues this raises is covered under Strand 3 - Relationships and Sexuality