

Abbey Community College

Digital Citizenship and ICT Acceptable Usage Policy

Introduction

The school acknowledges that as a high technology 21st century School students may use advanced Information and Computer Technologies (ICT) to engage in learning. The school aims to promote responsible use of ICT which doesn't breach existing policies on student behaviour, whilst allowing students to become good digital citizens and observe good 'Netiquette' (etiquette on the Internet). At all times, the wellbeing and dignity of all students and staff in our school are at the heart of this policy.

Digital Citizenship

Respect Yourself

I will show respect for myself through my actions. I will only use appropriate language and images on the Internet or on the school website/virtual learning environment. I will not post inappropriate personal information about my life, experiences or relationships.

Protect Yourself

I will ensure that the information I post online will not put me at risk. I will not publish full contact details, a schedule of my activities or inappropriate personal details in public spaces. I will report any aggressive or inappropriate behaviour directed at me. I will not share my password or account details with anyone else.

Respect Others

I will show respect to others. I will not use electronic mediums to bully, defame ¹, harass or stalk other people. I will not visit sites that are degrading, pornographic, racist or that the school would deem inappropriate. I will not abuse my access privileges and I will not enter other people's private spaces or work areas. I will respect my peers and teachers by not using technology inappropriately in or out of class.

Protect Others

I will protect others by reporting abuse. I will not forward any materials (including emails and images) that the school would deem inappropriate.

Respect Copyright

I will use and abide by the fair use rules ². I will not install software on school machines without permission. I will not steal music or other media and will refrain from distributing these in a manner that violates their licenses.

Respecting Technology

I will take all reasonable precautions to protect any advanced Information and Computer Technologies (ICT) that I use in my learning from damage. I will not tamper with its software or jailbreak it. I will not interfere with school ICT systems or attempt to bypass school restrictions.

This policy should be read in conjunction with our **Mobile Phone and Personal Electronic Devices Acceptable use Policy, Code of Behaviour, Anti-bullying Policy and local agreements regarding the use of ICT/Assistive Technology in Special Education**. The school will provide on request, the following legislation relating the use of the Internet with which teachers, students and parents should familiarise themselves:

- Data Protection (Amendment) Act 2003
- Child Trafficking & Pornography Act 1998
- Interception Act 1993 • Video Recordings Act 1989
- Data Protection Act 1988 Details of these acts can be obtained from:

<http://www.oireachtas.ie/>

<http://www.irishstatutebook.ie>

<http://www.oasis.gov.ie/>

Acceptance

By signing this agreement in my Student record and co-signing by parents/guardians, I agree to always act in a manner that is respectful to myself and others, in a way that will represent the school in a positive way. I accept that this policy applies in school and outside school.

Misuse of ICT or the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges, in extreme cases, suspension or expulsion in accordance with our **Code of Behaviour**. The school also reserves the right to report any illegal activities to the appropriate authorities.

Student Record Book Insert:

I agree to follow the school's **Digital Citizenship and ICT Acceptable Usage Policy** (*Available on the school website*). I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Pupil's Signature: _____ Date: _____

Parent/Guardian

As the parent or legal guardian of the above pupil, I have read the **Digital Citizenship and ICT Acceptable Usage Policy** (*Available on the school website*) and grant permission for my son or daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if pupils access unsuitable websites.

I accept the above paragraph.

I do not accept the above paragraph.

Parent/Guardian Signature: _____ Date: _____

Monitoring/Evaluation/Review

This policy, as amended was approved by the Board on . This policy will be reviewed and updated annually, taking into consideration implementation issues that may arise.

Approved at the Board of Management meeting of .

Signed:

Chairperson

² **Fair use** is based on the belief that the public is entitled to freely **use** portions of copyrighted materials for purposes of commentary and criticism.

¹ **Defamation** — also called calumny, vilification, traducement, slander (for transitory statements), and libel (for written, broadcast, or otherwise published words) — is the communication of a statement that makes a claim, expressly stated or implied to be factual, that may give an individual, business, product, group, government, or nation a negative image