



**Malahide Community School  
ICT Acceptable Use Policy  
2020**

## **Digital Vision**

Digital learning in Malahide Community School supports the effective, responsible and appropriate use of digital technology to enhance the teaching and learning within the school environment. It supports collaboration between staff, students and parents to make the learners' experience more engaging and to foster deep learning.

We promote whole school interaction with our Digital Learning Platform to encourage digital engagement by students and staff in order to embed greater digital literacy. We value the importance of understanding the impact of technology on society and actively promote responsible, respectful digital citizenship and self-management.

### **ICT Acceptable Usage Policy (AUP) & iPad and eBooks Code of Behaviour**

#### **ICT Acceptable Usage Policy (AUP)**

The role of *Information and Communications Technology systems* (ICTS) in MCS is to support and promote learning. The use of ICTS is a school resource and its use is considered as a privilege not a right. ICTS cover a wide range of resources and technologies; including; web-based and mobile learning. Whilst exciting and beneficial both in and out of the context of education, many ICTS, in particular web-based resources, are not consistently policed.

All users need to be aware of the range of risks associated with the use of these Internet technologies. MCS understand the responsibility to educate our pupils on eSafety issues and aim to teach the appropriate behaviours and critical thinking skills necessary to enable our pupils remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom.

This AUP includes the use all technologies owned by the school and by pupils and staff, whilst on the school premises. This ICTS AUP and iPad and eBooks Code of Behaviour should be read carefully to ensure that the conditions of use are accepted and understood and signed. Access to the school's systems will be denied to students unless this policy is signed by the student, their parents/guardians and their tutor. In relation to the use of the Internet and the Google Apps for Education accounts, all students must follow the code below:

#### **Students will not:**

Intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

Send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

Reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.

Arrange a face-to-face meeting with someone they only know through emails or the internet.

Download files or images not relevant to their studies

will not undertake any actions that may bring the school into disrepute

Copy information into assignments and fail to acknowledge the source.

Publish work of no educational value as decided by the classroom teacher.

Publish work that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person

**Students will:**

Report accidental accessing of inappropriate materials.

Only have access to chat rooms, discussion forums, messaging or other electronic communication fora that have been approved by the school.

Report any inappropriate or intimidating use of school email Accounts

Will use the Internet for educational purposes only.

Only publish work in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website

Only publish work that is their own creation and that does not infringe on copyright laws.

Pupils will continue to own the copyright on any work published.

**Please Note:**

**Students 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.**

- Under no circumstance is an individual allowed to post a threat or to endorse a post that induces fear, intimidation or panic in any member of our School Community on Social Media or by any other means.

#### **The School's Web space:**

- Will be monitored and checked to ensure that there is no content that compromises the safety of pupils or staff.
- The school will endeavour to use digital photographs, audio or video clips of focusing on group activities. Content focusing on individual students will not use a named identifiable image.
- The school website will avoid publishing the first name and last name of individuals in a photograph.
- The school will ensure that the image files are appropriately named – will not use pupils' names in image file names or ALT tags if published on the web.

#### **Non-school sanctioned Personal Devices:**

- Pupils using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorized taking of images with a mobile phone camera, still or moving is in direct breach of the school's acceptable use policy.

***The school also reserves the right to report any illegal activities to the appropriate authorities.***

#### **Code of behaviour governing the use of iPad's and eBooks**

The purpose of this code is to govern the use of iPads and ebooks by students in MCS. This code is informed by and serves as an extension of the following School policies: the School ethos, Code of behaviour and ICT acceptable usage policy. Respect is the fundamental core principle upon which this code of behaviour is based. The role of the iPad in the school context is a tool to support learning.

#### **General Use of Technology Rules: (For iPad etc. read Technological Device)**

1. The school reserve the right to decide on the appropriateness of available Apps. Any Apps deemed inappropriate will not be permitted on students' iPads. Students and their parents will be advised of prohibited Apps. At present **Snapchat** and **YikYak** are prohibited.
2. Students are strictly prohibited from inappropriate use of the camera on the iPad. No video, image or audio recording are to be taken unless specified and supervised by a teacher. Breaching this rule is a serious disciplinary offence and may result in suspension.

3. The images, videos, music and apps on a student's iPad must be appropriate and in keeping with the school's ethos. Sharing inappropriate material, images or videos is a serious disciplinary offence.
4. As part of students' homework and school preparation their iPads must be charged fully each evening, ready for class the following morning. Students will not be allowed charge their iPads in school.
5. Students may not use their iPads to communicate with anyone, inside or outside school, unless directly instructed to do so by a teacher, during the school day.
6. An MDM (multi device management) profile has been installed on all Students iPads by Wriggle at deployment. Students are not permitted to remove it. Students are strictly prohibited from installing any other profiles such as VPN (virtual private network) or games emulators on their iPads.
7. iPads are not to be used in between classes or at break times or at any time where the teacher has instructed the class not to use them.
8. All iPads must be stored in a locked locker at lunchtime and during PE.
9. Students are responsible for the safety and protection of their own iPad and that it is kept away from liquids or likely damage. If the iPad is lost or misplaced.
10. No student should request the use of another student's iPad. Students should not swap iPads or lend their iPad to anyone.

**iPad Classroom Rules:**

1. iPads are only to be used for Educational use and in adherence with the MCS's Acceptable Usage Policy and as directed by the classroom teacher.
2. Only the apps specified by the classroom teacher are to be open during class periods.
3. The iPad should be kept flat on the desk at all times, or as directed by the classroom teacher.
4. Students should close all apps at the end of each class.
5. No video, image or audio recording are to be taken unless specified by the classroom teacher.
6. Students may not use their iPads to communicate with anyone, inside or outside school, unless directly instructed to do so by a teacher, during the school day.
7. Audio output from your iPad is only permissible when requested by the classroom teacher.
8. No student should request the use of another student's iPad.
9. Students may not swap iPads or lend their iPad to anyone.



### **Sanctions:**

The following sanctions may be applied as a result of breaching the AUP, iPad and Use of Technology Code of behaviour. The application of these sanctions is at the discretion of the classroom teacher and the Year Head.

- Confiscation of the iPad
- Removing access to Wifi
- Removing access to an App or function of the iPad
- Deletion of an App
- Canteen duty
- Detention
- Suspension

### **Support Procedures:**

Technical Issues: If a student's *iPad* is not functioning students may:

- Bring their iPad to the Wriggle iPad clinic in school. The technician may be able to resolve the issue on the spot or may need to bring the iPad away for repair.
- Contact Wriggle via the 'Wriggle Help' app installed on all student iPads and if necessary arrange to have the iPad collected from the main school office for repair and return. (appropriate packing material will be available from the main school office).
- Contact Wriggle via [helpdesk@wriggle.ie](mailto:helpdesk@wriggle.ie)
- Contact Wriggle by phone (01 5009060)

### **SCIENCE LABORATORY SAFETY RULES**

Student safety is paramount when carrying out experiments in the science laboratories in Malahide Community School. The following laboratory rules are designed to ensure that students learn in a safe and healthy environment. Students must adhere to these at all times.

1. Students must not enter the laboratory unless a teacher is present.
2. Follow all instructions exactly as directed by your teacher.
3. Safety glasses should be worn at all times during practical work.
4. No eating or drinking allowed in the laboratory.
5. Long hair must be tied back during practical work.
6. Do not run or rush around the laboratory.
7. Take care when handling any chemicals. Chemicals should never be tasted and should only be used under the supervision of a teacher.
8. Take care when using the Bunsen burner. The gas taps must never be tampered with.
9. When heating a test-tube always point the mouth of the test-tube away from yourself and others.
10. All equipment should be cleaned and put back in its correct place after use.
11. Any accident, however slight or minor MUST be reported immediately to your teacher.
12. Students must always behave in a responsible manner at all times in the laboratory.