



St Kieran's College
Secondary School
Kilkenny

Acceptable Use Policy

School Philosophy and Mission Statement

St Kieran's College, as Ireland's oldest all-boys Catholic Secondary School, continues its founding aim of the pursuit of real excellence in education and formation, in the light of the Gospel, so as to allow all our students to realise the fullness of their potential.

Academically, spiritually, physically and emotionally our students are encouraged to strive for all that is possible in the relentless pursuit of perfecting their individual gifts and talents. In so doing they bring to life the joy intended by our motto, "Hiems Transiit", for themselves, those they love and the community where they will live, serve and lead.

Legislation:

St Kieran's College encourages teachers, students and parents to become familiar with the following legislation relating to the use of the Internet (also available at www.pdst.ie):

- The Data Protection Act 1998
- Video Recording Act 1989
- Interception Act 1993
- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- General Protection Regulation (GDPR) 2010

Acceptable Use Policy

The ICT resources of our school are provided for the benefit of both students and teachers. They are made available to facilitate and enhance the education of our students and to aid the teaching of a wide range of subjects. These resources are considered a privilege, and, as such, should be respected and used in a proper manner so that all members of the school community can benefit from them.

The school defines ICT resources as computers, printers, scanners, cameras, data projectors, pen tablets, visualisers and other peripherals such as keyboards, mice, disks and cabling. We also include software, user accounts, the local area network, (wireless and wired) and the internet.

All users of Information and Communication Technology in the school must respect the rights of others, respect the IT equipment, observe the school rules and observe the laws of copyright as well as the Laws of the Land. This Policy supports all other related school policies (Anti-Bullying etc).

General:

Each student shall be allocated an account with his own username and password which should remain private to that individual. The normal school rules apply to the use of ICT resources. In addition, there are some rules which are specific to the use of ICT.

Please note that the Department of Education and Skills has provided broadband access to all schools. Each school has filtering software which is managed centrally by the NCTE (National Centre for Technology in Education) in Dublin. Our school has chosen filtering Option A which prevents users accessing content of an objectionable nature insofar as is possible.

1. Student Internet sessions will always be supervised by a teacher.
2. Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
3. The Teacher will regularly monitor students' Internet usage.
4. Teachers and students will be provided with guidelines in the area of Internet safety.
5. Uploading and downloading of inappropriate software will not be permitted.
6. Virus protection software will be used and updated on a regular basis.
7. The use of personal USB sticks or CD-ROMs or other external memory devices in school by students is not permitted without the permission of the computer teacher.
8. Users will observe good "netiquette" (i.e., etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute.

In accordance with the Leaving Certificate PE course, use of Ipads to record subject specific activities is allowed under teacher supervision. The recorded material must be stored in their personal account. The recorded material must then be deleted from the Ipad device.

World Wide Web

1. Users will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
2. If in doubt about the suitability of a site, the student must bring it to the attention of the teacher immediately.
3. Students will use the Internet for educational purposes only.
4. Students will be made aware of copyright issues relating to online learning.
5. Students will never publicise personal information unless in the context of approved educational use.
6. Users 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.

Email

1. All students will be allocated a stkieranscollege.ie email account and password. This account will remain the property of the school and will be monitored by the school authorities. Students must be aware that all accounts will be supervised and maintained by the school.
2. The school email address is for school and educational purposes only.
3. Students will not send or receive any material that is illegal, that contains virus, is obscene, defamatory or that is intended to annoy or intimidate another person or is inappropriate in any way.
4. If any unacceptable behaviour is suspected or reported the school authorities have the right to access, edit, delete or block a student's school email account.

5. Students will not reveal their own or other people's personal details, such as addresses, passwords, telephone numbers or photographs.
6. Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.
7. Students may only email teachers or members of the staff with the direct permission of the relevant teacher or member of staff.
8. Students will note that sending and receiving email attachments is subject to permission from their teacher.
9. The email address will be valid only for the duration of the student's time in the St Kieran's College.
10. Students are responsible and accountable for any communications or activities associated with their school email addresses

Additional Rules:

1. Each student will be allocated a computer, in a particular room, to use by his teacher and he will be responsible for his actions on the computer during his time there.
2. Usernames and passwords shall not be revealed to other students and no student shall access and/or alter another student's work. The user will be held accountable for all activity carried out under his username.
3. No student shall interfere with or change settings and programmes on any school computer.
4. No student shall interfere with or damage school ICT equipment.
5. Students shall not visit social networking sites such as Facebook, Snapchat, TikTok etc.
6. Students shall not use the computer network to access, store or distribute offensive, obscene, abusive or threatening material.
7. No student shall engage in activity that breaks the laws of this country or any other.
8. Students shall not download materials that contravene copyright or the law.
9. Students shall not visit websites that contain obscene, illegal or otherwise objectionable materials.
10. Students should never open an e-mail or attachment without first scanning it with anti-virus software.
11. Personal student information will be omitted from the website.
12. Any problem arising from using school ICT resources must be reported immediately to the class teacher, the ICT co-ordinator or the Principal.
13. The school authorities reserve the right to access student folders if there is a suspicion that offensive material has been placed there.

Sanctions:

The school authorities will impose whatever sanctions are deemed appropriate for breaches of these rules and reserves the right to inform outside agencies, if necessary.

Remember that access is a privilege – not a right - and it entails responsibility.

Consent Protocol:

From the beginning of the school year 2024-2025, when completing the enrolment form, parents and legal guardians of incoming students are required to give consent acknowledging that they have read the school's Acceptable Usage Policy Document and the school's protocols, as outlined in the Remote Learning and Teaching Policy and grant their permission for their son to access the internet stating that they understand the internet is used for educational purposes. Parents must also agree that while every

reasonable precaution has been taken by the school to provide for online safety, the school cannot be held responsible if the students access unsuitable websites.

When completing the enrolment form, parents are also asked to give their consent to their child's image, videos and recordings of school work may be chosen for inclusion on the school's website, social media accounts, College Record and other school managed publications.

Prior to the beginning of the school year 2024-2025, a Consent Form will be sent to all parents of students attending at that time via a designated Google Form.

Policy Availability

This policy has been made available to school personnel, published on the school website, provided to the Parents' Association and Student Council. A copy of this policy will be made available the Department and the patron if requested.

Signed: _____

Signed: _____

(Chairperson of Board of Management)

(Principal)

Date: _____

Date: _____