

## **ICT Acceptable Use Policy (Staff)**

### **Mission Statement:**

Kilgarvan Central School is committed to the use of electronic resources and technology to enhance the administrative, teaching and learning opportunities for students and staff. Therefore, students and staff are encouraged to utilise these resources within the guidelines contained in the Acceptable Use Policy (AUP) please note that all such usage should apply directly to school administration and to the implementation of the school curriculum.

### **Responsibilities of Kilgarvan Central School Employees:**

Employees will:

1. Follow the guidelines contained in this AUP
2. Return the application form signed by the user stating the user has read, understands, agrees and will adhere to all guidelines and assume total responsibility for their own actions.
3. Supervise student use.
4. Model and provide instruction in the ethical and appropriate use of technology in a school setting.
5. Maintain a curricular focus.
6. Ensure all students or parents or guardians have signed an AUP permission form before allowing them to access the internet and network.
7. Keep the use password secure and confidential
8. Ensure the computer is being legally used according to the software's licence
9. Only install software onto a school computer or network, which has been approved by the staff member with responsibility for ICT or the principal
10. Not transmit, request or receive materials inconsistent with the mission and values of Kilgarvan Central School
11. Teaching laptops are to remain in the classroom to which they are assigned at all times. The only exception being the use of the teaching laptop to connect to another Smart Screen within the school.
12. It may be necessary for school staff to take one of the school laptops out of the school for a period of time to complete necessary school work or CPD. Where this is necessary the AUP Policy guidelines apply. A number of devices will be allocated for this purpose and will be doubly encrypted to ensure data is protected. Staff must record their name, computer number, date and expected return date and purpose in a record book to be stored in the school office.
13. Due to the nature of their administrative duties, and the fact that it may be necessary to contact members of the school community at short notice, (such as exceptional school closures / late opening etc) the school principal and secretary may remove their computers from the school premises as necessary. These computers will be doubly encrypted for data security reasons.

**Acceptable Use:**

Kilgarvan Central School computers and networks are to be used in a responsible, efficient, ethical and legal manner and must be in support of the educational objectives of Kilgarvan Central School. Management reserve the right to monitor this usage.

Incidental personal use of school computers is permitted as long as such does not interfere with the employee's job, duties and performance with system operations or other system users. 'Incidental personal use' is defined as use by an individual employee for occasional personal communications. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures and rules and must take place outside of official school opening times.

**Unacceptable Use:**

This includes, but is not limited to the following:

1. Accessing, transmitting, or receiving obscene or pornographic material
2. Engaging in cyber cheating or plagiarism. Plagiarism is material created by others and presenting it as if it were one's own.
3. Accessing the internet for non-school related activities, such as chat rooms, engaging in instant messaging, posting or filling out forms with private or personal information about yourself or another person.
4. Downloading or loading applications without the knowledge and approval of the Principal.

The above provide general guidelines and examples of prohibited uses for illustrative purposes, but do not attempt to state all required or prohibited activities by users. Staff members who have questions regarding whether a particular activity or use is acceptable should seek further guidance from the Principal.

**Consequences**

The use of technology resources inside Kilgarvan Central School is a privilege. Inappropriate or unethical use or failure to adhere to the guidelines may include, but are not limited to, the limitation or cancellation of user privileges, possible disciplinary action and/or appropriate legal action.

This policy will be reviewed by the Board of Management in two years from the date of approval by the Board of Management or as new legislation dictates. All partners will be informed of any amendments necessary after such a review.

**Ratification**

This policy was ratified at a Board of Management meeting on      October 2023 and will be reviewed in 2025

Signed: \_\_\_\_\_ Chairperson, Board of Management

Date: \_\_\_\_\_