Information & Communication Technology (ICT) Policy

School Address: ETSS Wicklow, The Glebe, Wicklow Town

Roll number: 68345R

School Patron/s: Educate Together

ACCEPTABLE USE POLICY (AUP):

Introduction

Educate Together Secondary School Wicklow (ETTS Wicklow) recognises that access to Information and Communication Technology (ICT) gives our students enhanced opportunities to develop skills that will equip them for 21st century life. For this reason, ETSS Wicklow provides access to ICT for our students. This Acceptable Use Policy outlines the guidelines and behaviours that our students are expected to follow when using school ICT on school devices or on their own devices (ipads, phones etc…) when using personally owned devices to engage in communications that are linked to life at the school.

Rationale

This policy includes all internet access (social media exchanges, online posts, discussion forums, blogs, emails etc…), use of desktop computers, use of digital imaging equipment, use of laptop or tablet devices, use of video-conferencing capabilities and use of virtual learning environments. As new technologies emerge, ETSS Wicklow will promote the educational value associated with them.

ICT Usage

ICT usage is intended for educational purposes. Access to ICT is considered a privilege. Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions, as outlined in this policy will be imposed.

- All activity on the school network is monitored by a service provider engaged by the school to manage our services;
- Access to online content via the network is restricted in accordance with our policies and the policies of the Department of Education and Skills (DES) through its agency, OIDE.
- Students are expected to respect the web filter as a safety feature and should never try to circumvent it when browsing the web. If a site is blocked and a student believes it shouldn't be, the student can ask his/her teacher to submit the site for review.
- Proxy servers are strictly forbidden. Any attempt to circumvent the internet filtering system is a serious breach of this AUP.
- Students should not engage in any activity online which is in breach of local, national or international law.
- Students should not engage in any activity which may bring ETSS Wicklow, it's staff or student body into disrepute.
- Students are expected to follow the same rules for good behaviour and respectful conduct online as offline – these rules are found in ETSS Wicklow's *Code of Behaviour.*
- Misuse of school resources may result in disciplinary action.
- We make a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from misuse of school technologies.
- Students are expected to alert staff immediately of any concerns for safety or security.

Online collaboration

ETSS Wicklow provides students with email accounts for the purpose of school-related communication. The availability and use of this account are restricted in line with school policies. Email accounts should be used with care. Email usage may be monitored and archived. ETSS Wicklow recognises that online collaboration is essential to education and supports the use of online educational tools that allow communication, sharing, and messaging among students. Students are expected to communicate with the same appropriate, safe, mindful and courteous conduct as they do when they are offline.

Security

Students are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes, but is not limited to, not opening or distributing links which may carry viruses and not opening files or programmes of unknown or untrusted origin. Students are expected to use common sense: if a student thinks a website does not look right, he/she must inform a teacher. If a student believes a computer or mobile device might be infected with a virus, he/she must alert a teacher (in school) or a parent/guardian (at home).

Students should not attempt to remove the virus themselves or download any programmes to help remove the virus. Students should not download or attempt to download or run executable programmes over the school network or onto school resources. Students may be permitted to download other file types, such as documents, images or videos. For the security of the school network, such files should only be downloaded from reputable sites and only for educational purposes.

Netiquette

Netiquette may be defined as 'appropriate social behaviour over computer networks and in particular in the online environment'. To this end:

- Students should always use the internet, network resources, and online sites in a courteous and respectful manner;
- During school hours, the internet should be used for educational purposes only;
- Students should also recognise that in addition to the valuable content online, there is often unverified, incorrect, or inappropriate content. Students should use trusted sources when conducting research via the internet;
- Students should not post anything online that they wouldn't want parents/guardians, teachers, or future colleges or employers to see.

Plagiarism

- Students should not plagiarise (copy or use without citing the original creator) content, including words or images, from the internet.
- Students should not take credit for things they did not create themselves or misrepresent themselves as an author or creator of something found online. Research conducted via the internet should be appropriately cited, giving credit to the original author.
- The school may check for plagiarism using online tools.

AI Policy

The use of Artificial Intelligence tools, including Large Language Models (LLMs) such as ChatGPT, Gemini, Co-pilot and similar platforms, is becoming increasingly common in education. However, their usage in ETSS Wicklow must adhere to the following guidelines:

- Students are not permitted to use AI tools for any school-related work unless explicitly instructed by their teacher for a specific task.
- Any output from AI tools that is submitted as a student's own work without proper acknowledgment constitutes plagiarism. This includes essays, homework, project submissions,CBAs and other academic tasks.
- Students must not use AI tools to produce or disseminate inappropriate, defamatory, or harmful content. Such misuse will be treated as a breach of the AUP and may result in disciplinary action.
- When permitted, AI tools should only be used to supplement learning, such as generating ideas or clarifying concepts, and not as a substitute for original thought and effort.

Digital Communication

Digital communication tools, such as Microsoft Teams, Email, and other school-approved platforms, are provided to enhance learning and collaboration. During school hours, the following rules apply:

- Restricted Use: Students are not permitted to engage in digital communication on school platforms with peers or teachers through Teams, email, or any other app unless explicitly directed by a teacher.

- Teacher Discretion: The use of digital communication tools is at the discretion of the teacher and should align with the task or activity being undertaken.

ETSS Wicklow encourages students to engage in face-to-face verbal communication with peers during school hours as part of fostering interpersonal skills and community.

Personal Safety

(1) If you see a message, comment, image, or anything else online that makes you concerned for your personal safety or the safety of others, bring it to the immediate attention of:
    - a teacher if you are at school;
    - a parent / guardian if you are at home;

(2) Students should never share personal information about themselves or others, including phone numbers, addresses, PPS numbers and birthdates over the internet without adult permission. Any breach of this will be seen as a serious breach of school rules and will carry with it appropriate sanctions.

(3) Students should never agree to meet someone they meet online in real life without parental/ guardian permission.

Cyber-bullying

The Department of Education and Skills defines cyberbullying as:

*"placing 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."*

Harassing, 'flaming', denigrating, impersonating, outing, tricking, excluding and cyber-stalking are all examples of cyber-bullying.

- Such bullying will not be tolerated in ETSS Wicklow. See ETSS Wicklow's *Anti-bullying Policy.*
- Inappropriate actions on social media sites can also constitute bullying, e.g. "liking" degrading comments/photos on Facebook, Trolling etc.
- Don't be mean. Don't send emails or post comments or photos with the intent of scaring, hurting or intimidating someone else.
- Engaging in any online activities intended to harm (physically or emotionally) another person, will result in disciplinary action and loss of ICT privileges.
- In some cases, cyber-bullying is a crime and may be reported to the Garda.
- Students are advised that activities are monitored and retained.
- The school will support students, teachers and parents/guardians in dealing with cyber-bullying.

Violations of this Acceptable Use Policy

Violations of this policy in ETSS Wicklow may have disciplinary repercussions including but not limited to:

- Suspension of network and computer privileges
- Notification to parents/guardians
- Detention
- Suspension from school-related activities
- Suspension from school
- Expulsion
- Legal action and/or prosecution
- ETSS Wicklow reserves the right to report any illegal activities to the appropriate authorities, such as the Garda.

ACCEPTABLE USE OF IPADS

Educational Benefit

The iPad is for educational use only. iPads will be configured by the service provider in such a way that only preloaded educational applications are permitted on the iPad. It will not be possible to download other apps. We believe that there is considerable benefit to teaching and learning and to student welfare in keeping the use of iPads to educational-use only. These include:

- Experiencing different types of learning (visual, audio, reading, kinesthetic)
- The ability to Collaborate in projects and presentations
- Accessing an unlimited well of resources
- Learning through a more customized approach (e.g. through using the accessibility option in settings)
- A strong organisational benefit
- Learning in a progressive and interesting way
- Bringing parents/guardians more into the learning process
- Operating an online service in the event of a school closure

Equipment

Parents/guardians are responsible for purchasing the iPad and Apps for their son/daughter.

Parents/Guardians are also responsible for the safe-keeping, repair and insurance of their son/daughter's iPad. Parents/Guardians retain ownership and possession of the iPad.

Parents/Guardians agree to grant to teachers and school management the right to collect, inspect or confiscate (for a limited period) the iPad at any time and the right to alter, add or delete any installed software or hardware.

Parents /Guardians also agree that the school will manage and monitor use of the iPad to encourage appropriate use of the devices 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 iPad and to have it in their possession if they abuse their responsibilities and breach this policy, or the ICT AUP.

Damage or Loss of Equipment

Students must report any damage or loss to either the class Tutor, Year Head or Deputy-Principal, who will determine the necessary action. All iPads are covered by a manufacturer's warranty of one year. The warranty covers manufacturer's defects.

If an iPad is lost or damaged by neglect or misuse, it is the family's financial responsibility to replace the iPad. It is recommended that parents/guardians insure the iPad.

RESPONSIBLE USE OF THE IPAD

General Care

- Keep the equipment clean.
- Do not eat or drink while using the iPad.
- No inappropriate background pictures.
- Students may not permanently alter iPad in any way.
- Students may not remove any serial numbers, identification or school labels placed on the iPad.

Carrying the iPad

- Carry the iPad **in** your school bag when travelling to and from school and during the school day.
- For safety, students should not use the iPad in public, e.g. on Dublin Bus
- Lock the iPad in your locker 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.
- Screen covers prevents scratches.
- Tempered Glass protectors are recommended to reduce the risk of breakages and screen damage .
- The school is not responsible for any physical damage to the ipad in a students care.

Personal Health & Safety

- Avoid extended use of the iPad while resting directly on your lap.
  The bottom of the iPad can generate significant heat.
- Take frequent breaks when using the iPad for long periods of time. Look away from the iPad approximately every fifteen minutes.
- iPads 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 attempt to login to any other student iPad.
- **Do not share your passwords with anyone.**
- Do not attempt to login to any other students account

Student Responsibilities:

- Arrive to school each day with a fully charged iPad. A substitute device will not be provided to students with uncharged devices or to students that forget to bring their device to school.
- Ensure that only Apps, websites etc… related to their work in class are open during class time.
- Ask a teacher before using the camera or record functions.
- Immediately stop using an iPad when told by a teacher. If requested, students are not to close any apps and should go 'hands off' from the iPad.
- Keep the iPad in a protective cases in lockers when not in use.
- Do not let anyone use the iPad other than parents/guardians.
- Adhere to this policy and the AUP.
- Report any problems, damage or theft immediately to the Tutor, Year Head or Deputy-Principal.
- Report any interference by any other student immediately to either the Tutor or the Year Head.
- Leave iPads in lockers during morning and lunch breaks and when on tours and activities. Specific permission will be given by teachers if students are required to have iPads outside class time.
- During break and lunch times, devices must not be used so that everyone's eyes can have a break from screens – this is a key element of the school's blended approach to screen time and screen-free time.

Parent Responsibilities:

- Parents/Guardians should inspect the iPad regularly to ensure that it is in good working order and that it is being used well.
- Parents/Guardians should report any damage, interference or issues relating to ownership, possession or use of the iPad to the class tutor or Year Head immediately.
- Parents/Guardians should inspect the student's iPad's internet history on a regular basis to ensure that they are not exposed to inappropriate material.

School Responsibilities:

- To enforce this policy through the Code of Behaviour Policy, the Anti-Bullying Policy and the Social Media Policy.
- To provide a locker for safe storage of devices.
- To make every effort to resolve any reported issues relating to ownership, possession or use of the iPad.

ACCEPTABLE USE OF ASSISTIVE TECHNOLOGY:

Educational Benefit

Assistive Technology is for educational use only. Assistive Technology can benefit students through the following:

- Experiencing different types of learning (visual, audio, reading, kinaesthetic)
- The ability to collaborate in projects and presentations
- Learning through a more customized approach (e.g. through using the accessibility option in settings)

Equipment

Teachers and school management have the right to collect, inspect or confiscate (for a limited period) any Assistive Technology and the right to alter, add or delete any installed software or hardware.

Damage or Loss of Equipment

Students must report any damage or loss to either the class Tutor, Year Head or Deputy-Principal, who will determine the necessary action.

USE OF HEADPHONES / EARPHONES:

Headphones will not be permitted to be used on the school premises, unless there is a note from a medical professional made known to the school for the use of ear defenders.

Restricted Use and Confiscation

Students who breach this AUP will be subject to sanctions. An iPad 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.
- Inappropriate use of any App.
- Inappropriate use of the camera.
- Inappropriate, inaccurate, defamatory, obscene, or illegal material found on iPad.
- Failure to take proper care of the iPad.
- Failure to co-operate with the school's investigation of iPad misuse.
- Repeated failure to bring iPad to class.
- Students may not ***'Jailbreak'*** or in any other way circumvent restrictions placed by Apple on the device. ***This is a serious breach of this AUP.***
- Removal of the installed Mobile Device Management profile.
- Students may not make use of VPNs or any network-blocking technology

Confiscation Periods:

Infractions can occur within the school and outside the school property. This includes any school owned device such as Assistive Technology:

1st Infraction	iPad taken for duration of lesson and recorded with Student Support Coordinator
2nd Infraction	Loss of iPad for the duration of the school day
3rd Infraction	Student, Parent/ Guardian meeting with Student Support Coordinator.

MOBILE PHONE POLICY

Introduction

Mobile phones and other non-approved technological devices such as handheld game consoles and smart watches are not allowed at ETSS Wicklow. Therefore, if at all possible, mobile phones should not be brought to school.

Mobile Phones

If a mobile phone/non-approved device must be brought to school, it may not be used on the school premises, unless permission is given by a member of staff. Extenuating circumstances where a mobile phone may be used include:

- In case of an emergency

Apart from the above circumstances,

Mobile phone use is prohibited on the school premises before school, during school (including break times) and after school.

Students who must bring their mobile phone to school must leave the phone in their locker or school bag. All phones must be switched off for the duration of the school day.

The mobile phone is the sole responsibility of the student and the school does not accept responsibility if the phone is lost, damaged or stolen.

Mobile Hotspots

The use of mobile hotspots or similar features to bypass school network restrictions is strictly prohibited and is considered a serious breach of the Acceptable Use Policy.

Students found to be using mobile hotspots on their devices during school hours will face immediate consequences.

Including but not limited to:

- The device being confiscated.
- A referral made to the Student Support Coordinator for further action such as detention.

Only in extenuating circumstances, where all other options have been exhausted, and the work must be completed digitally, students may use mobile hotspots under the direct supervision of a teacher. Such use must be explicitly approved and monitored.

Communication with Parents/Guardians

A student who wishes to contact home during the school day must arranged to do so through reception A student must not make contact during schools hours independently by mobile phone.This ensures that correct procedures for leaving school are observed. Responsibility cannot be taken by the school for students who arrange independently to go home without following procedure. Any such arrangement is a breach of the school rules and will be dealt with appropriately.

Breaches (Non-exhaustive list)

- It is a direct breach of school rules for any student to have a mobile phone on their person during the school day whether it is turned on or not.
- It is a direct breach of school rules for a student's mobile phone to ring or be produced during the school day.
- It is a direct breach of school rules for a student's mobile phone to ring or be produced during any school activity, including school trips and extra-curricular activities.
- It is a very serious breach of school rules for a student to use their mobile phone to interfere in any way with the teaching and learning process in the school
- It is a breach of school rules for a student to use their mobile phone for any activity which may impact on the privacy of any member of the school community. This includes the taking of photographs with or without consent.
- It is a breach of school rules for a student to use their mobile phone to access any non-permitted material via the internet and/or otherwise.
- It is a breach of school rules for a student to use their mobile phone to access the material of another person via the internet and/or otherwise without this person's consent.

First Offence

If a student is caught with a mobile phone on their person, the phone will be confiscated by the teacher and returned to the student at the end of the school day.

Second Offence (Same academic year)

If a student is caught with a mobile phone on their person a second time, the phone will be confiscated. The phone must be collected at the school reception by a parent/guardian.

Third Offence (Same academic year)

If a student is caught with a mobile phone on their person a third time, the phone will be confiscated. The phone must be collected at the school reception by a parent/guardian and a meeting will be arranged with parents/guardians to discuss the ongoing issue. The student will also be suspended for continuous breach of the code of behaviour.

Failure to hand up a mobile phone on any of the offences will result in suspension.

Please note:

Such/similar serious breach of school rules may result in the student being suspended or expelled from school. It is the responsibility of every ETSS Wicklow student to take care of his/her property, including mobile phones. ETSS Wicklow takes no responsibility for any confiscated mobile phones or technological devices damaged, lost or stolen. The Department of Education and Skills and State Examinations Commission does not allow mobile phones in an examination centre. This is also the school policy of ETSS Wicklow.

Date of last review: 13/10/26

To be reviewed: every 4years unless need arises earlier

APPENDIX ONE

ETSS Wicklow,
The Glebe,
Bollarney South,
Co. Wicklow.
School Roll No. 68345R

Tel: 0404 33060
Email: reception@etsswicklow.ie

ETSS Wicklow iPad Acceptable Use Policy (AUP)

I have read and understand the iPad Acceptable Use Policy and I agree to abide by the terms of this policy. I understand this AUP is in effect throughout the academic year, including holidays.

I grant to the school authorities the right to inspect my son/daughter's iPad and its Apps/Programmes and in exceptional circumstances to confiscate it for a limited period because of misuse by either my son/daughter or any other student.

I give permission to the school authorities to delete inappropriate material from my son/daughter's iPad and to prevent/block the installation of certain Apps.

I agree to be bound by the terms of this policy, the School's AUP and the School's Code of Behaviour as they apply to ownership, possession and use of the iPad and its installed Apps.

Signature of Student: _____

Signature of Parent(s): _____

_____

Date: _____

APPENDIX TWO



ETSS Wicklow,
The Glebe,
Bollarney South,
Co. Wicklow.
School Roll No. 68345R

Tel: 0404 33060
Email: reception@etsswicklow.ie

Acceptance Form

Please read ETSS Wicklow's ***ICT Policy*** and indicate acceptance by signing below:

Student:

I agree to use ICT in a responsible way in full compliance with the *ICT Policy*.

Name of Student: _____

Student's signature: _____

Parent/ Guardian:

As the parent or legal guardian of the above student, I have read the *ICT Policy* and grant permission for my son/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 every reasonable precaution has been taken by the school to provide for online safety and that the school cannot be held responsible if students break rules by accessing unsuitable websites.

I agree to support the school's AUP by appropriate monitoring of home internet use.

Parent's Name: _____

Parent's Signature: _____