

E-SAFETY POLICY

Carndonagh Community School

Policy

Carndonagh Community School recognizes the importance of strong information systems throughout the school in the pursuit of excellence in the educational system and administrative affairs and is committed to providing an accessible, secure and reliable information technology environment for all students and staff. As such, the Board of Management is also committed to the establishment of policies and administrative applications for the security and administration of school networks.

Policy Objectives:

The Objectives of this Policy are to:

- a) provide guidelines for all users regarding the school network
- b) provide guidelines on user responsibility
- c) provide guidelines on appropriate use of school network
- d) provide clear advice on consequences of improper use of school network

Rationale for AUPs

- To educate parents about their children's use of the Internet
- To educate students about
 - risks peculiar to computer communication
 - rules for efficient, ethical, legal computer/network use
 - safe and appropriate computer social behaviour
 - use of available and unavailable services
- To preserve digital materials created by students and teachers
- To advise teachers and staff of their responsibilities
- To protect vulnerable children from inappropriate approaches
- To discourage children from making inappropriate personal disclosures
- To encourage ethical behaviour, and discourage criminal behaviour
- To encourage accepted Netiquette from the very start
- To encourage polite and civil communication
- To encourage individual integrity and honesty
- To encourage respect for others and their private property
- To allow enforcement of necessary rules of behaviour
- To encourage equal access to educational opportunities for all children
- To protect the school networking equipment and software from danger
- To help control costs by limiting storage space needs and other network costs
- To help improve network efficiency by influencing resource usage
- To share responsibility for the risks of using the Internet
- To reduce the risk of lawsuits against teachers, schools, and providers
- To simplify life for computer systems administrators
- To increase the power of various authorities
- To discourage copyright infringement, software piracy, and plagiarism
- To discourage slander, libel, defamation, and mendacity
- To discourage profanity, obscenity, pornography, and waste
- To discourage network game playing and anonymous messages
- To discourage use of computers and networks for profit or politics
- To assure Internet users that their online activities are monitored or
- To assure Internet users that their email privacy is (or is not) being respected

Definitions

1. Technology

The focus of this policy is on aspects of technology used to enhance information management and administrative productivity.

2. Electronic Mail (e-mail)

This term refers to the electronic distribution of messages and/or files to one or more persons. E-mail is typically a one-to-one or one-to-many communication.

3. School Network

This term refers to all hardware, software, files, and peripheral hardware connected to, or residing on, any storage device maintained by the school.

4. Network Software

Network software is any software, regardless of origin, operating on, or in connection with, any school hardware or the school network.

5. Internet

The Internet is a global network of inter-connecting computer networks that support a common set of communication protocols allowing for communication between networked computers. All citizens including educators, businesses, government and private organizations use the Internet. The Internet is another information resource similar to software, CD-ROMs, books, magazines, newspaper and videos. The school website is a public access site and includes public information about Carndonagh Community School.

6. Intranet

An intranet provides internally private secure communications and information sharing among authorized users within an organization.

7. User means any school staff, employee, pupil, parent, Board of Management member or anyone given authorized access to the school network.

8. School Staff means all employees of Carndonagh Community School.

9. Individually Identifiable Information means names, addresses, and/or images of one or more persons.

1. Regulations

The school network represents a significant investment of resources. In order to maximize benefits of this resource allocation, the Board of Management sets out the following standards.

These standards are:

- a.** All teachers shall have access to and use technology that is secured to enhance teaching, planning, assessing, reporting, and personal professional development.
- b.** All school subject and programme departments shall use appropriate technology to enhance planning, communications, financial management, and the flow of information.
- c.** All school departments shall plan effectively for ongoing technology integration.
- d.** A designated superintendent must authorize all non-educational software operating on or in connection with the network.

2. Acceptable Use Standards

Acceptable use standards in Carndonagh Community School apply to all pupils, staff, and members of the public having authorized access to the school network. Continued authorization is dependent upon individual compliance with acceptable use standards.

Acceptable use standards are:

- a.** Network users must respect all copyright requirements associated with network software and web-based resource material.

- b.** Transmission of any material in violation of any Irish legislation or Board of Management policy is prohibited. This includes, but is not limited to, copyrighted material and threatening or obscene materials.
- c.** All users are expected to abide by general rules of network etiquette. These include, but are not limited to, the following:
 - i.** Users shall use appropriate language in online communications.
 - ii.** Users shall not share their passwords or use others' accounts.
 - iii.** The network shall not be used in a deliberate manner that might disrupt the use of the network by others.
 - iv.** Users shall respect the privacy of others.
 - v.** In addition to the above, users shall not install software, play web-based games, make configuration changes to workstations, software, or network devices, or move hardware.
- d.** The use of internet/e-mail accounts shall be in support of educational roles and responsibilities or as indicated in regulation 2(e). Use for commercial activity or political lobbying is strictly prohibited.
- e.** Staffs are discouraged from excessive use of the school network for personal use except where network resources are offered for home use.
- f.** The use of unauthorized software is prohibited.
- g.** It is prohibited for any pupil(s) to access a classroom without authorisation or to access a teacher / school PC or laptop without authorisation and supervision.

3. Acceptable Use Agreements

- a.** **Carndonagh Community School** shall develop a network Acceptable Use Agreement for pupils. These school-based agreements shall:
 - i.** Outline the responsible use of the school network.
 - ii.** Outline the responsible use of web-based resources.
 - iii.** Address respect for the integrity of the school network and the files of other authorized users.
 - iv.** Be created in the form of an agreement between the pupil, parents, and staff.
- b.** Non-employees granted access to the school network shall be required to sign a network Acceptable Use Agreement outlining attention to this policy.
- c.** Staff shall be required to sign a network Acceptable Use Agreement outlining attention to this policy.
- d.** Failure to comply with acceptable use agreements in 3(a), 3(b) or 3(c) may, depending on the severity of the situation, result in:
 - i.** Suspension or cancellation of user privileges.
 - ii.** Request of payment for damages or repairs.
 - iii.** Suspension, expulsion, exclusion, or termination of employment.
 - iv.** Criminal or civil liability under applicable laws.

4. Responsibility Standards

Roles and responsibilities shall be as follows:

- a.** The designated superintendent is responsible for overall supervision of network administration, operations, and general applications. Designated superintendents will be responsible for approving software for network distribution, specialized function, and/or pilot program purposes referred to in regulation 1(d).
- b.** Technology Services network administrators are responsible for securing the network in a reasonable and economically feasible manner against unauthorized access and/or abuse.

- c. The Principal is responsible for the non-technical administration of site-based networks and supervision of those authorized to administer or access the site-based network.
- d. Teachers are responsible for:
- i. Modeling and teaching proper standards of use.
 - ii. Guiding pupil access to appropriate uses of technological resources.
 - iii. Previewing and evaluating learning resources including Internet sites prior to recommending them for student use
 - iv. Upholding the terms of the pupil Acceptable Use Agreements.
 - v. Abiding by staff Acceptable Use Agreements.
 - vi. Assuring that pupils understand the consequences of abusing user privileges.
- e. The Student is responsible for:
- i. complying with Acceptable Use Policy and all direction from the teacher.
 - ii. using the school Network in accordance with the Code of Behaviour.
 - iii. advising the teacher (or school management) of any inappropriate content / messaging /material encountered.
 - iv. advising the teacher (or school management) of attempts at inappropriate contact or to arrange a meeting from any person online.
- f. All Users are responsible for
- using Networks in accordance with school Board of Management policies and procedures, national and international laws governing the use of technology
 - using the Network in a responsible and ethical manner consistent with the educational and informational purposes for which it is provided
 - using only those facilities for which they have authorization, whether these facilities are located at the school or at any other location
 - exercising caution when releasing Individually Identifiable Information to any person or electronic system
 - posting only with Consent Individually Identifiable Information of other persons where it can be viewed over the Internet
 - not using technology at any location for purposes of bullying or harassing
 - not causing disruption of Networks
 - not attempting to access private or personal materials, information, or files of others without their prior authorization
 - not vandalizing, damaging, or disabling the work of another individual or organization
 - not accessing, manipulating, altering or attempting to damage, disable, or destroy technology or computer files belonging to others
 - not accessing, creating, or distributing harassing, pornographic, obscene, racist, sexually explicit, or threatening material, imagery or language
 - installing only authorized software and following established procedures for all material sent or received under his or her account.
 - using Networks only for noncommercial, legal purposes, and for school system purposes
 - Keeping all unauthorized files, software, or files potentially dangerous to the integrity of the network from entering the network.

5. CONSEQUENCES OF UNACCEPTABLE USE

A student User who violates this Policy is subject to disciplinary action, in accordance with the applicable disciplinary procedures and School Code of Conduct.

School Staff who violate this Policy are subject to appropriate disciplinary action, up to, and including discharge.

As a result of such violations, Users may lose access to Networks.

6. Security Standards

Security standards ensure the structural integrity of the school network.

- a. The Board of Management retains ownership of the school network including all hardware, software, and electronic files.
- b. The Board of Management makes no warranties of any kind, expressed or implied, for the service it is providing. The school will not be responsible for any damages, including loss of data resulting from delays, non-deliveries, incorrect deliveries, or service omissions. The Board of Management specifically denies any responsibility for the accuracy or quality of information obtained through its service.
- c. Users must notify a system operator or designate of network security problems or known potential security issues.

7. Privacy Standard

To maintain system integrity, monitor network etiquette, and ensure responsible network use, Technology Services system administrators may, under the direction and supervision of a designated superintendent, periodically review user files and communications. Users should not expect that files and other information communicated or stored on division servers would always be private.

8. SPECIFIC DIRECTIVES

8.1 Staff shall promote and encourage thoughtful use of the CCS computer system and access to the Internet/Intranet throughout the curriculum, and shall provide guidance, support and instruction to students in their use.

8.2 All users of Carndonagh Community School's technology and Internet/Intranet shall acknowledge their rights and responsibilities by becoming familiar with this policy and with accompanying Board of Management policies and procedures, Acceptable Use of Computers and Internet/Intranet Technology.

8.3 All users who are not employees of Carndonagh Community School who apply for access to this technology and service shall sign an agreement to abide by this policy and accompanying Board of Management procedure.

8.4 With access to the Internet comes the availability of material that may not be considered to be of educational value in the context of the school setting. Staff shall supervise, guide and monitor student access to the Internet. To this end, it is recommended that students and staff use the Teacher and Student Resource web pages, which direct staff and students to appropriate information available on the Internet and Intranet.

8.5 The principal/manager shall be responsible for content, copyright and protection of privacy on all web pages created for the school/department.

8.6 Inappropriate technology or Internet use may result in disciplinary actions outlined in accompanying Acceptable Use Agreement 3(d).

8.7 The school principal is authorized to issue such procedures as may be necessary to support this policy.

This Policy shall be reviewed by the Board of Management once per year and it is open to all partners to propose amendments which should be presented to the Board.

Reviewed and approved by Board of Management, 6th January 2011