

## Staff ICT Acceptable Use Policy

### Mission Statement

Scoil Chaitríona Junior 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 set forth in the Acceptable Use Policy (AUP). Keep in mind all such usage should apply directly to school administration and to the implementation of the school curriculum.

### Responsibilities of Scoil Chaitríona Junior Employees

Employees will:

1. Follow the guidelines set forth in this AUP
2. Return an application form signed by the user stating the user has read, understands, agrees and will adhere to all guidelines and assume 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 have signed an AUP permission form before allowing them to access the internet and network
7. Keep the user password secure and confidential
8. Ensure the computer / laptop / iPad is being legally used according to the software's licence
9. Only install software onto a school computer / laptop / iPad 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 Scoil Chaitríona Junior

### Acceptable Use

Scoil Chaitríona Junior computers / laptops / iPads and networks are to be used in a responsible, efficient, ethical and legal manner and must be in support of the educational objectives of Scoil Chaitríona Junior. Management reserve the right to monitor this usage.

Incidental personal use of school computers /laptops / iPads is permitted as long as such use 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 software or applications without permission from 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. Staffs 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 Scoil Chaitríona Junior is a privilege. Inappropriate or unethical use or failure to adhere the guidelines may include, but are not limited to limitation or cancellation of user privileges, possible disciplinary action and/or appropriate legal action.

This policy will be reviewed by the BoM annually, or as new legislation dictates. All partners will be informed of any amendments necessary after such a review.

### **RE: Ipad and Accessories**

Each Ipad and charger has been iP address identified and catalogued.

In the event of loss or damage to the power supply, the assigned teacher is responsible for its replacement / repair from the teacher's own monitory fund.

### **Ipad Apps**

iPads have been segregated into 4 iPad bundles, each bundle with a corresponding iP address. Any app downloaded using school funds will automatically be available to all iPads in the bundle. Each bundle must use the school's credit for shared apps.

At the beginning of each school year credit for the specific use of apps will be allocated to each of the iPad bundles ie A, B ,C & D (Junior Infants to 2<sup>nd</sup> respectively).

This credit must be spent and used in consultation with members of designated iPad bundles.

Credit will be awarded according to budget funds available.

Further use of iPads may involve downloading individual apps from teacher's own credit.

<b>Approved by: Staff</b>	<b>Insert Date: 10.03.2015</b>
<b>Approved by: Board of Management Signed:</b>	<b>Insert Date: 10.03.2015</b>

## Staff Acceptable Use Policy Application

10<sup>th</sup> March, 2015

*I have read, understand and will abide by the Scoil Chaitríona Junior Acceptable Use Policy. I understand any violation of this policy is unethical and may constitute a criminal offence. Should I commit any violation, my access privileges may be revoked and disciplinary action and/or legal action may be taken.*

Ipap	Serial No.	Teacher	Signature
Ip A101	DMPP2M90FK10	Yvonne Crotty	
Ip A102	DMQP26NGFK10	Susan Warde	
Ip B103	DMPP35H7FK10	Michelle Flaherty	
Ip C104	DMPP34CXFK10	Laura Coade	
Ip B105	DMPP34KDFK10	Jane McLoughlin	
Ip B106	DMPP2JQLFK10	Aoibheann O Connor	
Ip A 107	DMPP35E9FK10	Marese Needham	
Ip A108	DMPP34PBFK10	Peigi Bohan	
Ip D109	DMPP30GPFK10	Sarah Hillary	
Ip D110	DMPP35V8FK10	Yvonne Ferguson	
Ip C111	DMPP351QFK10	Fiona McGuire	
Ip A112	DMPP34YTFK10	Ciara Fitzgerald	
Ip B113	DMPP34F8FK10	Jean Geraghty	
Ip D114	DMPP2WE2FK10	Andrea McCaul / James Faherty	
Ip C115	DMPP34FVFK10	Sinead Cunningham	
Ip C116	DMPP359UFK10	Hilda Lally	
Ip D117	DMQP20AZFK10	Maria lavery	
Ip C118	DMPP35ZWFK10	Seamus Carleton	
Ip C119	DMPP34K8FK10	Ann Marie Connolly	
Ip B120	DMPP34LYFK10	Nicola Joyce	
Ip A121	DMPP350GFK10	Noreen Hynes/ Ailish Halliday	
Ip A122	DMPP35P1FK10	Emma Lane	
Ip A123	DMPP300KFK10	Teresa Carelton	
Ip B124	DMPP314BFBK10	Sinead McGrath / Henrietta Broderick	
Ip B125	DMPP313AFK10	Sinead Flannery	
Ip C126	DMPP35Y7FK10	Sheila Phelan / Ruth Kennan	
Ip C127	DMPP2YCPFK10	Mary Kearney	
Ip D128	DMPP2YPUFK10	Sinead Groarke	
Ip D129	DMPP2YT1FK10	Edel Linnane	
Ip D130	DMPP2W9CFK10	Caitriona Daly	
Ip B131	DMPP35R5FK10	Mary Minihan	
Ip D132	DMPP352SFK10	Sarah Cronin	
Ip P133	DMPP309EFK10	Patricia Coleman	