



ICT Acceptable Use Policy : **Teachers and other staff**

Teachers and other staff are expected to ensure that all ICT equipment belonging to the school and under their control is held and transported safely and securely, thus preventing damage to the equipment as well as unauthorised access to either the equipment or the data contained thereon. They will exercise good judgement to ensure that equipment is not left exposed to risk of damage or theft. This includes equipment, especially lap-tops, made available to teachers and other staff which is used within the school, at home, on educational visits or elsewhere. Such equipment is to be held under a high degree of responsibility, bearing in mind both the monetary value of the equipment and the often sensitive nature of the data held on the equipment.

The aim of this Acceptable Use Policy (AUP) is to ensure that Teachers and other staff will benefit from teaching and learning opportunities offered by the school's Internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions will be imposed.

School's Strategies

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

General

- Internet sessions will always be supervised by a member of staff.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor Teachers and other staff Internet usage.

- Teachers and other staff as well as parents will be provided with advice in the area of Internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of personal floppy disks, memory pens, CD-ROMs, or other digital storage media in school requires a teacher's permission.
- Teachers and other staff will treat others with respect at all times and will not undertake any actions that may bring the name of St. Patrick's Grammar School into disrepute.

World Wide Web

- Teachers and other staff will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Teachers and other staff will report accidental accessing of inappropriate materials in accordance with school procedures.
- Teachers and other staff will use the Internet for educational purposes only.
- Teachers and other staff will not copy information into assignments and fail to acknowledge the source – plagiarism and copyright infringement.
- Teachers and other staff will never disclose or publicise personal information.
- Downloading materials or images not relevant to their studies, is in direct breach of the school's Acceptable Use Policy.
- Teachers and other staff 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

- Teachers and other staff will use approved class email accounts under supervision by or permission from network administrators.
- Teachers and other staff will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Teachers and other staff will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Teachers and other staff will note that sending and receiving email attachments is subject to sound judgement on their behalf.

Internet Chat

- Use of Internet chat rooms have been blocked by C2K on the school network.

School Website

- Teachers and other staff will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.
- The website will be regularly checked to ensure that there is no content that compromises the safety of Teachers and other staff or pupils.
- The publication of student work will be co-ordinated by a teacher.
- Teachers and other staff work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without written permission.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Any material used by the school will be in keeping with the school's Child Protection Policy.
- Personal pupil information including home address and contact details will be omitted from school web pages.

Personal Devices

- Teachers and other staff using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorised taking of images with a mobile phone camera, still or moving is in direct breach of the school's Acceptable Use Policy and the school's Child Protection Policy.

Sanctions

- Misuse of the Internet or thereby damaging the school's good name may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or termination of employment. The school also reserves the right to report any illegal activities to the appropriate authorities.