



DRAFT INFORMATION COMMUNICATION TECHNOLOGY (ICT) & ACCEPTABLE INTERNET USE POLICY

Mission Statement

To create an environment within which computer assisted learning, awareness and studies are supported and encouraged at all stages, across and beyond the curriculum.

Lucan Community College further endeavours to ensure that students will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner. Internet use and access are considered a resource and privilege.

ICT Steering Committee

An ICT steering committee is in place to promote and manage the appropriate use and development of ICT for the support of teaching and learning in the college.

Objectives of using ICT:

- That every student develops the necessary ICT skills and understanding to make their contribution to the economy and society of their future.
- That pupils learning in all areas is enhanced and enriched.
- That the range of teaching strategies is broadened and enhanced, particularly in providing better access to the curriculum for pupils with Special Education Needs.
- Students are supported in developing learner autonomy.
- Students develop positive attitudes towards ICT usage.
- To ensure that systems are correct in terms of copyright and data protection
- To use all available hardware and software resources to ensure the administration of the school runs smoothly.
- That staff develop necessary ICT skills and understanding to make their contribution to the development of the school academically and administratively.
- To ensure that systems are correct in terms of copyright and data protection

Special Needs

- Suitable software is continually being sourced and purchased to add to existing software to support students with special educational needs.

Evaluation

The ICT Steering Committee will meet at the end of the school year and:

- Evaluate the year's work.
- Outline where improvements could be made.
- Work out the cost of improvements and prioritise.
- Submit recommendations to Board of Management.

Resources

- Two fully networked ICT Rooms with Broadband internet access for the use of teaching ICT. (Rooms E5 & J1)
- Every classroom has a Computer, IWB and Internet access.
- Staffroom has an ICT section with five computers with Broadband internet access and printing facilities.



- 24 networked computers for the DCG assignments (area D)
- Eportal software for school attendance and school reports available in all offices and staff computers.
- Facility available in front office and P&DP offices
- One Laptops and one Data Projectors is available to staff.
- Six computers are dedicated totally for the use of Special Needs pupils.
- Three Digital Cameras.
- The school Website is: www.lucancc.ie

The following arrangements are presently in place for the provision of ICT Education in the school:

- ICT is utilised in every class, 1st – 6th Year, via usage of Interactive Whiteboards in lessons.
- Transition Year Classes have the option of applying for the European Computer Driving Licence (ECDL), as well as other ICT related modules.
- A computer programming course, Scratch, is available to all students after school as part of extra-curricular studies.
- Junior and Senior Certificate Technology, Woodwork, DCG and Engineering students have on-going ICT training via implementation of the curriculum.
- Leaving Certificate Applied (LCA) students have timetabled ICT classes – presentations and project work are inherent to the programme. ICT Skills are assessed both internally and externally.
- Leaving Certificate Vocational Programme (LCVP) students have timetabled ICT classes – presentations, portfolio and project work are integral to the programme. ICT Skills are assessed both internally and externally.
- Subject teachers may reserve class periods in one of the two computer rooms to enable their class to work on their research and ICT skills.
- Teaching Staff have access on a regular basis to informal and formal ICT up-skilling sessions.

Policy on Internet use

The aim is to ensure that students and employees will benefit from learning opportunities offered by the school's internet resources in a safe and effective manner. It applies to all students for the full duration of their studies in this school and to all those employed by the school.

The following pieces of legislation have relevance to internet safety:

- The Child Trafficking and Pornography Act, 1998.
This Act legislates against any one who knowingly produces, prints, publishes, distributes, exports, imports, shows, possesses or sells child pornography.
- The Interception of Postal Packets and Telecommunications Messages Regulation Act, 1993.
This Act stipulates that telecommunication messages can be intercepted for the purpose of an investigation of a serious offence.
- The Video Recordings Act, 1989.
This prohibits the distribution of videos which contain obscene or indecent material which may lead to the depravation or corruption of the viewer.
- The Data Protection Act, 1988.
This Act was passed to deal with privacy issues arising from the increasing amount of information kept on computer about individuals.



COMPUTER NETWORK AND INTERNET USE POLICY

Technology is used to support teaching and learning. Computer Networks, including the Internet, allow people to communicate with others through the use of technology. It is the policy of Lucan Community College that all technology used to access the Computer Network / Internet will be used in a responsible, legal and ethical manner. Failure to do so will result in the termination of Computer Network and/or Internet privileges for the user. Remember that the use of the Computer Network and Internet is a privilege, not entitlement.

Since Computer Network and Internet communication is often public, students are responsible for behaving appropriately on the Computer Network and Internet, as they are in the school. The Computer Network and Internet are provided for students and staff to conduct research and communicate with others concerning schoolwork. Individual users of the Computer Network and Internet are responsible for their use of the Computer Network and Internet. The use of the Computer Network and Internet must be in support of education and research to enhance the classroom experience and will be under the supervision of Lucan Community College staff. Use of other organisations Computer Networks, or computing resources must comply with the rules appropriate for that Computer Network. Use of the Computer Network for any illegal or commercial activities is prohibited.

A responsible Computer Network / Internet user will:

- Use language that is considered appropriate.
- Be polite.
- Send information that other users will not find offensive.
- Conform to copyright laws.
- Never reveal personal information about any user such as address, telephone number, credit card numbers, etc.
- Neither tamper with the system nor alter, delete or destroy any files or data that is not yours.

A responsible Computer Network /Internet user must be aware that:

- Use of the Computer Network and Internet is a PRIVILEGE, not a RIGHT.
- E-mail is not guaranteed to be private.
- Violation of this policy will result in the possible loss of Computer Network and/or Internet privileges or, where appropriate disciplinary action pursuant to the Code of Discipline.
- Persons issued an account are responsible for its use at all times.

Some appropriate uses of the Internet Computer Network are:

- Researching classroom projects
- Communicating with other students and educators throughout the world.
- Communicating with foreign countries



Network

- Students can only use the internet when supervised by a teacher.
- 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 students' internet usage.
- Students and teachers will be provided with training 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 USB memory keys, CD's or DVD's in school requires a computer teacher's permission.
- When using the internet, no one will undertake any actions that may bring the school into disrepute.

World Wide Web

- No one will visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will use the internet for educational purposes only.
- Students/employees must be aware of and comply with copyright issues relating to online learning.
- Students will never disclose or publicise personal information.
- Students are to be aware that usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.
- Students are not permitted to access personal Email or Webmail accounts or to set these up through the school network unless directed by a teacher to do so.
- Text messaging through mobile phone companies via the Internet is forbidden.
- Uploading and downloading of non-approved software will not be permitted.
- Firewall/Virus protection software will be used and updated on a regular basis. Personal USB memory keys, CD's or DVD's must not be used without the express permission of a teacher and only for a specific purpose approved by the teacher.
- The school reserves the right to read all memory devices/disks and to check them for viruses.
- Online shopping is prohibited.
- Access to instant messaging services is forbidden.

Email

- Students will use approved class Email accounts with the permission and the supervision of a teacher.
- No one will send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Students must not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Students will never use Email to arrange a face-to-face meeting with someone.
- Students will note that sending and receiving Email attachments is subject to permission from their teacher.

Internet chat

- Students will only have access to chat rooms, discussion forums or other electronic communication forums that have been approved by the school. These forums will only be used for educational purposes and will always be supervised.



- Usernames will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via internet chat will be forbidden.

Sanctions for Misuse

- Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases suspension or expulsion.
- The school also reserves the right to report any illegal activities to the appropriate authorities.

School website

- The purpose of the school website is to promote the school within the wider community. It will also facilitate ease of access to parents, students, staff and others to the most up to date information on recent events and activities in the school.
- Material intended for the web site will be gathered, read and approved by the relevant school personnel. An appointed member of the teaching staff will gather the materials for use on the school web site which will then be updated regularly.
- Photographs, audio and visual clips will focus on group activities and not on individual students.
- Personal student information including, home address and contact details, will be omitted from the school web pages.
- The student photos and images policy will be consulted in relation to use of images on the website.
- Students, staff or others in the school community or associated with it, who publish work on the website will continue to own the copyright on their own work.

Review

This policy will be reviewed periodically.