Acceptable Use Policy

Any student who uses the College/Centre's computer and network facilities does so on the understanding that he/she agrees to abide by the Dublin/Dun Laoghaire Education Training Board's Computer and Network usage Policy and by the Code of Practice outlined below. The primary purpose of this Code of Practice is to ensure that all users operate in a safe and secure environment and that the computer and network resources in the College/Centre are protected from loss, modification or destruction.

All platforms used by the school during periods of remote teaching and learning are covered by this policy (e.g. MS 365 including Teams, Onenote, Outlook, etc.)

I agree:

1. to accept that any behaviour considered inappropriate in the ordinary world is also considered inappropriate in the virtual world and that inappropriate behaviour in using the Internet is prohibited.

2. to make no attempt to circumvent data protection schemes, "hack" into systems or interfere with the intended operation of the College/Centre's computer and network resources and to accept that "hacking" is a serious offence under criminal law.

3. not to access, download, save, create or transmit unauthorised software, "plug-ins", games or other

entertainment software (including screen savers) or save inappropriate or offensive material.

4. not to knowingly perform any act which will interfere with the normal operation of computers, peripherals or networks or knowingly destroy the integrity of computer-based information.

5. not to give another individual unauthorised access to my computer account and to make no attempt to access another individual's computer fi les.

6. not to use the computer and network facilities for unauthorised profit or commercial purposes.

7. not to create or transmit any abusive, obscene, threatening, defamatory, offensive or harassing images or material or cause offence to another individual or discriminate on the grounds of gender, marital status, sexual orientation, religious or political belief, age, disability, race, colour or membership of the traveller community.

8. not to send or store anonymous e-mail or partake in or promote chain e-mail messages or send unnecessary fi les that would adversely affect computer and network resources.

9. not to open e-mail attachments from unsolicited or unknown sources.

10. that by its very nature, the Internet is an insecure network with no guarantee of either privacy or confidentiality for its users and that information posted on the Internet is available to a global audience. I also agree not to post on the Internet any personal information such as home address, telephone numbers, contact details, or other personal information about myself or any other person without the expressed permission of the principal/head of Centre.

11. not to register or sign "visitors' books" on Websites without prior permission.

12. that the College/Centre may check my computer fi les and monitor my e-mail and Internet activities.

13. to report to the College/Centre any suspected abuse of computer and network resources, or any inappropriate material or e-mail that may come to my attention as well as any suspected damage or problems with fi les.

14. to access the Internet during the period(s) allocated to me for this purpose only.

15. that should I fail to comply with any of the preceding conditions, all access privileges may be denied to me and I may be subject to other disciplinary procedures.

16. Unauthorised access to school data, will be dealt with according to the DDLETB Data Protection Policy.

16/6/25

DOS AND DON'TS OF USING AI

DO

✓ Use AI to support your learning – for ideas, practice, and explanations.

✓ Double-check AI content with reliable sources.

✓ Reference any AI use properly.

✓ Ask your teacher if unsure.

✓ Be respectful and responsible when using AI.

DON'T

✗ Don't use AI unless approved by a teacher

✗ Don't submit AI content as your own.

✗ Don't use AI to create harmful or false material.

✗ Don't share personal information with AI.

✗ Don't depend entirely on AI – think for yourself.

⚠ Misuse of AI = Disciplinary Action

Let's keep learning real, respectful, and responsible

? When in doubt – ask your teacher

ddletb

Bord Oideachais agus Oiliúna **Dublin and Dún Laoghaire**
Átha Cliath agus Dhún Laoghaire **Education and Training Board**