The Red Door School
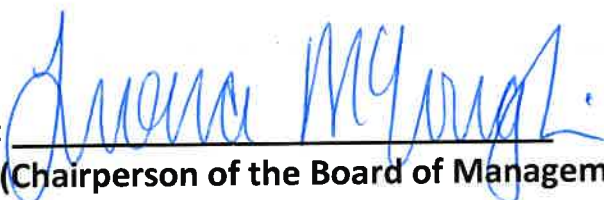

Staff ICT Acceptable Usage Policy

Approved by Board of Management: 25/04/23

Next Review date: April 2024

Signed: _Aneena McGongh._
(Chairperson of the Board of Management)

ICT Acceptable Use Policy (Staff)

ICT Mission Statement

The Red Door School 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 The Red Door School 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
7. Keep their user passwords secure and confidential
8. Ensure the computer is being legally used according to the software's licence
9. Only install software onto a school computer 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 The Red Door School.
11. Use only school equipment or approved digital devices for school business – this includes but is not limited to; internal and external communication on behalf of school and the processing of student or staff information.

Acceptable Use

The Red Door School's computers, devices and networks are to be used in a responsible, efficient, ethical and legal manner and must be in support of the educational objectives of The Red Door School Management reserve the right to monitor this usage.

Incidental personal use of school computers 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 <u>must</u> 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. Tampering with the schools network filtering software,
5. Downloading or loading software or applications without permission from the Principal
6. The use of staff personal devices phones/tablets/laptops/cameras/recording devices or other digital devices for storing pupil information is not permitted without prior written consent from the board of management to use said device for a specific purpose.
7. Allowing pupils to use staff personal devices phones/tablets/laptops/cameras/recording devices is not permissible and is in breach of the schools Child Safeguarding Statement and risk control measures.

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 The Red Door School 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.

Approved by: Staff	Insert Date
Approved by: Board of Management	Insert Date:

ICT Acceptable Use Policy.Rev0.120223

Staff ICT Acceptable Use Policy Application

Please return to the Principal

Name:_____

Class:_____ **Date:**_____

I have read, understand and will abide by The Red Door School 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.

Síniú: _____

Dáta: _____/_____/_____