

St. Patrick's & Brigid's College



PUPIL CODE OF CONDUCT FOR THE ACCEPTABLE USE OF COMPUTER NETWORKS, MOBILES AND OTHER ELECTRONIC DEVICES.

Staff will ensure that pupils know and understand that they are not permitted to:

- create, retrieve, send, copy, display or post inappropriate messages or pictures of a pupil or member of staff in or out of school;
- use obscene or racist language;
- harass, insult or attack others;
- damage computers, computer systems or computer networks;
- violate copyright laws;
- use another user's password;
- trespass in another user's folders, work or files;
- intentionally waste resources (such as on-line time and consumables);
- use the network for unapproved commercial purposes;
- use mobile phones at any time on the school premises or grounds or during any school activity, except on the explicit instruction of a teacher for educational use.
- bring a mobile phone or any other unauthorised electronic device into examination centres;
- use personal music devices on the corridor or during any class except on the explicit instruction of a teacher for educational use.

Examples of Acceptable Use of this Policy

- the use of e-mail and VLEs (Virtual Learning Environments) for communication between pupil(s) and teacher(s), between pupil(s) and pupil(s), and between schools;
- use of the Internet to investigate and research school subjects, cross-curricular themes and topics related to social and personal development;
- the development of pupils' competence in ICT skills and their general research skills;

Examples of Unacceptable Use of this Policy:

- searching, viewing and/or retrieving materials that are not related to the aim of the curriculum or future careers;
- copying, saving and/or redistributing copyright protected material, without approval;
- subscribing to any services or ordering any goods or services, unless specifically approved by the school;

- playing computer games or using other 'interactive sites', unless specifically assigned by the teacher;
- publishing, sharing or distributing any personal information about a user;
- using the network as an instrument for cyber bullying i.e. to support repeated and inappropriate behaviour that is intended to hurt others;
- any activity that violates a school rule.

The school operates a filtering mechanism on both Internet searches and Internet e-mail.

The Network Manager and other teachers have the right to examine the content of all temporary storage devices which are going to be attached to the school network or school computers.

Monitoring:

Mobiles

A pupil found to be using their mobile phone, unless authorized by a teacher, will have it confiscated for the duration of the school day; They can pick this up at 3.35pm from the Principal's Office; If a pupil has their mobile confiscated a second time their parents will have to come to the school to collect the phone.

Personal Music Devices

A pupil found to be using a personal music device or earphones on the corridor or during class (unauthorized) will have it confiscated for the duration of the school day - they can pick this up at 3.35 pm from the Principal's Office.

Network:

Teacher/supervisors who find a pupil abusing the school networks will report the incident to the Year Head; the Year Head will decide on the level of indiscipline along with the ICT Co-ordinator. The following list is not intended to be prescriptive or exhaustive, but merely to indicate examples of each category.

The School Policy on Positive Behaviour Management will be followed.

Examples of Category A Indiscipline are as follows:

1. Using another person's area with or without that person's permission
2. Allowing another person access to your area;
3. Using the Internet to play unauthorized games.

Examples of Category B Indiscipline are as follows:

1. Being regularly involved in the activities mentioned under category A indiscipline;
2. Accessing another pupil's area and copying, deleting or amending their work;
3. Accessing another pupil's e-mail account to send/receive e-mails.

Examples of Category C Misconduct are as follows:

1. Using a mobile phone;
2. Create, retrieve, send, copy, display or post offensive messages or pictures of a pupil or member of staff
3. Attempting to circumvent security measures on the network;
4. Using the computer system to bully others (see school policy on bullying);
5. Keeping unsuitable material on the network;
6. Sending unsuitable e-mails;
7. Using the Internet in an unsuitable manner;
8. Keeping unsuitable material on a disk;
9. Keeping unauthorized software on the network.

Pupil use of the school network will normally be suspended whilst an investigation is taking place.

A period of suspension from the use of the network may be imposed (by the Year Head in consultation with the ICT Co-ordinator) in addition to other sanctions.

Advice for Parents:

While in school, teachers will guide pupils toward appropriate materials on the Internet. Outside school, parents or guardians bear the same responsibility for such guidance as they would normally exercise with information sources such as television, telephones, movies, radio and other media.

Appropriate home use of the Internet by children can be educationally beneficial, and can make a useful contribution to home and school work. It should, however, be supervised, and parents should be aware that they are responsible for their children's use of Internet resources at home.

Such guidance and advice should include the following:

- (a) Parents should discuss with their children the rules for using the Internet and decide together when, how long, and what comprises appropriate use;
- (b) Parents should get to know the sites their children visit, and talk to them about what they are learning;
- (c) Parents should ensure that they give their agreement before their children give out personal identifying information in any electronic communication on the Internet, such as a picture, an address, a phone number, the school name, or financial information such as credit card or bank details. In this way they can protect their children (and themselves) from unwanted or unacceptable overtures from strangers, from unplanned expenditure and from fraud;
- (d) Parents should encourage their children not to compose, forward or respond to any unwelcome, unpleasant or abusive messages, and to tell them if they receive any such messages or images. If they are aware of any such messages or images they should immediately inform the school.