



Marino College Second Level

Acceptable Usage Policy

2020-2023

As part of our commitment to developing innovative teaching and learning strategies Marino College recognises that access to Information and Communication Technology (ICT) will provide our students with enhanced opportunities to develop skills that will equip our students for 21st century life.

We have made a huge investment in infrastructure and services to ensure the best education possible for our students and we acknowledge the support of parents for the iPad initiative and anticipate that this support will continue.

The policies, procedures and information within this document apply to all iPads used at Marino College, including any other device considered by Staff to come under this policy. Teachers may also set additional requirements for use in their own classrooms.

*This Policy needs to read in conjunction with the Marino College Code of Behaviour and the CDETB “Computer and Network Usage Policy” and also the CDETB “Data Protection Policy”

Purchase and Deployment:

Parents/guardians are responsible for the payment of book money which covers the yearly cost of the iPad and ebooks for their son/daughter. The iPad remains the property of the College until the student completes 6th year. If a student leaves Marino College early he/she must either return the iPad or pay the outstanding balance. iPads will be distributed the first week back at school if the student was registered before the beginning of August and has paid their ‘Book money’. Parents and students must sign and return the Data Protection and Acceptable usage Policy before the iPad can be deployed.

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School Responsibilities

- Provide Internet access at school
- Provide an academic email account (username.student@marinocollege.ie) to its students
- Provide Internet blocking of inappropriate materials while using the Marino College network.
- Provide staff guidance to aid students in doing research, academically related activities and how to ensure student compliance of the acceptable usage policy.
- Provide parents with a starter pack on internet safety and how to monitor student device

Student Responsibilities

- Arrive at school each day with an iPad and a minimum charge of 60%.
- Use iPads in a responsible manner and ensure that only approved Apps and websites are used when completing work in class.
- Students will not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Students will use approved class email accounts under supervision by a teacher.
- Students should not under any circumstances share their email account login details with other students.
- Students will use the school internet connection only for educational activities.
- Students will not download materials or images which are not relevant to their studies, it is in direct breach of the school's Acceptable Use Policy.
- At all times it is prohibited to record or screenshot teachers and other students in class, during live stream or pre recording lessons.

Parent Responsibilities

- Attend Internet Safety meetings organised by the school
- inspect the iPad regularly and monitor internet searches and activities, if concerned contact ipads@marinocollege.ie and/or contact year head.
- Provide payment for the iPad to the school through their book money prior to the commencement of the school year
- Provide a suitable case/cover for the iPad
- Be familiar with the Acceptable Usage Policy
- Ensure that students are adhering to the Acceptable Usage Policy
- Responsible for the Physical security of the iPad and its accessories
- Teach students about the responsible use of the internet
- Show students how to be responsible on social media and on taking/sharing photos and/or screenshots on mobile devices.
- If a student damages or loses their iPad, the cost to repair or replace the iPad will fall on the student and parent/guardian.
- Report immediately any damage to the iPad or any unacceptable use of the device
- Have access to the student's passcode

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- Not to contact subject teachers directly through email. As this is direct communication for students only. Parents should contact school either via email at info@marino.cdetb.ie or contact year head with query.

iPad policy

- Intermittent checks on ipads by all members of staff
- iPad to be charged to a minimum of 60%
- No iPad in school students will be asked to return home or have it delivered to the school.
- iPads are for educational use only and will be configured with a Device Management programme with preloaded Educational Applications. Students will not have access to the App store.
- Find my iPad and location services are to be enabled at all times on iPad
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Students will not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

Restrictions/prohibited activities

- At all times it is prohibited to record or screenshot teachers and other students in class, during live stream or pre recording lessons.
- Downloading materials or images not relevant to their studies, is in direct breach of the school's acceptable use policy.
- Students 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.

Sanctions

- Refer to Behaviour Policy

Students in breach of Acceptable Use Policy may be subject to but not limited to; disciplinary action, confiscation, removal of content or referral to external agencies in the event of illegal activity.

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Email

- When sending emails, messages should be polite and sensible. Emails sent to external organisations should be written carefully and authorised before sending.
- Teachers are not required to respond to emails after school hours.
- Students will not send any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Students will not disclose personal information – such as home addresses telephone numbers or pictures – about themselves, other students, relations or teachers in emails.
- Students will never arrange a face-to-face meeting with someone they know only through emails or the internet.
- The college reserves the right to block access to a student email account if in appropriate actions are being investigated.
- Access in school to pupils' external personal email accounts will not be permitted.
- School email should not be used for any personal use i.e. signing into facebook, instagram, tiktok etc.
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iPad repair and maintenance

Taking Care of YOUR iPad:

General Precautions: Students are responsible for the general care of their iPad. iPads that are broken or don't work properly must be immediately taken to their Tutor or Yearhead and email ipads@marinocollege.ie

If the iPad is lost, stolen, or damaged, the class tutor should be notified immediately. iPads that are believed to be stolen may be tracked through Wriggle. 'Find my iPad' app should be turned on at all times. iPads must never be left in a car or any unsupervised area.

iPads are to be placed in your school bag between classes and during breaks/lunch to prevent accidental damage. iPads should always remain in a protective case while in school and at home.

Screen Care

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure. Do not lean on the top of the iPad when it is closed. Do not place anything near the iPad that could put pressure on the device. We recommend purchasing a screen protector for extra protection.

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Repair of broken iPad

If a student damages their iPad, the cost to repair the iPad will fall on the student and parent/guardian. The iPad is to be given to your Tutor/YearHead with passcode and a description of what is wrong with the iPad. The iPad repair is carried out by an authorised supplier contracted to the school. No iPad will be returned to a student until the cost of repairs have been paid.

Repairs take up to 1 week in this case, students will be given hardcopy textbooks/photocopies (where possible) to use and where possible given a loan of a temporary iPad during school hours for that week only. If there is any damage to the temporary iPad the cost to repair the iPad will fall on the student and parent/guardian.

Cyber Bullying

- Cyber bullying can be defined as the use of webpages, emails, social media, text messages, etc. to abuse, intimidate, mock or attack another student.
- Students will be educated on the definition of bullying, what the different forms of bullying are including cyber bullying
- Any incidences of cyber bullying are deemed to be very serious and will be addressed in accordance with Marino College's Anti Bullying Policy and the relevant authorities may be notified.

Personal Devices

Students 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 will be dealt with using Marino College's Code of Behaviour.

Personal Social Media Accounts

- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute
- Students must not use social media to insult, harm, mock, defame, abuse or harass another student or staff member
- Students must not share personal information about another student or a member of staff on social media.
- Students may not set up social media accounts using their school e-mail account.
- Students may not engage in activities on social media that may bring Marino College into disrepute.

General use of computers/laptops (P-tech students)

- Students should only use the computers in the building when directed and supervised by a class teacher
- Laptops are only to be used by P-tech students and when directed and supervised by a class teacher
- Students should only access websites for research purposes, students should not access any website that is deemed inappropriate
- Students who do access an inappropriate website accidentally should notify their class teacher immediately.
- If there is a problem logging on to a computer or a laptop the student should let the class teacher know immediately
- If the computer/laptop does not work for any reason it must be brought to the attention of the class teacher immediately.
- If a student breaks (intentional or accidental) a school computer/laptop, it will be addressed in accordance with Marino College's Behaviour Policy.
- Students are not to download anything onto a school computer or laptop unless directed by the class teacher.
- Unless specifically told to do so, students should not save any of their work onto the computer/laptop. All work to be saved to Google Drive.

Distance Learning Approach

See Appendix 1

Reviewing and Evaluating the Policy

There will be random evaluations through surveys, drawn up by any of the three education stakeholders, to ascertain adherence to the Acceptable Use Policy in the school.

A full review of this Acceptable Use Policy will be undertaken every three years.

I have read and understand the iPad Acceptable Use Policy and I agree to abide by the terms of this policy. I understand this AUP is in effect throughout the academic year, including holidays.

I grant to the school authorities the right to inspect my son/daughter's iPad and its Apps/Programmes and in exceptional circumstances to confiscate it for a limited period because of misuse by either my son/daughter or any other student.

I give permission to the school to delete inappropriate material from my son/daughter's iPad and to prevent/block the installation of certain Apps.

I agree to be bound by the terms of this policy, the School's AUP and the School's Behaviour Policy as they apply to ownership, possession and use of the iPad and its installed Apps.

To be completed on enrollment to Marino College by all students: I have read and understand this Acceptable Use Policy to abide by it:

_____ Date:

Student Signature

To be completed on enrollment to Marino College by Parents/Legal Guardians of all students: I have read and discussed this Acceptable use Policy with my Child:

_____ Date:

Parent/Guardian Signature

Appendices

Appendix 1

Distance Learning Approach

Digital learning will take what is known as a blended approach and some teachers may use different methods more than another teacher. For example:

- Some teachers may use regular live classes while others may not.
- Some teachers may use live classes through Zoom/Google Meet while others may use Google Classroom to upload recorded lessons.
- Some teachers may distribute work as weekly bulk assignments while others may do so as daily homework-style tasks to be uploaded to Google classroom.
- Students assignments must only be only submitted via Google classroom and not via email.

In all cases the main aim is to cover the required curriculum areas for their specific subject. The teacher will decide the most effective method to use to achieve this aim. Students should get in touch with their teacher right away if they are having difficulty with any aspect of their subject or if they are finding the workload unmanageable.

Live Online Classes

Teachers may deliver some of the subject course during distance learning ‘live’ using Zoom or Google Meet. This will use varying combinations of audio, video, virtual whiteboards and screencasts.

In the use of Zoom/Meet:

- Students must always follow the direction of their teacher just as in the classroom
- Students are not to turn off their video at any time
- Students are not to turn on their microphone unless the teacher invites them to do so. In any case, all microphones should be on mute when a person is not speaking to avoid distracting background noise being broadcast to everyone.
- A Zoom/Meet link is intended for the student only. The teacher will decide who should receive the link. Do not forward any link to anyone else.
- All Zoom/Meet sessions are recorded, and these recordings may be made available by the teacher to the class to watch back again later. This recording includes any video, screenshares, whiteboards and audio from the class.

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- Only the teacher is allowed to record a session. No-one else is permitted to record.

Restricting Movements due to Covid 19

Due to the current climate and the restrictions being imposed while awaiting testing for Covid 19. Marino College has put in place a procedure to be followed by staff, students and parents in the event that a staff member or a student has to restrict their movements or self isolate.

Staff are required to upload lessons to the Google Classroom platform using suitable teaching methodologies. This may take the form of live lessons, pre recorded lessons, presentations and/or project work.

Students are required to check Google classroom each day as per timetable and to engage with the content uploaded by their subject teachers
Students can engage with teachers through Google classroom chat should they require additional help and guidance.

Parents are encouraged to support their son/daughter in this blended learning approach by ensuring students are engaging with their teacher and the course work set for them. Parents are also required to provide an environment with as little distractions as possible for their son/daughter to engage with the class material

Everyone's Responsibilities while partaking in Digital Learning

Role of Principal and Deputy Principal

- Visible leadership
- Oversee the engagement of students
- Provide ongoing support year head and teachers through weekly staff meetings

Role of Year head

- Fulfil the duty of pastoral care to students and correspond with teachers where necessary
- Communicating with students and parents re engagement and attendance
- Provide a template for teachers to document concerns in relation to students and the level of engagement with the curriculum-Year heads will liaise with HSL and parents

Role of Home School Liaison Officer

- Offer guidance and support to parents and students during distance learning
- Provide parents with relevant information on supports for parents and families on distance learning.

Staff & Teachers

- Teachers have overall control of the online interaction of their class
- Disruptive students will be removed in order to allow those who wish to partake a fair chance to do so.
- Attendance will be taken via VSware daily in the morning and afternoon
- Homeschool follow up on cases-
- Teachers will do their utmost to be available to support students during the school day– this may be via a Zoom live video, through Gmail Chat or by e-mail. It is at the teachers discretion to respond to emails outside school hours.
- In so far as possible, provision for SEN students will be made when using Remote Learning methodologies. Work will be distributed accordingly by the SEN teacher.

Students

- you are to communicate through your .student@marinocollege.ie account only. The use of any other account or e-mail address is expressly prohibited
- Do not engage in communications with any account other than an .student@marinocollege.ie account and report any such activity to your teacher or year-head's @marinocollege.ie e-mail account
- You must always be civil and respectful to your teachers and fellow students

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- You are not to record or forward any content within a google classroom group – such as worksheets, exam papers, answers, solutions, videos, notes or Zoom links – to anyone else without the permission of the creator of that content
- You understand that all your online activity is recorded. This includes anything you send or say via e-mail, google classroom, Zoom and chat, and whether you are checking regularly for assigned work.
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Parents

- You should ensure that your son/daughter is checking in regularly posted work on Google classroom
- Where live classes are being run, try to keep area free from distractions and be mindful of child protection guidelines.
- Online classes are only to be accessed and viewed by the student in that class only