

KILKENNY CARLOW ETB

Coláiste Cois Siúire



ICT ACCEPTABLE USAGE POLICY FOR CONSULTATION

November 2015

RESPONSIBILITIES

FOREWORD

Kilkenny Carlow ETB owns and operates a variety of Information and Communication Systems through its various schools and centres. These facilities/resources are provided to facilitate teaching and learning, research and academic development for faculty and learners.

PURPOSE OF THE AUP POLICY

The purpose of this Acceptable Usage Policy (AUP) is, as far as is practicable;

- To safeguard users
- To ensure that all authorised users can benefit from educational opportunities provided by the Information and Communication facilities/resources in an effective, efficient, ethical and lawful way
- To ensure the integrity and reliability of the facilities/resources managed and operated by Kilkenny Carlow ETB in all of the school and centres under its auspices.

Kilkenny Carlow ETB considers these facilities/resources to be a privilege extended to learners to aid learning and development and it reserves the right to sanction or withdraw access to the facilities/resources where it deems that a breach of this AUP has occurred.

RESPONSIBILITY OF KILKENNY VEC

1. To provide support to all school/centres in planning, ICT maintenance, security and development.
2. To make ICT training available to staff as required.
3. Kilkenny Carlow ETB will provide information on the following legislation relating to use of the ICT which teachers, students and parents should familiarise themselves with:
 - Data Protection (Amendment) Act 2003
 - Child Trafficking and Pornography Act 1998
 - Interception Act 1993
 - Video Recordings Act 1989
 - The Data Protection Act 1988

These are available on the Kilkenny Carlow ETB website: www.kilkennyvec.ie or www.carlowvec.ie

4. To review and update this AUP on an ongoing basis to ensure its relevance to school/centres and users.

RESPONSIBILITIES OF INDIVIDUAL SCHOOL/CENTRES

It is envisaged that the responsibilities of the individual school/centres include the following:

1. To maintain all facilities/resources at an optimal operational level and to take appropriate measures to provide maintenance and upgrade works where required.
2. To provide accounts to users for data storage as required by their programmes/positions and to ensure, as far as is practicable, the security of these accounts.
3. To make provision for the on-site management of the system and to maintain efficient communication within established reporting protocols.
4. To perform regular risk assessment on all portable devices and to ensure appropriate security measures are implemented.
5. To ensure that appropriate virus protection software, encryption and internet security measures are maintained.
6. To ensure fair and equitable access for all authorised users to all ICT facilities/resources in line with the requirements of their programmes.
7. To ensure the appropriate and permitted use of staff and learner imagery on all web sites and social media sites operated by Kilkenny Carlow ETB.
8. To ensure that appropriate levels of supervision and monitoring of usage of ICT facilities/resources is in place with regard to the specific requirements, status and the age of the users.
9. To take measures to ensure that the conditions of usage for authorised learners, as outlined in this policy, are adhered to and that the sanctions for breach of these conditions are consistently applied.
10. To ensure, as far as is practicable, that the security and availability of data is maintained, however, Kilkenny Carlow ETB cannot accept liability for any lost or corrupted data
11. To ensure that all users are informed of the rules and regulations that are applicable within the school/centre regarding usage of ICT facilities/resources.
12. All Websites should display the following disclaimer:

“The information contained in these Web pages is, to be best of our knowledge, true and accurate at the time of publication and is for information purposes only. Kilkenny Carlow ETB accepts no liability for any loss or damage arising as a result of use or reliance on this information.”

RESPONSIBILITIES OF AUTHORISED USERS

An authorised user refers to any individual who has been extended the privilege of usage of the ICT facilities/resources owned and operated by Kilkenny Carlow ETB. This refers to employees, learners and individuals authorised to maintain or develop the systems.

1. To comply with all aspects of this AUP and all other regulations at the local level of the school/centre, pertaining to individual use of ICT facilities/resources, including personal devices [e.g. devices used in Bring Your Own Device (BYOD) and 1:1 schemes]
2. To be respectful of the equipment, environment and all other users while authorised to use the ICT facilities/resources of the school/centre.
3. To be aware that all other school/school/centre/school/centre policies apply while using ICT facilities/resources and to comply with the directions and conditions of these policies.
4. To take all reasonable measures to ensure that their personal safety and that of other users is protected while using ICT facilities/facilities/resources and the internet and to report any breaches or threats to safety that come to their attention.
5. To take all reasonable measures to ensure the security and operation of personal accounts.
6. To make proper and efficient use of storage space.
7. To adhere to all of the rules and regulations pertaining to the specific school/centre where they have authorisation to use ICT facilities/facilities/resources.
8. To comply with all national and international legislation that applies to use of ICT facilities/resources and the internet.

RULES AND REGULATIONS

SYSTEM AND FACILITIES/FACILITIES/RESOURCES

1. Users (unless designated by the head of school/centre) are not permitted to tamper physically with any piece of ICT equipment in the school/centre. This includes tampering with cables, removing access panels, moving computers, tampering with peripherals etc.
2. All ICT facilities/resources provided by Kilkenny Carlow ETB must only be used as part of the users role as a member of Kilkenny Carlow ETB staff or student body for education and training purposes
3. The use of Memory sticks, CDs, DVDs or any other portable storage media in the school/centre requires permission from the head of school/centre or designated teaching staff.
4. All portable storage media must be scanned for viruses each and every time it is connected to the system.
5. The doors to the computer rooms must be locked at all times when not in use.
6. Users are not permitted to enter the computer rooms without the permission of the head of school/centre or a designated supervisor.
7. All users must keep their login details and passwords secure.
8. Students are not permitted to access the account of another user.
9. The Administrator account is for designated members of staff only! Use of administrative privileges must only be for administrative purposes.
10. Users must log off their computers when leaving the computer room or moving away from the computer for an extended period of time.
11. Users must not deprive authorised users of facilities/resources or access to any computer system.
12. Users must abide by all copyright and licensing agreements entered into by Kilkenny Carlow ETB with other parties.
13. Loopholes in security systems or access to unauthorised accounts must be reported immediately to the Head of school/centre (or a designated IT staff member).
14. Users must not use computers and network facilities/resources to disseminate, view or store commercial or personal advertisements, solicitations, promotions, destructive code such as viruses, self-replicating programmes etc., pornographic text or images, or any unauthorised materials.
15. Users are not permitted to upload, download or install any non-approved software on computer systems.
16. Users must not use ICT facilities/resources to cause offence to or discriminate against any individual and must not undertake any actions that may bring the school/centre into disrepute.
17. Users must report any breaches of system security or rules (accidental or deliberate).

DATA STORAGE AND TRANSFER:

All users are provided with a limited amount of storage space on the school/school/centre network to store their files and folders. The following rules apply when using said storage or when transferring folders and files to and from the computer systems.

1. Users folders can and will be monitored for illegal and inappropriate material.
2. All files created on school/school/centre computers are property of the school/school/centre/school/centre and the County Kilkenny VEC.
3. Users are not permitted to access the storage of another user without authorisation.
4. The transfer of files to or from school/centre network requires permission from Head of school/centre or must be in compliance with the policy of the individual school/centre.
5. Encryption must be applied to any portable device containing sensitive data.

VIRUS PROTECTION

1. Computers without anti-virus software must be isolated from the network until they are provided with up-to-date anti-virus software
2. Users must not attempt to disable or bypass any part of the anti-virus software package or any security software installed on computers under the County Kilkenny VEC.
3. Users must report any issues, notifications or problems with security software installed on computers to the head of school/centre or designated members of staff immediately.

INTERNET

1. Users must not access content that contain illegal or inappropriate materials.
2. Users must not use the internet in an illegal or objectionable way.
3. Users must not use the internet to publicise or distribute files of an illegal or inappropriate nature.
4. Users must not download, upload or transmit commercial software or any copyrighted materials without the necessary licensing permissions.
5. Users internet usage can and will be monitored at all times.
6. Users must use the internet and approved school/centre e-mail accounts for educational purposes only.
7. User must not send anonymous e mails
8. Users must not open e mail attachments from unsolicited or unknown sources
9. Students are not permitted to register or sign "visitor's books" on Websites without prior permission.
10. Users must not disclose or publicise personal or school/school/centre/school/centre information over the internet without authorisation.
11. Users must not access social networking, file sharing, online gambling or online shopping websites without authorisation.
12. Users must not download large files unless absolutely necessary.
13. Users must not download files from the internet that contain viruses, worms, Trojans, adware or any other form of harmful or malicious content.
14. Users must not plagiarize works and materials downloaded from the internet.
15. Users must not attempt to bypass, or disable the NCTE firewall or any firewall or content security system in use on the school/school/centre network.
16. Users must observe good etiquette on the internet at all times and must not undertake any actions that may bring the school/centre into disrepute.

WORLD WIDE WEBSITES

1. Learners' work should only appear in an educational context on Web pages with a notice prohibiting the copying of such work without the expressed written permission of the Kilkenny Carlow ETB
2. Copyrighted material must not appear on any Web page without the permission of and an acknowledgement of the copyright holder.
3. No personal information such as home address, telephone numbers, contact details, or other personal information about such a student, the student's family or members of staff should appear with such work.

If a Web page is inviting contact from other Internet users, a generic e-mail address must be used e.g. info@school/centrename.kcetb.ie