***Staff I.C.T Acceptable Use Policy***

***Scoil Charthaigh Naofa***

***20273A***

Scoil Charthaigh Naofa is committed to the use of electronic resources and technology to enhance administrative, teaching and learning opportunities for students and staff. Therefore, students and staff are encouraged to utilize these resources set forth in the Acceptable Use Policy (AUP). Keep in mind that such usage should apply to school administration and to the implementation of the school curriculum.

Staff Responsibilities

Employees will:

1. Follow the guidelines set out 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 responsibilities 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 curricular focus
6. Only install software onto a school computer or network unless approved by the principal.
7. Not transmit, request or receive materials inconsistent with the mission and values of Scoil Charthaigh Naofa.

Acceptable Use

Scoil Charthaigh Naofa’s computers and networks are to be used in a responsible, efficient, ethical and legal manner and must be in support of the educational objectives of Scoil Charthaigh Naofa. Management reserve the right to monitor this usage. Incidental personal use of the school computers is permitted as long as such use does not interfere with the employee’s job, duties, and performance or other system users. “Incidental Personal Use” is defined as any use by an individual employee for occasional personal communications and research. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures and rules, and it must 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.
3. Downloading or loading software or applications without prior permission of the principal.
4. Engaging in online bullying or trolling

The above provide general guidelines and examples of prohibited activities by users. Staff members 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 Scoil Charthaigh Naofa is a privilege. Inappropriate or unethical use or failure to adhere to 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 as ICT develops or as legislation dictates

I have read the ICT Acceptable Use Policy for Scoil Charthaigh Naofa and agree to adhere to it

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