



**ROSCOMMON  
COMMUNITY COLLEGE**



# Acceptable Use Policy

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Roscommon Community College  
St. Teresa's Road, Lisnamult, Co. Roscommon F42 P959

090 6626670

[info.roscommon@gretb.ie](mailto:info.roscommon@gretb.ie)

School Roll Number: 72290R



**gretb**

Bord Oideachais agus Oilúna  
na Gaillimhe agus Ros Comáin  
*Galway and Roscommon  
Education and Training Board*



## Glossary of Terms

**AI (Artificial Intelligence):** Technology that allows computers to perform tasks that usually require human intelligence, such as ChatGPT, Siri, or Alexa.

**AUP (Acceptable Use Policy):** This policy outlines how technology and internet resources should be used responsibly in the school.

**Cyberbullying:** Bullying that happens through digital devices like smartphones and computers, including sending harmful messages or sharing hurtful content online.

**Cybersecurity:** Practices and technologies designed to protect computers, networks, and data from unauthorised access or attacks.

**Data Protection Act 2018:** An Irish law that protects personal data and privacy, in line with the GDPR (General Data Protection Regulation).

**Digital Citizenship:** Using technology responsibly and ethically, including understanding online safety, privacy, and respectful communication.

**Domain:** A network domain refers to a collection of computers and devices governed by the same set of rules and guidelines managed centrally by a network administrator. In this context, the school network students' devices are connected to, ensuring security and appropriate use.

**Inappropriate Content:** Material unsuitable for a school setting, such as explicit images or offensive language.

**MIS (Management Information System):** A system used by schools to manage and track student data, such as attendance and grades.

**OneDrive:** A cloud storage service from Microsoft that lets users save and access files online from any device.

**Plagiarism:** Copying someone else's work or ideas and presenting them as your own without proper acknowledgement.

**Proxy:** A server that acts as a middleman between a user's device and the internet, often used to hide the user's IP address or access blocked websites.

**VPN (Virtual Private Network):** A service that creates a secure, encrypted connection over the internet, protecting user privacy and allowing access to restricted content.

**Wriggle:** The designated company for managing devices at RCC. Wriggle provides comprehensive digital learning solutions, including device management and software installation.



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## Introduction

This document states the expectations and rules Roscommon Community College students and their parent/guardian(s) accept when they use a device and internet services in school for educational purposes. When accepting a place at this school, students and their parent/guardian(s) should read this document and always adhere to it throughout their enrolment.

At Roscommon Community College (from now on, RCC), we are an innovative learning community committed to leadership and excellence. We are constantly learning and striving to find and create better ways of pursuing our goals. We are all engaged and committed to life-long learning – staff and students alike. We are a community bound by strong values and traditions. We are committed to developing young people who will become leaders in their community and society. We recognise the role that the correct use of digital technologies can play and the dangers of its misuse.

To live this vision, we have invested substantially in infrastructure and services to ensure the best education possible for our students. Many of these involve using technology, which is embedded throughout our school. We are expanding educational opportunities for students that will help ensure equitable access to instructional tools and resources in school and at home. We acknowledge and appreciate the support of parents in making this possible.

The rules and guidelines in this Acceptable Use Policy (AUP) apply to all devices used at RCC and everyone using the RCC network/domain, no matter who owns the device. These rules also apply when students use devices for distance learning at home, during school closures, or when completing schoolwork. Our school uses Microsoft Office 365 and other online learning tools and systems. Any software used for school purposes by students and staff must follow the principles and guidelines in this document.

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## Deployment

Parents/guardians are responsible for purchasing their child's selected teaching and learning device. We advise doing this through Wriggle's nominated online store, as discussed at information evenings. Devices can only be purchased from Wriggle. However, suppose a student possesses a device sanctioned in a previous school and meets similar specifications to the device nominated by Wriggle. In that case, it will be inspected by the relevant school authority and Wriggle. The cost of any necessary hardware or software upgrades will be advised accordingly.

Parents are also responsible for safeguarding and repairing their child's device and insurance. We advise that insurance to cover accidental damage to the device is taken out at purchase. Wriggle will distribute the device along with login details. The school will provide a student email and file storage account (OneDrive) and a student information system account (Office 365).



Other computers, such as those located in computer labs or selected classrooms, may be used under the supervision of the classroom teacher. Personal student devices, such as mobile phones, cameras, or game consoles, are prohibited on-site unless approved by a teacher for essential project work.

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## **Student Guidelines for Device Usage**

### **Device Usage**

- The teaching and learning device is solely for school use and must be brought to school every day. It will be used to access class resources and enhance classroom learning.
- The device must be fully charged at the beginning of each day. Failure to do so may result in the device not being usable throughout the day, impacting student access to essential learning resources. This may result in a sanction being applied.
- Students are prohibited from using their devices during lunch and break hours. The device must be locked away when not used, including during physical education, sports, and extracurricular activities.
- Bypassing with a VPN or proxy or using a cellular network connection on a teaching and learning device is prohibited while on school grounds.

### **Care and Responsibility**

- Students will exercise extreme care when using their devices and are expected to maintain control of them at all times. The device will be transported exclusively and handled carefully within its appropriate case.
- Should the device be damaged, repair should be arranged without delay. Parents/guardians are responsible for arranging this.
- The student whose name the device is issued will always be responsible for its appropriate use.
- All components of the student's device, including the device itself, case, pen, cables, and accessories, must be clearly labelled with the student's information.

### **Security and Privacy**

- Do not share your device password or account information with anyone else.
- As a student of RCC, you are expected to uphold all copyright laws and protect the privacy of information.
- No form of cyberbullying will be tolerated. Any concerns or issues should be highlighted to a member of school management immediately.

### **Parental and School Responsibilities**

- Outside of school time, parents/guardians are responsible for monitoring the use of the device.
- Any ICT-related queries should be logged using the GRETB helpdesk or Wriggle (as applicable) ticketing system – available in the RCC Students team or at [info.roscommon@gretb.ie](mailto:info.roscommon@gretb.ie).
- The use of school-owned devices, such as those in computer labs or classrooms, as well as all connected accessories, are governed by the same rules as above. Damage to



any property will negatively impact the resources available to other students and result in a sanction being applied.

### **General Rules**

- The use of all technologies is a privilege that may be withdrawn at any stage upon a student's failure to adhere fully to all sections of this AUP.

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### **Unacceptable Conduct**

(Includes but is not limited to the following)

#### **Illegal Activities**

- Use of the device for illegal activities, including copyright or contract violations, downloading inappropriate content, including harmful files, file-sharing software, or any other unacceptable content.
- Engaging in any conduct considered illegal under Irish, county, local, or Government law.

#### **System and Security Violations**

- Disabling, bypassing, or attempting to disable or bypass any system monitoring, filtering, or security measures using a Proxy, VPN, or any other method is strictly prohibited.
- Stealing, using, or disclosing login credentials without authorisation, regardless of ownership.
- Removing the teaching and learning device from the school domain by tampering with hardware or other methods.
- Maliciously altering data, the configuration of a computer, files of another user, accessing restricted network files, or any other form of technological vandalism.
- Wasting or abusing resources through excessive bandwidth or unauthorised system use (e.g. streaming non-educational videos, online gaming, downloading large media files).

#### **Modifications**

- The device's operating system must remain in English. Any changes to the operating system are strictly prohibited without the direct permission of school authorities and must be executed by Wriggle.
- Do not tamper with or attempt to modify the operating system, including installing unauthorised software or altering system settings.
- Alterations to the hardware of the device or dismantling of the hardware are not permitted. Any such modifications will constitute a direct breach of the device warranty.

#### **Privacy and Personal Information**

- Posting personal information about yourself or others (e.g. address, phone number, photos) without explicit consent is strictly prohibited. This includes sharing information through any digital platform, including social media and email.



- Sending or posting discriminatory, harassing, or threatening messages or images on the Internet, social media, or via email service is forbidden. Such actions will be treated with the utmost seriousness and may result in severe disciplinary action.
- Any bullying or harassment using electronic contact forms will not be tolerated. This includes, but is not limited to, cyberbullying, online harassment, and any digital communication intended to harm or intimidate others.
- Arranging a meeting with an individual outside the school community without proper authorisation is prohibited. This measure ensures the safety and well-being of all students.
- Sending or posting unsolicited messages, spam, advertisements, or any digital communication unrelated to educational purposes or activities is prohibited. This includes content that does not directly affect school activities or disrupt the academic environment.
- No staff member shall be posted on or referenced on social media without their written permission.
- The use of social media in a manner that discredits the school or members of the school community is strictly forbidden.
- All students must follow the school's Social Media Policy regarding using social media platforms. This includes adhering to guidelines about appropriate content, respectful communication, and the responsible use of digital media.
- Breaching these privacy and personal information guidelines will lead to disciplinary measures. These may include the suspension of technology privileges, notification of parents/guardians, and other disciplinary sanctions.

### **Device Usage**

- Using a camera without prior permission from a staff member is prohibited.
- It is prohibited to access Facebook, Snapchat, TikTok, Instagram, and other social media sites filtered by the school's broadband network.
- Any media deemed inappropriate by RCC staff must not be stored or displayed on the device. This includes but is not limited to, images of weapons, pornographic materials, inappropriate language, alcohol, drugs, symbols, or any other content that is not age-appropriate. The presence of such content is strictly prohibited.
- Music may be played on the device only with the teacher's explicit consent and must be used in a manner that does not disrupt the educational environment. Earphones may only be used under the direction of a teacher.
- The downloading or purchase of applications and games is prohibited unless explicitly authorised by a teacher or parent/guardian.

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## **Taking Care of Your Device**

### **General Precautions**

- Students are responsible for the general care of their devices. Devices not functioning normally must be logged with the GRETB helpdesk or Wriggle (as applicable) without delay for an inspection of the equipment.
- Clean the screen using only a clean, soft cloth; do not use any cleaner.
- Cables must be connected and disconnected carefully to prevent damage to the device.



- The device should always remain in a protective case at school and home.
- Students are responsible for keeping their device's battery charged for school each day.
- The device must never be left in an unlocked locker, car, or unsupervised area.
- Students should ensure their data is regularly backed up to Office OneDrive to prevent loss of important information in case of device malfunction or loss.

### **Devices Undergoing Repair**

- A substitute device may be issued to a student when their device is undergoing repair by the designated computer supplier, Wriggle (external to the school). This will be facilitated through the terms and conditions of their contract with their supplier. These repairs must be carried out by the recommended authorised supplier as agreed by the school.
- It is the responsibility of the student and their parent/guardian(s) to ensure all repairs and replacement devices are appropriately managed.

### **Charging Your Device's Battery**

- Devices must be brought to school daily in a fully charged condition, and students must charge their devices each evening. Charging in class cannot be facilitated.
- A substitute device will not be provided if the student forgets to bring their device to school or comes home with it uncharged.

### **Additional Guidelines for Device Use**

#### **Printing**

- As part of our Green School's policy and commitment to sustainable development goals, printing is discouraged to preserve resources. Printing will be available only upon request to a teacher and is required for class projects. Students should collaborate with teachers to print only when necessary, and this cannot be avoided.
- Printing at home requires a printer and the accompanying software. If you wish to print at home, the necessary software can be installed by submitting a request to Wriggle and providing the make and model of your printer.

#### **Home Internet Access**

- Students are permitted to connect to private home networks on their devices. This will assist them with device use while at home. Parents/guardians may decide to allow this.
- If a student is having trouble with internet access at home, their parent or guardian should contact their Internet Service Provider (ISP).
- Using the teaching and learning device at home must comply with this Acceptable Use Policy (AUP) and is subject to the same sanctions if online behaviour poses a risk to the student or others. The parent/guardian(s) is responsible for following all safety procedures.

#### **Management Information Systems (MIS)**

- Students and parents/guardians will be provided access to MIS at the beginning of their study. MIS can be used to view a student's timetable and term reports, behaviour





incidents, and attendance. The parent/guardian(s) is responsible for monitoring all information about their child.

- Attendance notes should be logged by parents/guardians using MIS. MIS logins should not be shared with anyone else. Student access to parental MIS accounts is prohibited. Any attempt by a student to use parents'/guardians' MIS accounts to submit attendance notes is subject to sanction.
- Parents/guardians must ensure they have "push notifications" activated.

### Office 365

- At the beginning of their studies, all students will have a Roscommon Community College email address and password. This will be \*\*\*@gretb.ie, where \*\*\* is the student's unique identifier.
- This account is to be used only for school purposes. Using a student's \*\*\*@gretb.ie email address on social media and non-education-related sites is strictly prohibited. This account remains under the control of school authorities and is subject to compliance and governance checks as required.

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## Managing Your Files & Saving Your Work

### Saving to the Device/Cloud

- Students should continuously save their work to the cloud using Office365/OneDrive. The school does not back up student devices. Any work saved to their device's internal storage is at risk of loss.
- Students are discouraged from saving work to their device's internal storage and should permanently save it to OneDrive for safe storage. In case of repair, a device may need to be formatted, resulting in losing all data from the internal storage, including any files that have not been saved to OneDrive.
- By saving to OneDrive, students can access their work from any device in case of device failure, repair, or any other issue that prevents access to their original device.
- RCC does not accept responsibility for the loss of any data stored on the internal storage of a teaching and learning device. The students are responsible for ensuring that work is not lost due to mechanical failure or accidental deletion.

### Device Malfunctions and Submission of Work Policy

- Device malfunctions are not considered an acceptable reason for failing to submit work or complete a task on time. If a device malfunctions and the student's work is not submitted, the school will categorise the work as "not submitted."
- In the event of a device malfunction, students must provide a note from home detailing the incident. This note must be submitted promptly. The incident will then be reviewed by the relevant authority within the school. Based on the findings and the severity of the situation, an appropriate sanction will be imposed.
- Possible sanctions may include, but are not limited to:
  - Deduction of marks for late submission
  - Requirement to complete and submit the work within a new deadline
  - Additional assignments or tasks as a form of remediation
  - Other disciplinary actions as deemed appropriate by the school administration



## Network Connectivity

- RCC strives to maintain a continuous and stable internet connection. However, in the unlikely event of a network outage, RCC will not be held liable for any lost or missing data.
  - It is against school policy to use applications that circumvent RCC's web filtering, including VPN Proxy services or external mobile networks. Violations will lead to disciplinary measures.
  - Parents/guardians are responsible for ensuring a safe and secure online environment when using the device on a home network. Parents should monitor and manage their home network settings to protect their children from inappropriate content and ensure compliance with this Acceptable Use Policy (AUP).
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## Software on Devices

### Originally Installed Software

- The software will be pre-installed on the device for use in school and distributed through the device supplier as sanctioned by RCC. The use of this software is subject to the terms of this policy. Failure to adhere to this may result in student access to software being withdrawn and a possible sanction issued.

### Additional Software

- Students are not permitted to install software on the device without approval from the GRETB helpdesk or Wriggle (as applicable). Students wishing to do this should log a ticket with the GRETB helpdesk or Wriggle (as appropriate) for installation. The software may be installed once it is verified that it does not pose a risk to the school network or student learning. The use of this software is subject to the terms of this policy. Any failure to adhere to this may result in student access to software being withdrawn.

### Procedure for Reloading Software

- If technical difficulties occur or illegal or inappropriate software is discovered, the device will be formatted by the RCC-designated GRETB helpdesk or Wriggle (as applicable). The school does not accept responsibility for losing any software or documents deleted due to formatting.

### Software Upgrades

- Students should know that updates are installed automatically and are essential for maintaining their devices' security and proper functionality. Students must not interfere with the installation process and must ensure that devices are maintained accordingly. Students should promptly log a ticket with the GRETB helpdesk or Wriggle if any issues arise during this process.



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## **Internet Usage and Academic Integrity**

The Internet and Artificial Intelligence (AI) can significantly enhance learning in the classroom and provide additional support for those who need it. Students will regularly use the Internet and AI while at RCC and must always adhere to the guidelines for correct usage below.

### **Searching and Downloading**

- The internet may only be used for educational purposes.
- Students may not search for or download any material or images irrelevant to their studies using the RCC school network.
- Students are prohibited from visiting websites containing obscene, illegal, hateful, or objectionable materials. This includes bypassing network security using a VPN, proxy, or other means.
- Students are expected to report accidental access to inappropriate material to their classroom teacher by school procedures, regardless of intention.
- Students will not copy or plagiarise information into assignments without adequately acknowledging the source.

### **Electronic Communications**

- Devices may not be used for personal communication during school time.
- Communication outside of school time using teaching and learning devices is subject to approval by parents/guardians. It must not interfere with schoolwork or bypass any safety features installed on the device.
- Using mobile phones without express permission from a teacher is strictly prohibited on school premises at all times. Students found using a mobile phone without permission will, without discrimination, have their device confiscated for one week, and points will be assigned on the MIS. The parent will be notified by text upon confiscating a mobile phone or device. The school takes no responsibility for lost or damaged mobile phones.

### **Use of Artificial Intelligence (AI)**

- The use of AI applications for schoolwork is allowed only if explicitly permitted by the teacher. Unauthorised use of AI for assignments, projects, or any schoolwork will be considered a violation of academic integrity and sanctioned as deemed applicable by the school authorities.
- Students must disclose the use of AI tools in their work and provide proper attribution where applicable.
- AI tools should enhance learning and understanding, not replace the student's effort and critical thinking.

### **Use of VPNs or Proxies**

- Utilizing VPNs or proxies to bypass RCC's web filtering violates this policy and will result in disciplinary action, which may include detention, suspension, or other appropriate sanctions.



### **Circulating Photographs or Images**

- Circulating photographs or images of others without the permission of their parent/guardian or a member of staff is strictly prohibited. This is a criminal offence under Irish legislation.
- Matters about the circulation of unauthorised photographs or images will be dealt with through the school's Code of Behaviour and relevant external authorities, such as Tusla and An Garda Síochána, as applicable.

### **Academic Integrity**

- RCC is committed to upholding the highest standards of academic integrity. Students are expected to conduct themselves honestly and ethically in all academic activities. This includes, but is not limited to:
    - Completing all assignments, tests, and projects independently unless the teacher permits collaboration.
    - Properly acknowledging all sources of information and ideas, including those obtained from the internet and AI applications.
    - Refraining from using unauthorised assistance, including AI tools, during examinations or for completing assignments.
  - Violations of academic integrity will be taken seriously and may result in disciplinary actions, including detention, suspension, or other appropriate measures as determined by school authorities. By adhering to these guidelines, students contribute to a fair and honest academic environment, essential for personal growth and success.
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### **Inspection and Data Protection**

RCC is committed to respecting the right to privacy for all students' personal information by the Data Protection Act 2018. Data will only be accessible to authorised school staff and will be deleted when no longer required.

#### **Device Inspections**

- Students may be selected at random to provide their devices for inspection. If a student's device is requested for inspection, the student must unlock the device. Failure to present the device for inspection will be considered a disciplinary issue and sanctioned based on the context.
- RCC reserves the right to confiscate the device if inappropriate materials are found. The device will be kept in the Principal's/Deputy Principal's office until a parent/guardian can collect it. The school is not responsible for its safekeeping during this time.
- Upon device confiscation, the parent/guardian will be notified by text. The return of the device will be subject to certain behavioural conditions that all parties (students and parents/guardians) must adhere to.

#### **Data Protection**

- RCC is committed to respecting the right to privacy for all students' personal information by the Data Protection Act 2018. Data will only be accessible to authorised school staff and will be deleted when no longer required.



- Should concerns be raised regarding the well-being or safety of an individual, RCC reserves the right to access and investigate any school email address believed to be in breach of this AUP or connected to the concern raised.
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## **Protecting & Storing Your Computer**

### **Labelling Your Device**

- All components of the student's device, including the device itself, case, pen, cables, and accessories, must be clearly labelled with the student's information. The loss or damage of any component is the student's sole responsibility.

### **Storing Your Device**

- When not in use, devices must be stored in the student's locker and securely locked. Nothing should be placed on the device when stored in the locker.
- Students are encouraged to take their devices home every day after school, regardless of whether they are needed for homework.
- If a student's locker does not lock correctly, they must immediately notify the school caretaker, tutor, and the Year Head. In the interim, a secure area for storage will be provided.
- The school is not responsible for the loss or damage of any device. Students should make every provision possible to safeguard their devices as it is solely their responsibility.

### **Devices Left in Unsupervised Areas**

- Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include the school grounds and campus, lunch areas, computer labs, locker areas, the library, unlocked classrooms, changing rooms, and hallways. Any device left in these areas is at risk of being stolen.
- If a device is found in an unsupervised area, it should be taken to a member of the RCC staff.
- Disciplinary action against students who leave their devices in unsupervised areas will be taken.

### **Personal Health and Safety**

- Avoid using the device for extended periods while resting directly on your lap. The bottom of the device can generate heat.
  - Take frequent breaks when using the device for long periods. Look away from the device screen approximately every 15-20 minutes.
  - Do not use the device during lunch breaks, do not share your passwords with anyone, or provide your personal information to anyone over the Internet.
  - Do not leave your device logged in while unattended.
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## Responsibilities

### School Responsibilities

- Provide Internet access at school.
- Provide an academic email account (e.g. username@gretb.ie) to its students.
- Provide Internet blocking of inappropriate materials when accessing through the RCC network.
- Provide staff guidance to aid students in research and academically related activities and ensure student compliance with the acceptable usage policy.
- Ensure all data protection measures are in place and comply with the Data Protection Act 2018.
- Inspect student devices and handle data by data protection policies.
- Notify parents/guardians promptly in cases of device confiscation or other serious violations.
- Provide a secure storage area for devices when lockers are faulty.
- Address cyberbullying incidents and other severe violations per the Code of Behaviour.
- Provide training and resources to staff for monitoring and guiding appropriate technology use.
- Ensure a secure and safe environment for device storage and usage within the school premises.
- Ensure the return of confiscated devices under specific behavioural conditions.
- Support students in maintaining their devices and ensuring they are used for educational purposes only.
- The school accepts no responsibility for damage, theft, or device loss due to usage.

### Parent/Guardian Responsibilities

- Talk to your children about values and the standards you expect from them when using the internet and their devices.
- Ensure you receive all necessary information and sign the relevant Acceptable Usage and Data Protection forms.
- Ensure your child is not engaging in inappropriate behaviour with their device at home, as deemed so by this Policy.
- Ensure your child's device, including all components such as the case, pen, cables, and accessories, is correctly labelled with their information.
- Ensure your child's device is maintained in good working condition and arrange for repairs if necessary.
- Support your child in reporting cyberbullying or security issues to the school authorities.
- Ensure your child can access school books and manual support materials if the device is unavailable.
- Understand the consequences of device misuse and support the school's disciplinary actions outlined in the policy.
- Be aware of and support the school's policy on mobile phone usage and ensure your child stores their device securely when not in use.

### Student Responsibilities

- Adhere to and comply with this Acceptable Use Policy (AUP).
- Use all computers/devices responsibly and ethically.
- Act responsibly when using all forms of technology at school.



- Obey general school rules concerning behaviour and communication that apply to device/computer use.
  - Do not initiate or engage in any form of bullying online.
  - Alert a member of school management if you witness any cyberbullying incident.
  - Physical damage to devices should be reported immediately to the school authorities or Wriggle (as applicable), and the parent/guardian should arrange for repair.
  - Help RCC protect our computer systems by informing the school authorities or Wriggle (as applicable) of any security problems they may encounter.
  - If students cannot access their devices, they must ensure they can use their schoolbooks and manual support materials.
  - All student device components, including the device itself, case, pen, cables, and accessories, must be clearly labelled with the student's information and stored correctly. The loss or damage of any component is the student's sole responsibility.
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## Consequences

Noncompliance with the policies and expectations outlined in this document may result in suspending or terminating technology privileges and possible disciplinary actions. RCC cooperates fully with local, state, or Garda officials in any investigation concerning or relating to violations of computer crime laws. Contents of network and email communication using a device can be legally requested and turned over to the proper authorities as evidence for such crimes.

If a third party damages a device, Wriggle will determine the associated costs for repair or replacement. The third-party responsible for the damage is solely responsible for covering these costs.

Using a device in school is a privilege, not a right. This policy informs all users of the responsibilities associated with the efficient, ethical, and lawful use of technology resources. If a student violates the terms and conditions outlined in this policy, privileges may be suspended, and access to the school's other technology resources may be denied. Appropriate disciplinary action will be applied, including verbal and written warnings, issuing of detention, withdrawal of access privileges, and, in extreme cases, suspension or expulsion.



## ICT Acceptable Usage Policy - Discipline Framework

### Device Usage-Specific Violations

Violation	Points	Consequence
The device was not brought to class	1	MIS note
The device was not brought to school	2	MIS note
The device was not charged	1	MIS note
Misuse of the device during class	2	MIS note
Failure to follow teacher instructions	1	MIS note
Unprofessional language or tone	2	MIS note
Non-educational content sharing	2	MIS note
Late submission of assignments	1	MIS note
Plagiarism	2	MIS note
Unauthorised use of the device	2	MIS note

### Serious Device Usage Violations

Violation	Consequence
Failure to report cyberbullying	* Suspension: parents contacted - referral
Disrespecting digital citizenship	* Suspension: parents contacted - referral
Cybersecurity negligence	* Suspension: parents contacted - referral
Violation of privacy rights	* Suspension: parents contacted - referral
Repeated minor offences	* Suspension: parents contacted - referral
Sharing personal information publicly	* Suspension: parents contacted - referral
Unauthorised access	* Suspension: parents contacted - referral
Disrespectful or harmful posts	* Suspension: parents contacted - referral
Sharing personal information of others	* Suspension: parents contacted - referral
Posting explicit or offensive content	* Suspension: parents contacted - referral
Cyberbullying	* Suspension: parents contacted - referral
Legal violations (e.g., hacking)	* Suspension: parents contacted - referral
Physical damage to device (own)	* Suspension: parents contacted - referral
Physical damage to the device (others)	* Suspension: parents contacted - referral
Bringing a device with prohibited content	* Suspension: parents contacted - referral
Severe misconduct	* Suspension: parents contacted - referral
No staff member shall be posted on or referenced on social media without permission.	* Suspension: parents contacted - referral
Accessing inappropriate content	* Suspension: parents contacted - referral
Using another student's device without permission	* Suspension: parents contacted - referral
Recording or photographing without consent	* Suspension: parents contacted - referral

**\* Serious violations may be referred to necessary authorities under Child Protection Guidelines and the RCC Code of Behaviour**

### EXPIRATION

This agreement is valid until further notification by RCC.





## Legislation underpinning this policy:

- Data Protection Act (2018): [Data Protection Act 2018 \(irishstatutebook.ie\)](#)
- Video Recordings Act (1989): [Video Recordings Act, 1989 \(irishstatutebook.ie\)](#)
- Harassment, Harmful Communications and Related Conduct Act (2020): [Harassment, Harmful Communications and Related Offences Act 2020 \(irishstatutebook.ie\)](#)
- Children First Act (2015): [gov.ie - Children First Act 2015 \(www.gov.ie\)](#)
- Defamation Act (2009): [Defamation Act 2009 \(irishstatutebook.ie\)](#)
- Copyright and Related Rights Acts, 2000-2007: [Copyright and Related Rights Act, 2000 \(irishstatutebook.ie\)](#)
- Child Trafficking and Pornography (Amendment) Act: [Child Trafficking and Pornography \(Amendment\) Act 2004 \(irishstatutebook.ie\)](#)
- Equal Status Act, 2000: [Equal Status Act, 2000 \(irishstatutebook.ie\)](#)
- Prohibition of Incitement to Hatred Act, 1989: [Prohibition of Incitement To Hatred Act, 1989 \(irishstatutebook.ie\)](#)
- Irish Human Rights and Equality Act, 2014: [Irish Human Rights and Equality Commission Act 2014 \(irishstatutebook.ie\)](#)



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**Agreement to Comply****Option 1**

The undersigned have read and understood the School's Code of Behaviour and Discipline Framework for ICT. We agree to comply with the abovementioned rules and regulations to maintain a safe, respectful, and productive learning environment. We acknowledge the consequences of any violations and commit to upholding the standards set forth by the school.

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**Student Name: (Caps)** \_\_\_\_\_**Student Signature:** \_\_\_\_\_**Date:** \_\_\_\_\_

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**Parent/Guardian Name:** \_\_\_\_\_**Parent/Guardian Signature:** \_\_\_\_\_**Date:** \_\_\_\_\_

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By signing this agreement, both student and parent/guardian have confirmed their commitment to adhering to the school's ICT guidelines and supporting a positive and responsible use of technology.

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**OFFICE USE ONLY****Reviewed by:** Staff Member \_\_\_\_\_ Position \_\_\_\_\_

**Agreement to Comply****Option 2**

The undersigned have read and understood the School's Code of Behaviour and Discipline Framework for ICT. We agree to comply with the abovementioned rules and regulations to maintain a safe, respectful, and productive learning environment. We acknowledge the consequences of any violations and commit to upholding the standards set forth by the school.

*Please tick the boxes to indicate your agreement with the following statements:*

**General Agreement:**

I have read and understood the Roscommon Community College Acceptable Usage Policy.

I agree to adhere to all the rules and regulations outlined in the AUP.

I acknowledge the consequences of any violations of the AUP.

Signatures:

**Student Name: (Caps)** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

By signing this agreement, both student and parent/guardian have confirmed their commitment to adhering to the school's ICT guidelines and supporting a positive and responsible use of technology.

**OFFICE USE ONLY**

Reviewed by: \_\_\_\_\_ Position: \_\_\_\_\_