



TCFE and Céim Eile

**Information and Communication Technology (ICT)**

**Acceptable Usage Policy.**

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**Information and Communication Technology (ICT) Acceptable Usage Policy.**

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**Céim Eile, Templemore College of Further Education (TCFE)**

**Information and Communication Technology (ICT)**

**Acceptable Usage Policy.**

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| --- | --- |
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| Version |  |
| Document Drafted by | **Céim Eile, TCFE** |
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Príomh Oifigeach Feidhmiúcháin: Bernadette Cullen

**Policy**

This Policy is an adoption of Tipperary ETB Information and Communication Technology (ICT) Acceptable Usage Policy and was drawn up by staff and learners of TCFE

**Policy Aim**

The aim of this Acceptable Use Policy is to ensure that learners will benefit from learning opportunities offered by the college’s Internet resources in a safe and effective manner. Internet use and access is considered a college resource and privilege. Therefore, if this policy is not adhered to this privilege will be withdrawn and appropriate sanctions as outlined in this policy will be imposed.

It is envisaged that college and parent/learner representatives will revise this policy annually. Before signing, the policy should be read carefully to ensure that the conditions of use are accepted and understood.

**Objectives**

The objectives of this Policy are to:

* Provide secure and controlled access to the Internet from the Desktop PC, laptop and other devices.
* Ensure Céim Eile and Templemore College of Further Education Information Systems are in no way put at risk
* Define statutory responsibilities in relation to National and International legal requirements governing electronic information exchange and commerce
* Define standards of use for Internet and Email within Céim Eile and Templemore College of Further Education
* Define the course of action to be adopted should there be contravention of the procedures, rules and guidelines outlined in this policy.
* Comply with; Child Protection Legislation, Anti-Bullying Procedures, the Colleges Code of Behaviour and, the Health, Safety and Welfare of all college personnel.

### Scope

This policy applies to any person authorised to have access to the College’s information systems. This includes Céim Eile and Templemore College of Further Education’s employee/learners, contractors to the College and consultants engaged by the College hereafter collectively referred to as employee/learners for the purpose of this policy.

This policy applies to all electronic communications systems provided by Céim Eile and Templemore College of Further Education including, but not limited to internet, intranet, e-mail, personal computers, laptops, digital cameras, PDA’s (personal digital assistants e.g. Palm) analogue telephones, mobile telephones and fax machines. It is the responsibility of both management, staff and learners of the College to ensure that all such tools are used in accordance with this policy.

All users are expected to use common sense and to conduct themselves in a manner which is appropriate to the execution of duties in the workplace and the place of learning. Breaches of this policy may result in personal liability of users and/or vicarious liability on behalf of the College under many enactments including, but not limited to the following:

* + Employment Equality Acts, 1998 to 2015
	+ Equal Status Act, 2000-2015
	+ Data Protection Acts, 1988 & 2018
	+ Education and Training Boards Act 2013
	+ The Companies Acts 1963 to 2021
	+ Copyright and Related Rights Act 2000
	+ Child Trafficking and Pornography Act 1998
	+ Interception Act 1993
	+ Video Recordings Act 1989

Other documentation that is relevant to this policy includes the College’s policies on:

* + Grievance and Discipline
	+ Dignity and Respect at Work - Equality and Diversity
	+ Harassment and Sexual Harassment
* Bullying in the workplace
* Child Protection

### General Computer Usage Regulations and Guidelines Content

All electronic communications created or received using equipment or services owned or provided by Céim Eile and Templemore College of Further Education will be regarded as the property of Céim Eile and Templemore College of Further Education.

### Security and Passwords

All equipment provided by the College for use by staff and learners remains the property of Céim Eile and Templemore College of Further Education. Employees/learners must not remove any such equipment (computers, laptops, mobile telephones, etc.) from the College’s premises without prior authorisation from their Principal/Coordinator.

It is the user’s responsibility to be informed of the correct operating procedures for the computer resources or products used. A user who is uncertain as to the correct procedure in any situation should obtain clarification before proceeding.

Users must not engage in conduct that interferes with other’s use of shared computing resources and/or the activities of other users.

Users must not utilise any other person’s access rights or attempt to gain access to resources or data for which authorisation has not specifically been granted. Users must not attempt to bypass or probe any security mechanisms governing access to the computer systems.

No staff member/learner may misrepresent himself/herself as another individual. This includes using another staff member’s/learner’s username and password.

Passwords must remain confidential to each user and must not be relayed to any other person. Each user carries sole responsibility for security access to his/her computer.

Software Ownership

All software which is provided by the College to an employee/learner is licensed and owned by the College and may not be downloaded, stored elsewhere or transferred to another individual by any employee/learner of the College.

Under no circumstances should software be downloaded from the Internet or installed from any other source and used on the College’s machines without the prior permission of the Principal/Coordinator. Any breach of these requirements may result in disciplinary action.

### Confidentiality

When a user registers with a site or a service in the name of the College the resulting spamming of information may tie up the communications system. Users must not register with an electronic service over the website without prior permission from their Principal/Coordinator, to avoid the release of confidential College information to third parties and to avoid interference with the communications systems.

Users must maintain confidentiality while carrying out their duties and while on Céim Eile and Templemore College of Further Education business.

### Privacy

It should be understood that the College does not provide users with a guarantee or to the right to privacy or confidentiality in connection with the use of any technology and users should have no expectation of privacy in the use of the College’s IT resources.

### Monitoring Policy

Céim Eile and Templemore College of Further Education reserves the right and intent to monitor e-mail content and Internet usage to ensure technology is being used properly and to protect the College and its employee/learners from liability under equality, data protection, pornography and copyright legislation. This does not constitute infringement of any individual rights to personal privacy under the Data Protection Acts 1988 to 2018

Monitoring is carried out on a message size virus protection, correct file attachments extensions, access to external system (including web/internet sites) this list is not exhaustive. Monitoring developments may change over time. In addition, the College will monitor all PCs for inappropriate image and content.

### Legal Implications of Storing Electronic Data

All information held in electronic format is subject to legislative requirements, as is information held in paper format. These requirements include but are not exclusive to Copyright, Data Protection and Freedom of Information Legislation and the liabilities which may result from breaches of such legislation.

All data must be stored in an up-to-date format. Personal information may contain only information relevant to the individual and to the purpose for which it is being stored. Data must not be used for any other purpose. This data must be maintained in an accurate format and must be altered if the user/College becomes aware of inaccuracies.

It is an offence to alter or falsify documents in an electronic format or paper/hard copy format. Care must be taken when forwarding or sending information which has been received from a third party or which is specific to another organisation.

Employee/learners should be aware that merely deleting information may not remove it from the system and deleted material may still be reviewed by the employer and/or disclosed to third parties.

### Material of obscene or offensive nature

Users are subject to all legislation regulating the use of the College’s IT/Communications resources. Users must not store, download, upload, circulate or otherwise distribute material containing:

1. Any derogatory comment regarding gender, material status, family status, sexual orientation, religious or political belief, age, disability, race or membership of the travelling community or other categories pursuant to applicable law.
2. Any material of a pornographic nature.
3. Any material of a paedophilic nature.
4. Material containing offensive or foul language.
5. Any content prohibited by law.

If an employee/learner receives any offensive, unpleasant, harassing or intimidating messages via e-mail or other computer sources the employee/learner should:

1. Bring it to the attention of their Principal/Coordinator;
2. Inform the sender that such images are offensive and that they should refrain from sending such images in future; and
3. Delete the message.

### Virus Protection

Viruses can enter an organisation a number of different ways:

1. Un-scanned digital storage media (e.g. CDs, DVDs, floppy disks, USB memory sticks, etc) being brought into the organisation.
2. E-mails or attachments
3. Downloaded data from the Internet.

Individuals using electronic information must be familiar with and comply with the College’s procedures governing usage of USB Memory sticks, cds and other software.

No computer user may interfere with or disable the Anti-Virus software installed on their desktop PC.

### E-Mail

Many employee/learners have a personalised e-mail account to facilitate the sending and receiving of business messages between staff, learners and between the College and its clients and suppliers. While email brings many benefits to the Céim Eile and Templemore College of Further Education in terms of its communications internally and externally, it also brings risks to the college, particularly where employee/learners use it outside of their The Céim Eile and Templemore College of Further Education roles.

Every employee/learner has a responsibility to maintain the College’s image, to use electronic resources in a productive manner and to avoid placing the College at risk for legal liability based on their use. It should be remembered that the contents of e-mail are considered as official records for the purpose of legislation such as Freedom of Information Act, National Archives Act, Data Protection Acts.

### Rules for Email use:

The content of any e-mail must be in a similar style to that of any written communication such as a letter or report as they have the same legal standing. It is important that e-mails are treated in the same manner as any other written form of communication in terms of punctuation, accuracy, brevity and confidentiality. Similarly, any written, stored or forwarded and disseminated information must adhere to the guidelines within the Data Protection and the Employment Equality legislation and in accordance with the equality policy of the College.

For learners:

* Learners will use approved class email accounts under supervision by or by permission given from a teacher/tutor/resource person
* Learners will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person
* Learners will not reveal their own or other people’s personal details, such as addresses or telephone numbers or pictures
* Learners will never arrange a face-to-face meeting with someone they only know through emails or the internet
* Learners will note that sending and receiving email attachments is subject to permission from their teacher/tutor/resource person
* The use of personal email accounts may be allowed at certain times
* Learners should not under any circumstances share their email account login details with other learners.
* Learners should not use college email accounts to register for online services such as social networking services, apps, and games.
* Learners should immediately report the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.
* Learners should avoid opening emails that appear suspicious. If in doubt, learners should ask their teacher before opening emails from unknown senders.

For staff:

1. The following text or link to the text will appear at the end of every e-mail sent from your college address to an external address. This will be inserted automatically by the e-mail system:

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Séanadh Ríomhphoist Bhord Oideachais agus Oiliúna Thiobraid ÁrannTá ábhar an ríomhphoist seo agus aon cheangaltán a ghabhann leis príobháideach agus faoi rún. Ceapadh iad d’úsáid an tseolaí dá bhfuil siad beartaithe agus dó nó di sin amháin. Mura tusa an beartaithe, nó an duine atá freagrach as é a sheachadadh chuig an seolaí beartaithe, tugtar fógra duit go bhfuil sé toirmiscthe go dian an ríomhphost seo nó aon cheangaltáin a chóipeáil, a chur ar aghaidh, a fhoilsiú, a athbhreithniú nó a sheachadadh chuig aon duine eile nó aon úsáid eile a bhaint as an ábhar atá ann. Toirmeasctar ort aon chuid den ríomhphost seo nó aon cheangaltáin a léamh. Má fuair tú an ríomhphost seo trí dhearmad, cuir é sin in iúl don bhainisteoir córais, le do thoil. D'fhéadfadh nochtadh nó cur in iúl neamhúdaraithe nó úsáid ábhar an ríomhphoist seo nó aon chuid de ar bhealach ar bith eile a bheith toirmiscthe de réir dlí agus d'fhéadfadh sé a bheith ina chion coiriúil. Ní gá go mbeadh ríomhphoist idirlín slán. Ní ghlacann an Bord Oideachais agus Oiliúna Thiobraid Árann aon fhreagracht i leith athruithe a rinneadh ar an teachtaireacht seo tar éis í a bheith seolta. Mura sonraítear a mhalairt, is iad tuairimí pearsanta an údair féin aon tuairimiú a chuirtear in iúl sa teachtaireacht seo agus ní fhéadfar Bord Oideachais agus Oiliúna Thiobraid Árann a bheith luaite leo.

RABHADH: Is féidir víris ríomhaire a tharchur trí ríomhphost. Cé go ndearnadh an ríomhphost seo a chuardach féachaint an raibh víris ríomhaire ann, iarrtar ort do sheiceáil víris féin a dhéanamh sula n-osclaíonn tú aon cheangaltán. Ní ghlacann Bord Oideachais agus Oiliúna Thiobraid Árann le haon dliteanas as aon chaillteanas ná as aon damáiste a bhféadfadh víris bhogearraí a tarchuireadh sa ríomhphost seo a bheith mar chúis leo.

Tipperary Education and Training Board Email DisclaimerThe contents and any attachment of this e-mail are private and confidential. They are intended only for the use of the intended addressee. If you are not the intended addressee, or the person responsible for delivering it to the intended addressee, you are notified that any copying, forwarding, publication, review or delivery of this e-mail or any attachments to anyone else or any other use of its contents is strictly prohibited. You are prohibited from reading any part of this e-mail or any attachments. If you have received this e-mail in error, please notify the system manager. Unauthorised disclosure or communication or other use of the contents of this e-mail or any part thereof may be prohibited by law and may constitute a criminal offence. Internet e-mails are not necessarily secure. Tipperary Education and Training Board does not accept responsibility for changes made to this message after it was sent. Unless stated to the contrary, any opinions expressed in this message are personal to the author and may not be attributed to Tipperary Education and Training Board.

WARNING: Computer viruses can be transmitted via email. While this e-mail has been swept for the presence of computer viruses, you are requested to carry out your own virus check before opening any attachment. Tipperary Education and Training Board accepts no liability for any loss or damage which may be caused by software viruses transmitted by this e-mail..

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1. The College’s name is included in the address of all staff members and is visible to all mail recipients. This reflects on the image and reputation of the organisation. Therefore, e-mail messages must be appropriate and professional.
* All Email is to be written in accordance with the standards of any other written communication, the content and language used must be consistent with Céim Eile’s and Templemore College of Further Education’s best practice and each message must be carefully addressed to ensure that they reach the target recipient.
1. Correct spelling and punctuation should be maintained in all communications.
2. E-mail is provided for business purposes.
3. Occasional and reasonable personal use of e-mail is permitted provided that this does not interfere with the performance, work duties, responsibilities and customer service of the College, does not support any business other than the College and otherwise complies with this policy.
4. An e-mail should be regarded as a written formal letter, the recipients of which may be much more numerous than the sender intended. Therefore, any defamatory or careless remarks can have serious consequences, as can any indirect innuendo. The use of indecent, obscene, sexist, racist, harassing or other appropriate remarks whether in written form, cartoon form or otherwise is forbidden.
5. E-mails must not contain matters which may discriminate on grounds of gender, marital status, family status, age, race, religion, sexual orientation, disability or membership of the Traveller community.
6. E-Mails must not contain any inappropriate or lewd content or content likely to cause offence to individuals.
7. Distribution lists may only be used in connection with college business.
8. Particular care should be taken when sending confidential or commercially sensitive information. If in doubt, please consult your Principal/Coordinator.
9. Great care should also be taken when attaching documents as the ease with which employee/learners can download files from the Internet or ‘cut and paste’ materials from electronic sources increases the risks of infringement of the rights of others particularly to copyright, intellectual property and other proprietary rights.
10. Where important, you should obtain confirmation that the intended recipient(s) have received your e-mail.
11. Documents prepared internally for the public or for clients may be attached via the e-mail. However, excerpts from reports other than our own, may be in breach of copyright and the author’s consent should be obtained particularly where the excerpt is taken out of its original context. Information received from a customer should not be released to another customer without prior consent of the original sender. If in doubt consult your Principal/Coordinator.
12. Do not subscribe to electronic services or other contracts on behalf of the College unless you have the College to do so.
13. If you receive any offensive, unpleasant, discriminatory, harassing or intimidating messages via the e-mail system you must immediately inform the Principal/Coordinator
14. It is specifically prohibited to use the Email system for storage, distribution of unsavoury materials, indecent, obscene, pornographic or libelous material.
15. Chain mails or unsuitable information must not be forwarded internally or externally.
16. The College reserves and intends to exercise the right to review, audit, intercept, access and disclose all messages created, received or sent over the electronic mail system for any purpose or where it deems necessary.
17. Notwithstanding the College’s right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other employee/learners and accessed only by the intended recipient. Employee/learners are not authorised to retrieve or read any e-mail messages that are not sent to them. Any exception to this policy must receive prior written approval from the employer. However, the confidentiality of any message should not be assumed. Even when a message is erased it is still possible to retrieve and read that message.
18. Information Security must authorise distribution of advertisements, mail shots or product material via external mail in advance.
19. If you receive unintended Email, it is vital that you alert the sender by reply. Should the Email contain confidential or sensitive information, you must not disclose this information to any other Group or individual
20. All attachments received should only be opened when employee/learners have first checked the authenticity of the sender and validity of the attachment. All other attachments should be deleted or referred for clearance.
21. Should an Email received by you contravene Céim Eile and Templemore College of Further Education Policy – you should inform your Principal/Coordinator immediately.

Risks Associated with E-Mails

1. Messages can carry viruses that may be seriously damaging to the Céim Eile and Templemore College of Further Education’s systems.
2. Letters, files and other documents attached to mails may belong to others and there may be copyright implications in sending or receiving them without permission.
3. It has become increasingly easy for messages to go to persons other than the intended recipient and if confidential or commercially sensitive, this could be breaching the College’s security and confidentiality.
4. E-mail is speedy and, as such, messages written in haste or written carelessly are sent simultaneously and without the opportunity to check or rephrase. This could give rise to legal liability on the part of the College.
5. An e-mail message may legally bind the College contractually in certain instances without the proper authority being obtained internally.
6. E-mails should be regarded as potentially public information which carry a heightened risk of legal liability for the sender, the recipient and the organisations for whom they work.

### Rules for Internet use

1. The College’s Internet connections are intended for activities that either support the College’s business or the professional development of employee/learners. During working hours staff should minimise web surfing that is unrelated to these activities.
2. General Internet access will only be provided to authorised personnel. Authorised personnel will have responsibility for Internet access under their account and hence will also have responsibility for illicit use of their account with or without their consent.
3. Internet usage is monitored on a systematic basis and as deemed necessary by the College.
4. To prevent viruses from being transmitted through the system unauthorised downloading of any software programmes or other material is forbidden.
5. Internet use is not permitted for personal gain or profit or to represent yourself as someone else.
6. Respect copyright and acknowledge creators when using online content and resources.
7. It is a disciplinary offence to access, download, save, circulate or transmit any racist, defamatory or other inappropriate materials or materials that may discriminate on the grounds of gender, marital status, family status, age, race, religion, sexual orientation, disability or membership of the Traveller community. This rule will be strictly enforced and is viewed very seriously with potential criminal liabilities arising there from.
8. It is a disciplinary offence to access, download, save, circulate or transmit any indecent, obscene, child pornographic or adult pornographic material.
9. If an employee/learner is downloading pornographic images within view of a colleague/peer or forwarding those images to a colleague/peer, this may result in harassment or sexual harassment by offended parties. Such incidents should be reported to the relevant College personnel. Apart from any potential offence caused and the inappropriateness of such activity, the College may be vicariously liable for any claims arising from such behaviour.
10. Because of the serious criminal implications of accessing child pornography, any employee/learner found to be accessing such information may be summarily dismissed/suspended/expelled and the matter referred to An Garda Síochána. Furthermore, should an employee/learner be prosecuted under the Child Trafficking and Pornography Act, 1998, by engaging in such activities outside the remit of the workplace, the College may find it fitting to invoke disciplinary action.
11. The Internet must not be used to pay for, advertise, participate in or otherwise support unauthorised or illegal activities.
12. The Internet must not be used to provide lists or information about the organisation to others and/or to send classified information without prior written approval.
13. Public messaging systems on the Internet must not be used by staff save with the prior written permission of a Principal/Coordinator. Public messaging systems include user groups, chat rooms, special interest forums bulletin Colleges and mobile phone texting sites.

#### College’s Strategy

The college employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

#### General

* Internet sessions will always be supervised by a member of staff for Céim Eile learners.
* Filtering software and/or equivalent systems will be used to minimise the risk of exposure to inappropriate material
* The college will regularly monitor learner’s internet usage
* Learners and teachers will be provided with training in the area of Internet safety. This will be carried out as part of Céim Eile’s implementation of the SPHE and CSPE curriculum and CPD.
* Uploading and downloading of non-approved software or files will not be permitted
* Virus protection software will be used and updated on a regular basis
* The use of personal memory sticks, CD-ROMs, or other digital storage media in college, requires permission from the person in charge.
* Learners will treat others with respect at all times and will not undertake any actions that may bring the college into disrepute

#### World Wide Web

* Learners will not intentionally visit or download material from Internet sites that contain obscene, illegal, hateful, or otherwise objectionable materials
* Learners will report accidental accessing of inappropriate materials (during college hours either in or out of the classroom) in accordance with college procedures.
* Learners will use the Internet for educational and career development only
* Learners will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement)
* Learners will never disclose or publicise personal information
* Downloading by learners of materials or images not relevant to their studies is in direct breach of the college’s ICT acceptable use policy. Downloading of such materials or images not relevant to their studies may only be allowed with staff permission.
* Learners will be aware that any usage, including distributing or receiving information, college-related or personal, may be monitored for unusual activity, security and/or network management reasons.
* Staff will be provided with continuing professional development opportunities in the area of internet safety.
* TCFE/Céim Eile will at times participate in Safer Internet Day/week activities to promote safer more effective use of the internet.
* Use of file sharing and torrent sites may be allowed with staff permission.

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### Social Media

The following statements apply to the use of messaging, blogging and video streaming services in Céim Eile/TCFE:

* Use of instant messaging services and apps including Snapchat, WhatsApps, Facebook messaging etc. is allowed at certain times in Céim Eile and/or Templemore College of Further Education.
* Use of blogs maybe allowed at certain times in Céim Eile and/or Templemore College of Further Education.
* Use of video streaming sites such as YouTube and Vimeo etc. is allowed at certain times in Céim Eile and/or Templemore College of Further Education
* Staff and learners must not use social media and the internet in any way to harass, insult, abuse or defame learners, their family members, staff, other members of the Céim Eile or Templemore College of Further Education community
* Staff and learners must not discuss personal information about learners, staff and other members of the Céim Eile or Templemore College of Further Education community on social media.
* Staff and learners must not use college email addresses for setting up personal social media accounts or to communicate through such media.
* Staff and learners must not engage in activities involving social media which might bring Céim Eile or Templemore College of Further Education into disrepute.
* Staff and learners must not represent your personal views as those of bring Céim Eile or Templemore College of Further Education on any social medium.

 Images & Video

* Care should be taken when taking photographic or video images that learners are appropriately dressed and are not participating in activities that might bring the individuals or the college into disrepute.
* At Céim Eile and Templemore College of Further Education, learners must not take, use, share, publish or distribute images of others without their permission.
* Taking photos or videos on college grounds or when participating in college activities is not allowed unless it is taken that no harm is done to staff or learners of Céim Eile and Templemore College of Further Education and permission is given by staff member
* Taking photos or videos on college grounds or when participating in college activities is only allowed with permission from staff.
* Written permission from parents or guardians is obtained at learner induction before photographs of learners are published on the college website.
* Learners must not share images, videos or other content online with the intention to harm another member of the college community regardless of whether this happens in college or outside.
* Sharing explicit images and in particular explicit images of learners and/or minors is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved. Sharing explicit images of other learners automatically incurs suspension as a sanction and expulsion in some cases which is at the discretion of the Principal/Coordinator.

\*For more information on consent to images and video, please see Appendix

 3 Photographic & Videographic Image Consent Form

 Cyberbullying

* When using the internet, learners, parents and staff are expected to treat others with respect at all times.
* Engaging in online activities with the intention to harm, harass, or embarrass and another learner or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.
* Measures are taken to ensure that staff and learners are aware that bullying is defined as unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time. This definition includes cyber-bullying even when it happens outside the college.
* Measures are taken by Céim Eile and Templemore College of Further Education to ensure that staff and learners are aware that bullying is defined as unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time. This definition includes cyber-bullying even when it happens outside the college or at night.
* Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and will be dealt with, as appropriate, in accordance with the college’s code of behaviour.

\*The prevention of cyber bullying is an integral part of the anti-bullying

 policy of our college. For more on this, please see our Anti-Bullying Policy.

### College Website

* Learners may at times be given the opportunity to publish projects, artwork or college work on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be uploaded to the college’s website
* The website will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of learners or staff
* Website using facilities such as comments and user-generated content will be checked frequently to ensure that they do not contain personal details or any inappropriate or offensive content.
* The publication of learner work will be co-ordinated by a teacher
* The college will endeavor to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual learners will only be published on the college website with learner consent or parental permission from those under 18.
* Personal learner information including home address and contact details will be omitted from college web pages
* The college website will avoid publishing the first name and last name of individuals in a photograph online
* The college will ensure that the image files are appropriately named and will not use learner’s names in image file names or ALT tags if published on the web
* Learners will continue to own the copyright on any work published

\*See Internet Permission letter and form in Appendices for consent.

### Laptops and Remote Computers

The rules applying to use of the internet and e-mail messaging systems apply also to any laptops, remote computers or other electronic processors in use by the staff member/learner and supplied by the College. Express permission must be obtained from the CE or relevant Manager of TETB or the Principal/Coordinator to remove such equipment from the College premises. All such equipment will be subject to the same monitoring procedure as that which is retained on-site.

Telephone Usage

Access to telephones is intended for College purposes only. While reasonable making and taking personal calls is not strictly prohibited, staff are encouraged to keep this to a minimum level. The College reserves the right to monitor the use of the telephone system.

Some mobile phones are provided to staff members for College business. Personal calls from such phones are permitted but the calls must be paid for by the staff member. Where such personal calls are necessary staff should seek to use an analogue telephone where possible. For more specific information see Tipperary ETB Mobile Phone/Device Policy and Procedures.

During office hours taking and/or making calls on personal mobiles is not strictly prohibited, however, staff/learners are encouraged to keep such calls to a minimum.

Other Electronic Tools

Other electronic equipment (e.g. fax machines, photocopiers etc.) remain the property of the Céim Eile and Templemore College of Further Education and as such must be treated with care and used only for Céim Eile and Templemore College of Further Education purposes. Abuse of equipment for personal use or gain may result in use of the disciplinary procedures and in disciplinary action.

Removable Media

No removable media such as CD, DVD, USB drive or floppy disc that contain data or files may be used without first obtaining advice from IT support.

### Personal Devices

Learners using their own technology in college should follow the rules set out in this agreement, in the same way as if they were using college equipment. Céim Eile learners will only use personal handheld / external devices (mobile phones / USB devices etc) in college if they have permission. (see mobile phone-device policy)

### Support Structures

The college will inform learners and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

### Sanctions

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The college also reserves the right to report any illegal activities to the appropriate authorities.

Infringements of Policy

Failure to comply with the policy and guidelines outlined above may result in:

* The withdrawal of e-mail and Internet facilities from the Section, Staff or members involved.
* Initiation of disciplinary procedures and disciplinary action, up and to including dismissal.
* Serious breaches of the policy may result in initiation of criminal or civil proceedings.

Policy Enforcement

* Users should report any suspected abuse of computer and network resources, or any unpleasant material or e-mail that may come to their attention as well as any suspected damage or problems with files.
* Users, when requested, are expected to co-operate with system administrators and/or other authorised staff in any investigation of system abuse.
* Céim Eile and Templemore College of Further Education reserves the right to examine any files-held on its computer systems.
* Any user found in breach of this policy shall be liable for legal and Céim Eile and Templemore College of Further Education disciplinary procedures.
* This policy is subject to regular review and will be updated when revisions are necessary.

Policy Review

This policy will be reviewed by the Board of Management once in every college year.

|  |  |
| --- | --- |
| Submitted to Staff: |  |
| Submitted to Board of Management: |  |
| Submitted to ETB Board: |  |

### Appendices

### Appendix 1

### Permission Form Template

Please review the colleges Information and Communication Technology (ICT) Acceptable Usage Policy, and sign and return this permission form to the Principal/Coordinator.

**Learner**

I agree to follow the college’s ICT Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the college.

Learner’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Guardian**

As the parent or legal guardian of the above learner, I have read the ICT Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the college to provide for online safety, but the college cannot be held responsible if learners access unsuitable websites.

I accept the above paragraph □ I do not accept the above paragraph □

*(Please tick as appropriate)*

In relation to the college website, I accept that, if the college considers it appropriate, my child’s college work may be chosen for inclusion on the website. I understand and accept the terms of the ICT Acceptable Use Policy relating to publishing learners’ work on the college website.

I accept the above paragraph □ I do not accept the above paragraph □

*(Please tick as appropriate)*

Parent Signature (if under 18): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Coordinator/Principal Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

### Appendix 2

### Letter to Parents/Guardians Re: Internet Permission Form

Dear Parent/Guardian,

Re: Internet Permission Form

As part of the college’s education programme we offer learners supervised access to the Internet. This allows learners access to a large array of online educational resources that we believe can greatly enhance the learning experience.

However, access to and use of the Internet requires responsibility on the part of the user and the college. These responsibilities are outlined in the college’s ICT Acceptable Use Policy which is available to access on the college website. It is important that this policy is read carefully, signed by a parent or guardian and returned to the college.

Although the college takes active steps to promote safe use of the Internet, it recognises the possibility that learners may accidentally or deliberately access inappropriate or objectionable material.

The college respects each family’s right to decide whether or not to allow their children access to the Internet as defined by the college’s ICT Acceptable Use Policy.

Having read the terms of our college’s ICT Acceptable Use Policy, you may like to take a moment to consider how the Internet is used in your own home and see if there is any way you could make it safer for your own family.

Yours sincerely

Coordinator/Principal

### Appendix 3

### Photographic & Videographic Image Consent Form

Photographs and videos are stimulating forms of media which can motivate and inspire learners. Research has shown that using such forms of media in education can help encourage creativity, motivation, as well as improve communication and team-working skills.

**Céim Eile, Templemore College of Further Education and Tipperary Education & Training Board (TETB)** asks that parent(s)/guardian(s) consent to their son/daughter being featured in photographic and videographic promotional material if their son/daughter is under 18 years of age. Where a learner is 18 or older, he/she is capable of giving such consent. This form is requesting that consent be given for each use of photograph or video footage. If such consent is given, the following procedures will apply with regard to taking photographs or video footage of learners in Céim Eile:

1. Staff will be aware of possible Child Protection issues when taking photographs of learners (aged under 18) and in relation to where these photographs are used.

2. Learners may be identified in these publications in recognition of their participation in events/activities, except where the publication is online.

3. Learners in photographs or videos published on the TCFE (Templemore College of Further Education) and/or the TETB website will not be named or identified in any way other than by group.

4. Consent to the processing of a photograph and/or video can be withdrawn at any time by filling out a [Withdrawal of Consent Form](http://tipperary.etb.ie/wp-content/uploads/sites/23/2019/01/TETB_Withdrawal-of-Consent-Form-Photographic-Videographic-Images-1.pdf) and sending it to our Data Protection Officer at dataprotection@tipperaryetb.ie. If you choose to withdraw your consent, the FET Programme/College/Centre/ETB will no longer use your photographic or videographic image for the purposes set out below. However, processing already carried out may not be able to be redacted *e.g.* if a photograph is published in a newspaper already printed or a past yearbook etc.

5. All online media promotion on behalf of TCFE, Céim Eile and TETB is underpinned by our [Information & Communication (ICT) Acceptable Usage Policy](http://tipperary.etb.ie/wp-content/uploads/sites/23/2016/08/Information-and-Communication-Technology.pdf).

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [*insert name of Parent/Guardian/Learner over 18 years*] **consent** thatphotographs and video footage of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [*insert learner’s name*] may be taken and used by or on behalf of Céim Eile, TCFE and TETB to promote its activities (currently and in the future) in the following circumstances; as selected by me:

|  |
| --- |
| **Photographic Image and/or Videographic footage of the learner for the purpose of:** |
| ***Please tick as appropriate*** | **Yes** | **No** |
| On TCFE website, and/or the TETB website, social media and any other online publication associated with TETB schools/colleges/centres/programmes/services. |   |   |
| Given to third parties, with the learner’s name, for the purpose of being used in print media *e.g.* newspapers, magazines, brochures/leaflets, posters, prospectus, reports books and other similar publications, *e.g.* a learner attaining top results in their course/apprenticeship/traineeship.  |   |   |
| Displayed within the Centre and including the learner’s name *e.g.* an image of a learner awarded the highest result in their course with their name below.  |   |   |
|  In Céim Eile yearbooks and / or booklets with the learner’s name also used.  |   |   |
|  For promotional purposes related to the Céim Eile, TCFE and/or TETB e.g. a courseprospectus, Induction booklets, videos, etc.  |   |   |

In circumstances not listed above where the learner’s photographs or videos are sought, your consent as a parent/guardian/learner over 18 years will be requested separately at a later date.

I have read and understood the rules outlined above.

Learner Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Parent Signature (if under 18): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Coordinator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_