

Policy on Responsible Use of ICT

Our Responsible Use of ICT in the College guidance is in keeping with our commitment to provide an excellent academic experience for all students, whilst ensuring and maintaining safe practice from all stakeholders with regards to their use of internet access. By providing appropriate guidance, we seek to encourage the correct use of facilities, both personal and College provided, to enable all stakeholders to maximise and safeguard their use of the internet.

Personal device in this instance refers to devices stakeholders bring onto the property that can be connected to the C2K provided internet. **College provided devices** in the instance refers to all devices owned by Shimna Integrated College that can be connected to the C2K provided internet.

The aims of this guidance are:

- **Enable** all stakeholders to enjoy using College devices, personal devices and C2k Wireless internet safely
- **Encourage** the use of devices and the internet in a meaningful manner
- **Safeguard** all College stakeholders when connected to the internet
- **Emphasise** the value of using devices and the internet in a positive way
- **Provide** guidance for all College stakeholders of best practice when using school devices connected to the internet
- **Assist** to minimise risk of accidental exposure to potential risks of using the internet

Guidance

- C2K are responsible for the issue of User IDs and/or passwords to maintain individual accountability for internet access and use. User IDs and passwords are the responsibility of individuals **must** remain **confidential**.
- Users **must immediately report** any indication of a virus or cyber-attack on College provided devices
- Users **should** limit their use of College provided devices to the access educational related information via the C2K Wireless internet
- Users **should** be aware of the potential of online fraud when using College devices to make purchases online
- Users **must** be aware of the **Social Media Policy** and adhere to it
- Users **should** be aware of the College's **Guidance on email usage**
- Users **can** communicate via the C2k Wireless internet using College provided or personal devices, provided this is carried out in a professional manner
- When using the internet, cloud and digital media in school, users **must** comply with all copyright, libel, fraud, discrimination and obscenity laws

- College provided devices and personal devices are to be connected to the C2K wireless internet, should internet access be necessary. Users **should not** connect College devices to a Virtual Private Network (VPN); this is **prohibited**.
- College provided devices, and personal devices **must not** be used to bring the school community into disrepute or discredit the College
- Users **must not** access, download, save or forward non-educational related software or data to a College provided or personal device while connected to the C2k Wireless internet
- Users **must not** use any College provided or personal device connected to the C2k Wireless internet to misuse school assets, resources or intellectual property
- Users **must not** intentionally expose the College network, or data held by the College, to a risk of corruption, loss or inadvertent disclosure
- Users **should not** use College provided devices to play non-educational online games
- The use of **Artificial Intelligence (AI)** programmes by staff is **permitted**, provided it is used with caution, professionalism and strictly to assist with their professional duties
- The use of **Artificial Intelligence (AI)** programmes by students is **prohibited**, unless specifically directed by a member of staff
- Users **must not** intentionally cause damage to any College provided device