



ICT Acceptable Usage Policy

Existing norms of behaviour apply to information and communication technology just as they would apply to more traditional media. The ability to undertake a particular action does not imply that it is acceptable. The production and communication of material via the college's ICT resources which may be offensive, obscene, abusive or inappropriate is prohibited. Likewise, examination of any files on the computer or an account of others is also prohibited.

Rules for Use

1. ICT facilities of Kilkenny College are for use by authorised personnel only.
2. An authorised person is defined as one who has been assigned a user account.
3. A username and password will be allocated to each student, member of staff and visitor. These are for the exclusive use of the person applying for use of the ICT facilities. Unauthorised use must not be made or attempted to be made of ICT resources. Authorisation must be sought from the ICT Administrator.
4. The user may be held responsible and accountable for all activities carried out under his/her username.
5. **The password associated with a particular username must not be divulged to another person.**
6. The College's ICT resources shall not be used to disseminate, view, store or generate pornographic text or images, or any other unauthorised materials such as abusive, obscene, threatening, defamatory, offensive or harassing images or material.
7. Users shall not copy or use material created by others without acknowledgement, or, where appropriate without obtaining permission from the copyright owner.
8. Users must not jeopardise, in any way, the integrity, performance or reliability of the College's ICT resources, software and other stored information.
9. No attempts must be made to circumvent data protection schemes, hack into systems or interfere with the intended operation of the ICT resources. Users are warned that gaining unauthorised access to data (including programs) and / or interfering with data belonging to others are offences under the law.
10. The College accepts no liability for lost or deleted data.
11. Users must not send anonymous communication.

12 Remote Teaching and Learning:

Kilkenny College may revert to remote teaching and learning at times when it is decided that in-person teaching cannot take place. The platform that will be used for this purpose will be Microsoft Teams. All students are issued with a Microsoft Teams account on joining the school. All students will be expected to follow the Teams Etiquette. Parents will be asked to consent to their son/daughter participating in remote teaching and learning in advance of this taking place.

Policy Enforcement

Users should report any suspected abuse of ICT resources, or any inappropriate material that may come to their attention as well as any suspected damage or problems with files to the ICT Administrator. Users, when requested, are expected to co-operate with the ICT Administrator and / or other authorised staff in any investigation of system abuse.

Whilst respecting the privacy of users, the College reserves the right to monitor and examine the use of ICT resources held on its ICT systems.

Any user found in breach of this Policy shall be liable to College and in some cases, external disciplinary procedures.

This document is subject to regular review and will be re-issued when revisions are necessary.

ICT Committee January 2004

Ratified by Board of Management, June, 2017

Updated and Ratified by Board of Management, 17th April 2024



Signed: _____

Principal

Secretary to the Board of Management