Acceptable Use of C2k Services/Equipment

Policy Statement

- Use of C2K systems

- Applies to all who access school based IT systems

- Recommended by the Department of Education

Summary:

Policy in relation to the acceptable use of IT systems/equipment.

Responsibilities of users in regard to online usage.

Responsibilities of using devices in school and outside of school.

M Houston
Principal

Ulidia Integrated College
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General

Schools are responsible for having an Acceptable Use Policy in place, of which all Governors, parents, staff and students are aware of, as outlined in the Department of Education's DE circular 2016/27 Online Safety

Online Usage

Users should be aware of the following:

- C2k services are monitored and users are responsible for the secure use of C2k user names and passwords when using e-mail and the internet.
- Ulidia Integrated College has the right to access users' data and mailboxes.
- Parents/legal guardians are responsible for their children's use of C2k systems when out of school.
- E-mail messages are subject to C2k's filtering policy.
- All files stored within Ulidia Integrated College's network environment on servers, computers, iPads, tablets, etc will not be regarded as private. Ulidia IC reserves the right (or C2k at request of school) to monitor, review and examine internet history, usage, communications and files of all users if necessary.
- Ulidia Integrated College may also intercept and delete material on school laptops, servers, network devices and e-mail systems, which it considers inappropriate, and prohibit the use of such material.
- Ulidia Integrated College has the right to access user's data in relation to O365 and GSuite.

Use of Equipment

- Ownership of devices rest with C2k and may be retained for school use while in the employment of the school.
- Logon to the device is only possible with a valid C2k Username and password. Disclosure of these details is a security breach.
- The installation of software should only be used to load resources which are licensed, and which are appropriate for school needs. Software should only be installed by ICT technicians in school or by C2k. Device users may not install Windows updates or any hacking tools and should not switch off Windows firewall.
- Devices are insured by C2k only while inside school for thefts or malfunction and not for accidental damage. If the device is removed from school, alternative insurance cover must be provided by the individual teacher (or replacement liability accepted) for any other location.

- Antivirus software is provided and automatically updated in school or when connected to the internet. This protection must be kept up to date. The device must not be disconnected from the school network or internet for more than two weeks.
- The device may be used outside school for internet use with an Internet Services Provider (ISP). It is the responsibility of device users to ensure that confidential information is not saved to the portable device.
- The device should not be given, lent, or used by anyone other than the nominated member of staff/student when outside school.
- If the device is lost or stolen, the school should be notified immediately, or during school holidays, the C2k Helpdesk 08000 931 541.
- The device must be returned to school if the nominated member of staff ceases employment with the school.
- Users must sign an agreement with the ICT department confirming they understand the aforementioned conditions of use.