



etb

Bord Oideachais agus Oiliúna
an Chabháin agus Mhuineacháin
*Cavan and Monaghan
Education and Training Board*

CAVAN AND MONAGHAN ETB, CAVAN ADULT EDUCATION SERVICES

CAVAN ADULT LEARNING CENTRE AND COMMUNITY EDUCATION

INFORMATION SYSTEMS – ACCEPTABLE USAGE POLICY

The aim of this Acceptable Use Policy is to ensure that learners will benefit from the learning opportunities offered by the centres' I.T., Computer and Internet resources in a safe and effective manner. Internet use and access is considered a centre resource and privilege. Sanctions will be imposed for breaches of this policy and may include withdrawal of use and access.

This policy will be reviewed annually.

Cavan Adult Learning Centre and Community Education's Strategy

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

General

- I.T. classes and Internet sessions will always be supervised by a tutor.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The centres reserve the right to monitor learners' computer and Internet usage.
- Uploading and downloading of non-approved software will not be permitted, for example:
 - Screen savers
 - Games
 - Software for downloading music
 - Utilities that claim to remove spyware or viruses
- 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 the centres requires permission of the ALO/CEF.
- Internet usage will respect the dignity of others.

Word Wide Web

- Learners will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials. These include but are not limited to:
 - Pornographic or sexually explicit material
 - Racist, sexist or homophobic material
 - Tasteless material (such as depiction of violence, injury or animal cruelty)
 - Politically motivated material
- Learners will report accidental accessing of inappropriate materials in accordance with centre procedures.
- Learners will use the Internet for educational purposes only.
- Learners will never disclose or publicise personal information.
- Downloading materials or images not relevant to course work is in direct breach of the centre's acceptable use policy.
- Learners will be aware that any usage, including distributing or receiving information, centre-related or personal, may be monitored for unusual activity, security and/or network management reasons. There should be no expectation of privacy when using the centre's I.T. or Internet systems.

Email

- Learners will not send or receive any material that is illegal, obscene, and 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, telephone numbers or pictures.
- Learners will never arrange a face-to-face meeting with someone they only know through emails or the Internet.
- Sending and receiving email attachments is subject to permission from their tutor.
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.

Personal devices

- The unauthorised taking of either still or moving images and/or audio with a mobile phone camera, personal digital camera or any other recording device is in direct breach of the centre's Acceptable Usage Policy.

Text Alert Service

- Cavan Adult Learning Centre operates a Text Alert Service for learners. Staff will be able to inform you by text message to your mobile phone if the centre is ever closed at short notice, or a class is cancelled or rescheduled or to remind you of important dates and events or any other urgent messages.
- Text messages will only contain general or promotional information and will usually be sent as group messages. Only in specific circumstances will an individual be sent a text message and will only relate to information regarding the learner's course.
- There is a section on the Learner Application Form where learners are able to opt out of receiving promotional texts.
- It is the responsibility of learners to provide the centre with details of their most up to date mobile phone number/s and to inform the centre of any changes.
- Text Alert Messages cannot be replied to via text message. If a learner has any queries relating to information received via a text message, they must contact the centre by telephone.

Printers

- No printing is allowed by learners without the prior permission of a tutor.
- Printers are to be used for course work only.

Sanctions

- Misuse of I.T. equipment and the Internet may result in disciplinary action, including written warnings, and withdrawal of access privileges. A serious breach of the Acceptable Usage policy will be referred to the AEO. Cavan Adult Learning Centre and Community Education reserves the right to report any illegal activities to the appropriate authorities.

Legislation

- Legislation relating to use of Information Technology and the Internet which learners should familiarise themselves with:

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

These will be available on the website: www.cavanadulthoodeducation.ie

Centre procedure for dealing with accidental accessing of inappropriate material

- The learner must log out of the website.
- The learner must inform the tutor immediately.
- The tutor will inform the Centre Head/ALO .
- All procedures will be documented.

*Policy developed in October 2012