Donegal Education and Training Board

Technology Acceptable use Policy

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Purpose

The computing, digital technology, and digital information resources at Donegal ETB support Donegal ETB to promote, provide and support accessible and inclusive education and training which enables young people and adults to empower themselves to reach their full potential in a safe and caring environment. Usage of these resources is a privilege that is extended to, but not limited to Donegal ETB employees, learners, contractors to Donegal ETB and consultants engaged by Donegal ETB hereafter collectively referred to as users for the purpose of this policy. As a user of these services and facilities, you have access to valuable organisational resources, to sensitive and critical data, and to internal and external networks. Consequently, it is important for all users to act in a responsible, ethical and legal manner.

In general, acceptable use shall be taken to mean respecting the rights of other digital users, the integrity of physical and digital assets, pertinent licence and contractual agreements, and where applicable, maintaining compliance with legal and regulatory requirements.

This document establishes specific requirements for the use of all computing and network resources within Donegal ETB.

Scope

This policy applies to all "users" of computing resources owned or managed by Donegal ETB.

Computing resources include all Donegal ETB owned, licensed, or managed hardware and software, and use of Donegal ETB network via a physical or wireless connection, regardless of the ownership of the device connected to the network.

This policy applies to technology administered by Donegal ETB and is applicable to Donegal ETB owned computers and devices, connected by wire or wireless to the Donegal ETB network, and to computers and devices that connect remotely to the Donegal ETB network services. This also applies to personally owned devices when using Donegal ETB network resources.

Donegal ETB may supplement or modify this policy for users in certain roles. This policy for Technology Acceptable Usage, complements similar Donegal ETB policies, such as the Internet Usage policy. A comprehensive list of ICT policies may be located in the ICT Policy Framework.

Your Rights and Responsibilities

As a user of Donegal ETB computing resources you are permitted to use technology and information assets that are required to perform work duties and research, including access to on Premise Servers, Cloud Servers, software and databases, telephony, email and voicemail systems, and to all associated Internet Services.

You have a reasonable expectation of privacy in relation to matters of a personal nature and of protection from abuse and intrusion by others sharing these resources. Donegal ETB reserves the right to monitor all computing devices owned and managed by Donegal ETB.

Donegal ETB ICT policy framework provides further detail on the type of monitoring that is possible to undertake. Should further clarity be required, contact Donegal ETB's Director of OSD

In turn, you are responsible for knowing and understanding the policies of the Donegal ETB that apply to appropriate use of Donegal ETB computing resources. You are responsible for exercising good judgement in adherence to the statements in this policy regarding the use of the Donegal ETB

computing and information resources. Just because an action is capable of being performed, does not mean that it is appropriate or permitted and is subject to appropriate permissions and legalities.

Should further clarification be required, contact your line manager or Donegal ETB's ICT Department

Principles

- You shall use only the computers, computer accounts and computer files for which you have authorisation to access resources needed to perform your stated job function or studies.

- You shall adhere to the statements in this policy to protect your passwords and to secure resources against unauthorised use or access. Donegal ETB enforces a strong password policy with passwords between 8 - 100 characters which require changing each 180 days.

- You are individually responsible for appropriate use of all resources assigned to you, including the computer, network resources, software and hardware.

- You shall not provide the resources or other forms of assistance to allow any unauthorised person to access Donegal ETB computers, networks or information.

- Donegal ETB shall be bound by contractual and licensing agreements with regard to third-party resources. You are expected to comply with all such agreements when using such resources.

- You shall not attempt to access or provide resources to access restricted portions of the network, an operating system, security software or other administrative applications without appropriate authorisation by the system owner or administrator.

- You shall comply with the policies and guidelines for any specific set of resources to which you have been granted access. When other policies are more restrictive than this policy, the more restrictive policy takes precedence.

- You shall not engage in deliberate activity to degrade the performance of information resources; deprive an authorised user access to Donegal ETB resources; obtain extra resources beyond those allocated; or circumvent Donegal ETB computer security measures.

- You shall not attempt to bypass any security control unless you have been specifically authorised to do so by the ICT head or Donegal ETB's Director of OSD.

- Donegal ETB reserves the right to restrict usage of portable storage devices, including USB keys, external hard drives, micro SD cards or even the internal memory on portable devices such as smartphones, tablets and laptops.

You shall not store, share, process, analyse or otherwise communicate corporate information, data or files to external parties, using unauthorised mediums, without prior approval from a line manager in conjunction with the ICT Department. For further clarification on "Authorised Mediums", contact Donegal ETB ICT Department.

Any security issues discovered will be reported to the head of ICT or their designee for follow-up investigation. Additional reporting requirements can be located within the Compliance section of this policy.

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Bord Oideachais agus
Oiliúna Dhún na nGall
*Donegal Education and
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Legal and regulatory compliance

As a user of Donegal ETB computing resources, you are expected to act lawfully in the use of these computer resources at all times and in all locations. All users of Donegal ETB computer resources should ensure that they are fully aware of and understand any of the relevant legislation applicable to IT systems or data, assigned to them in all locations.

As part of the above, a user of Donegal ETB computing and network resources shall:

● Not engage in activity through any technology medium that may harass, threaten or abuse others.

● Not intentionally access, create, store or transmit material that Donegal ETB may deem to be offensive, indecent or obscene, or which may be illegal.

● Abide by all applicable copyright laws and licences. Donegal ETB may have entered into legal agreements or contracts with providers of software and network resources, which require individuals using them to comply with those agreements.

● Not use, copy or distribute copyrighted works (including but not limited to web page graphics, sound files, film clips, trademarks, software and logos) unless you have a legal right to use, copy, distribute or otherwise utilise the copyrighted work.

Unacceptable use

The following are non-exhaustive examples of unacceptable uses:

● Using Donegal ETB computing services and facilities for personal economic gain, political purposes or otherwise in any way.

● Using Donegal ETB computing services and facilities in a way that is considered offensive, defamatory, obscene or harassing, including, but not limited to, sexual images, jokes and comments, racial or gender-specific slurs, comments, images or jokes, or any other comments, jokes, or images that would be expected to offend someone based on their physical or mental disability, age, religion, marital status, sexual orientation, or political beliefs, or any other category protected by national or international laws; the use of computing resources to defame or harass any other person would be subject to the same disciplinary process that is highlighted in the "**Compliance**" section.

Privacy and Personal Rights

All users of Donegal ETB network and computing resources should;

o Respect the privacy and personal rights of others.

o Not access or copy another user's email, data, programs or other files without the written permission of Donegal ETB ICT Head or Director of OSD.

o Be professional and respectful when using computing systems to communicate with others;

Donegal ETB reserves the right to access and review information transmitted on Donegal ETB computing resources as appropriate to ensure the security of Donegal ETB information assets. This includes investigating performance deviations and system problems (with reasonable cause), for the purpose of determining if an individual is in violation of this policy or, as may be necessary, to ensure that Donegal ETB is not subject to claims of illegality or misconduct.

Access to an user's files, including, but not limited to, all folders, downloads and emails on Donegal ETB equipment or information shall only be approved by specific personnel when there is a valid reason to access those files. Authority to access a user(s) files can only be given by the Chief Executive where appropriate in conjunction with requests and/or approvals from senior members of Donegal ETB. The Gardaí, with the appropriate verified authority / authorisation may be granted access to files. Such verification should be carried out by the Director of OSD / Chief Executive, as appropriate.

Compliance

Individuals found to be in breach of this Technology Acceptable Use Policy, may be subject to disciplinary action, up to and including dismissal. Should an investigation regarding compliance with this policy determine that there may be a case to answer by an Employee / User, the matter will be referred into the appropriate stage of the relevant disciplinary procedure as appropriate to that Employee / User.

For the avoidance of doubt, where questions remain as to what constitutes "appropriate use", contact Donegal ETB's ICT Department for full clarification.

Related Policies and Links

ICT Policy Framework

Department of Education and Skills circular on Revised Procedures for Suspension and Dismissal of Teachers and Principals (ETBs)

Department of Education and Skills circular on procedures for Suspension and Dismissal of Principals of Community National Schools

ETBI & Unions Consultative Forum - Disciplinary Procedure for staff employed by Education & Training Boards

Procedures for principals relating to their work, conduct and matters of professional competence in their role as principals