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Document Name and Version	6.6 Policy and Procedures on Internet, Social Media and Email use
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Policies that Interact with Policy 6.6	Policy 3.10 Policy and Procedure on Moodle Copyright and Usage Policy 6.2 Learner's Code of Conduct Policy 6.4 Policy and Procedure on Learner Welfare and Wellbeing Policy 6.5 Learner Disciplinary Policy Policy 6.7 Dignity and Respect Policy 6.8 Complaints Procedure
Approval Body	Academic Council
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Revisions	

1. Preamble.

1.1 Social media facilitates the sharing of ideas, thoughts, and information through the building of virtual networks and communities, and has significantly changed the way we communicate. With the continual advent of new forms of social media, it is important that guidance is available to prevent misuse of social media and to set guidelines for its appropriate use.

1.2 IICP College community members are expected to act ethically and responsibly in their use of the internet, social media and email, and to comply with the relevant national legislation, regulation and IICP College Codes of Conduct.

1.2.1 The relevant legislation includes the following; however this is a rapidly evolving area and this is not an exhaustive list:

- Prohibition of Incitement to Hatred Act 1989¹
- Copyright and Related Rights Act, 2000 (as amended) ²
- Data Protection Acts 1988-2018³
- The Child Trafficking and Pornography Acts 1998 and 2004⁴
- Defamation Act 2009⁵
- Harassment, Harmful Communications and Related Offences Act 2022⁶.

1.3 In general, staff and learners should follow the same ethical and behavioural standards online as in other forms of communication.

1.4 Standards of behaviour for IICP College are set out primarily in the Learner Code of Conduct and Learner Charter. Other policies expand upon these policies in specific

¹ <https://www.irishstatutebook.ie/eli/1989/act/19/enacted/en/print.html>.

² <https://www.irishstatutebook.ie/eli/2000/act/28/enacted/en/html>. Further information is available here: <https://www.ipoi.gov.ie/en/understanding-ip/help-guidance/ip-information-booklets/copyright-and-related-rights.pdf>

³ <https://www.irishstatutebook.ie/eli/2018/act/7/enacted/en/html> See here for a description of the legislative framework <https://www.dataprotection.ie/en/who-we-are/data-protection-legislation>

⁴ <https://www.irishstatutebook.ie/eli/1998/act/22/enacted/en/html> and <https://www.irishstatutebook.ie/eli/2004/act/17/enacted/en/pdf>

⁵ <https://www.irishstatutebook.ie/eli/2009/act/31/enacted/en/html>

⁶ <https://www.irishstatutebook.ie/eli/2020/act/32/enacted/en/print>

domains. IICP College staff and learners agree to abide by these policies, and to co-operate with the College in enforcing these policies.

1.4.1 Related IICP College policies, codes and procedures that should be read in conjunction with this policy include:

- Data Protection Policy;
- Code of Conduct;
- Concern for Learners;
- Disciplinary Procedures; and
- Data Protection in Assessments.

1.5 This policy expands upon standards of behaviour around use of the internet in IICP College related activities, including email, social networking and social media.

2. Scope.

2.1 This policy applies to all members of IICP College community when acting in their capacity as IICP College members.

2.2 The policy applies to relevant technology, including personally-owned computer, mobile, or any other device when in use to connect to the IICP College network (including Moodle) or when in use for IICP College activities, including teaching and learning, reading or sending email and communicating with IICP College community via official IICP College platforms.

2.3 We are all free to use personal social media accounts in our own time. However, we need to have a number of safeguards to ensure that the boundary between IICP College communication and private communication is clear and maintained.

2.3.1 There should be a clear separation between private social media activities and IICP College communications.

2.3.2 IICP College community should not use a connection to the IICP College network to access or send information in personal social media accounts.

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2.3.3 Remember that you remain responsible for communication on your personal social media sites. Therefore you must remain aware of and abide by laws, regulations and guidelines that govern personal social media sites.

3. Purpose.

3.1 The Internet is recognised as an important learning, communication and research tool for IICP College. This policy details standards for the use of Internet while engaged in IICP College activities, and advises on how the College community uses social media in keeping with the College's values, policies and procedures.

4. Policy.

4.1 Computing resources are shared by all IICP College members. No person should engage in activities that impair the operation or security of the College's network or computer systems.

4.2 There should be a clear separation between private social media activities and IICP College communications. Consequently no member of the IICP College community should use a connection to the IICP College network to access or send information in personal social media accounts.

4.3 The College may take any action required to protect the integrity of its systems, to prevent or stop illegal, prohibited or inappropriate use of its systems, or to prevent or stop users from impeding the use of the systems by others. When necessary, the College may block access from any computer, system, network, or other access point.

4.4 Learners may not access, examine, copy, alter, rename, or delete the files or programmes of another user without the user's permission.

4.5 System administrators may delete files that are determined to be non-essential.

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4.6 Users are expected to act ethically and responsibly in their use of email, internet, social media and social networking on IICP College official communication channels, and to comply with the relevant legislation, policy, and codes of practice.

4.7 Users should be aware that any internet communication may be visible to others, and should always ensure that appropriate security is used.

4.8 Users must not post messages or comments by email or on forums or websites which are likely to be considered abusive, threatening, inappropriate or spam.

4.9 Users must not post confidential or private information about another person, including contact details, without their express consent.

4.10 Users must not post chain letters, the same comment multiple times, or otherwise distribute "spam".

4.11 IICP College systems, including Moodle, should not be utilised for advertising or promotion purposes.

4.12 Software copyrights and licence conditions and intellectual property rights must be observed.

4.13 All security incidents involving Internet access must be reported to IT Services.

4.14 IICP College internet users should be aware that gathering, storage and distribution of information pertaining to living individuals fall under the scope of the General Data Protection Regulation (GDPR). All users must ensure that the methods of collecting, processing and storing personal information via internet comply with the GDPR, professional Codes of Ethics and IICP College policies.

4.15 Cyber-bullying and cyber harassment are direct violations of several standards of the IICP College code of Conduct. IICP College will not tolerate intimidating or other harmful

conduct by or toward members of its community. The following are examples of instances where social media can cause harm and are expressly prohibited:

- The use of unacceptable social media messages.
- Overly frequent, lengthy, or agitated emails, texts or other social media messages.
- Pressurising a learner to join a social media site.
- Posting negative messages about another member of the IICP College community.
- Posting embarrassing pictures, videos, websites, or fake profiles.

4.16 Use of Personal Computing Resources

4.16.1 Learners who use personal computing resources to access IICP College networks (including Moodle) and computing resources agree to comply with the policies of IICP College.

4.16.2 Where IICP College computer resources (such as folders, files, or College data) are held on personal devices in any format or location, these must be returned to the College upon request.

5. **Procedures.**

5.1 Breaches of IICP College policy are dealt with under related policies as judged appropriate by IICP College.

5.2 In cases of breach of this policy, member of the permanent senior faculty team in consultation with the Registrar, is responsible for deciding which College procedures may be invoked.

6. **Definitions.**

6.1 The following definitions are used by IICP College:

6.1.1 **Bullying** is repeated aggression, verbal, psychological or physical conduct by an individual or group against others. Bullying is always wrong and is unacceptable behaviour which should never be overlooked or ignored.

6.1.2 **Cyberbullying** refers to bullying which is carried out using the internet, mobile phone or other technological devices. It can take forms such as exclusion, defamation,

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intimidation, impersonation, sending threatening or hurtful messages, emails, photos or video clips; silent phone calls; putting up offensive posts or pictures on a message board, website or chat room; saying hurtful things in a chat room; or pretending to be someone else in a chat room, message board or text message and saying hurtful things.