



Internet Acceptable Use Policy

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General Approach

The aim of this Internet Acceptable Use Policy (AUP) is to ensure that pupils will benefit from the learning opportunities offered by the school's internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

When using the internet pupils, parents and staff are expected:

- To treat others with respect at all times.
- Not undertake any actions that may bring the school into disrepute.
- Respect the right to privacy of all other members of the school community.
- Respect copyright and acknowledge creators when using online content and resources.

This Acceptable Use Policy applies to pupils who have access to and are users of the internet in Coláiste Muire.

- It also applies to members of staff, volunteers, parents, carers and others who access the internet in Coláiste Muire.

Misuse of the internet may result in disciplinary action, including written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

Coláiste Muire will deal with incidents that take place outside the school that impact on the wellbeing of pupils or staff under this policy and associated codes of behaviour and anti-bullying policies. In such cases Coláiste Muire will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

Coláiste Muire implements the following strategies on promoting safer use of the internet:

- Pupils will be provided with education in the area of internet safety as part of our implementation of the SPHE and CSPE curriculum.
- Internet safety advice and support opportunities are provided to pupils in Coláiste Muire through our INDUCTION, PASTORAL CARE, ICT programmes.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- Coláiste Muire participates in Safer Internet Day activities to promote safer more effective use of the internet.

This policy and its implementation will be reviewed annually by the following stakeholders:

- Board of Management, teaching staff, support staff, pupils, and parents

This policy has been developed by a working group including: Principal, Deputy Principal, teachers, pupils, parents/carers, and representatives of the Board of Management.

The school will monitor the impact of the policy using:

- Logs of reported incidents.

- Monitoring logs of internet activity (including sites visited).
- Internal monitoring data for network activity.
- Surveys and/or questionnaires of pupils, parents, and teaching staff.

Should serious online safety incidents take place, The Príomhoide should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by School Management.

Content Filtering

Coláiste Muire has chosen to implement the following level on content filtering on the Schools Broadband Network:

- Level 5 This level allows access to millions of websites including games and YouTube and allows access to personal websites category, and other similar types of websites, such as blogs but blocks access to websites belonging to the personal websites category and websites such as Facebook belonging to the Social Networking category.

Pupils taking steps to by-pass the content filter by using proxy sites or other means may be subject to disciplinary action, including written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion.

Web Browsing and Downloading

Pupils will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

Pupils will report accidental accessing of inappropriate materials in the classroom to their teacher.

Pupils will report accidental accessing of inappropriate materials in school but outside the classroom to **An Ceann Bliana**.

Pupils and staff will not copy information from the internet without acknowledging the creator and referencing the source of the content.

Pupils and staff will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.

Pupils will use the school's internet connection only for educational and career development activities.

Pupils will not engage in online activities such as uploading or downloading large files that result in heavy network traffic which impairs the service for other internet users.

Pupils will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

- Use of file sharing and torrent sites is not allowed.
- Downloading by pupils of materials or images not relevant to their studies is allowed with staff permission.

Email and Messaging

- The use of personal email accounts is not allowed at Coláiste Muire.
- Pupils should not under any circumstances share their email account login details with other pupils.
- Pupils should not use school email accounts to register for online services such as social networking services, apps, and games.
- Pupils will use approved class email accounts only under supervision by or permission from a teacher.
- Pupils should be aware that email communications are monitored.

Pupils will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

Pupils should immediately report the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature to **An Ceann Bliana** and must not respond to any such communication.

Pupils should avoid opening emails that appear suspicious. If in doubt, pupils should ask their teacher before opening emails from unknown senders.

Social Media

The following statements apply to the use of messaging, blogging and video streaming services in Coláiste Muire:

- Use of instant messaging services and apps including Snapchat, WhatsApp, G Chat etc. is not allowed in Coláiste Muire.
- Use of blogs such as Word Press, Tumblr etc. is allowed at certain times in Coláiste Muire.
- Use of video streaming sites such as YouTube and Vimeo etc. is allowed with express permission from teaching staff.

Staff and pupils must not use social media and the internet in any way to harass, insult, abuse or defame pupils, their family members, staff, other members of the Coláiste Muire community

Staff and pupils must not discuss personal information about pupils, staff and other members of the Coláiste Muire community on social media.

Staff and pupils must not use school email addresses for setting up personal social media accounts or to communicate through such media.

Staff and pupils must not engage in activities involving social media which might bring Coláiste Muire into disrepute.

Staff and pupils must not represent your personal views as those of Coláiste Muire on any social medium.

Personal Devices

Pupils using their own technology in school should follow the rules set out in this agreement, in the same way as if they were using school equipment.

The following statements apply to the use of internet-enabled devices such as tablets, gaming devices, mobile phones and digital music players in Coláiste Muire:

- Students' personal devices, unless authorised by a teacher, are not to be used on school premises.
- Pupils are only allowed to use personal internet-enabled devices during lessons with expressed permission from teaching staff.
- The same rules apply to the use of personal devices in accessing the internet as to any other means of access in Coláiste Muire
- All internet access will be filtered by the school security systems. Students' internet use/work can be examined by any teacher and at any time. Whilst the student may be using their own personal device there is no such thing as personal or private usage on the school campus.
- The camera, video and audio function on personal devices must never be used to take unauthorized photographs, videos or audio recordings. A personal device may not be used to record, transmit or post photographic images or video or audio of a person, or persons on campus during school activities and/or hours.
- Responsibility to keep the device secure rests with the individual owner. Coláiste Muire is not liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be dealt with as with any other personal items that are impacted in similar situations. It is recommended that skins (decals) and other custom touches are used to physically identify a student's device from others. Additionally, protective cases for technology are encouraged.
- Each student must ensure all their devices are **SWITCHED OFF** in the school building.
 - Note: Devices in 'Silent' or 'Vibrate' mode are not considered 'off'.
- Pupils are not allowed to use personal internet-enabled devices during social time.
- Connecting or attempting to connect to the school's network system (wired or wireless) without authorisation is in direct breach of the school's AUP.
- Devices may not be used for personal communications during class time.

In the event of a student failing to comply with the above school policy the following sanctions will apply;

First Offence

On the first offence, the phone/audio device will be removed from the student and brought to the main office where it will be stored securely. School authority will hold the phone/audio device until the end of the following school day. A Parent/Guardian must collect the phone/audio device. The offence will be recorded by the reporting teacher and brought to the attention of the appropriate Class Tutor. Parents/Guardians will be notified of the offence by way of a phone call on the day of confiscation.

Second Offence

Should a student be found to be using a phone/audio device for a second time, the phone/audio device will be removed from the student and brought to the main office where it will be stored securely. On this occasion, the phone/audio device will not be returned for two days after the

offence (e.g. If a phone/audio device is confiscated on Tuesday, it cannot be collected until Thursday evening). School authority will hold the phone/audio device. Parents/Guardians are the only persons authorised to collect the phone/audio device. The offence will be recorded by the reporting teacher and brought to the attention of the appropriate Class Tutor. Parents/Guardians will be notified of the offence by way of a phone call on the day of confiscation.

Third and Subsequent Offences

Should a student be found to be using a phone/audio device on a third or subsequent occasion, the phone/audio device will be removed from the student and brought to the main office where it will be stored securely. On this occasion, the phone/audio device will not be returned for four days after the offence (e.g. If a phone/audio device is confiscated on Monday, it cannot be collected until Friday evening). Parents/Guardians are the only persons authorised to collect the phone/audio device. The offence will be recorded by the reporting teacher and brought to the attention of the appropriate Class Tutor. Parents/Guardians will be notified of the offence by way of a phone call on the day of confiscation.

If a student persists to breach the rules as laid out in this policy, then the parents/guardians and student will be requested to attend a meeting with the Principal to discuss the issue. Furthermore, if no resolution to the breach of policy can be found, the Parent/Guardian may be requested to attend a Board of Management Meeting.

NOTE:

Should a student be found to be using a phone/audio device during the course of the school day and refuses to hand up the phone/audio device, they will be brought immediately to the main office where Parent/Guardian will be contacted and asked to take the student off the school premises for the remainder of the school day.

Students will only be allowed to return to school accompanied by their Parent/Guardian to meet with the Principal to discuss said breach of this policy.

Images & Video

Care should be taken when taking photographic or video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.

At Coláiste Muire pupils must not take, use, share, publish or distribute images of others without their permission.

The unauthorized capture of images, video or audio is in direct breach of the school's AUP.

Taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from staff.

Consent from parents or carers will be obtained upon registration before photographs of pupils are published on the school website. Please contact the school office if you wish to change the consent given.

Pupils must not share images, videos or other content online with the intention to harm another member of the school community regardless of whether this happens in school or outside.

Sharing explicit images and in particular explicit images of pupils and/or minors is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved. Sharing explicit images of other pupils automatically incurs suspension as a sanction.

Cyberbullying

When using the internet pupils, parents and staff are expected to treat others with respect at all times.

Engaging in online activities with the intention to harm, harass, or embarrass another pupil or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved. In certain instances, it may be necessary to inform the Garda Síochana of incidents of cyberbullying and other inappropriate use of social media.

Measures are taken to ensure that staff and pupils are aware that bullying is defined as unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time. This definition includes cyber-bullying even when it happens outside the school or at night.

Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and will be dealt with, as appropriate, in accordance with the school's code of behaviour.

The prevention of cyber bullying is an integral part of the anti-bullying policy of our school.

School Websites

Pupils will be given the opportunity to publish projects, artwork or school work on the internet in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.

The website will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff.

Webpages allowing comments or user-generated content will be pre-moderated and checked frequently to ensure that they do not contain any inappropriate or offensive content.

The publication of student work will be coordinated by a teacher.

Coláiste Muire will use only digital photographs, audio or video clips of focusing on group activities. Content focusing on individual students will only be published on the school website with parental permission.

Personal student information including home address and contact details will not be published on Coláiste Muire web pages.

Coláiste Muire will avoid publishing the first name and last name of pupils in video or photograph captions published online.

Permission Form

Legislation

The school will provide information on the following legislation relating to use of the Internet which teachers, students and parents 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

I agree to follow the school's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Student's Signature: _____

Parent/Guardian: _____

Date: _____

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if students access unsuitable websites.

In relation to the school website, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing students' work on the school website.

Signature: _____ Date: _____

Address: _____

Please review the attached school Internet Acceptable Use Policy, and sign and return this permission form to the Principal.

School Name: Name of Student: _____

Class/Year: _____

Student: _____

Appendix to Acceptable Use Policy

School equipment on loan to students.

The school has a number of devices (lap tops, iPad) which are available, to be given on loan to students, should they require one, while remote/online teaching and learning is in operation during the Covid pandemic.

The following applies to those devices while on loan;

- The device is to be used for school business only.
- Only the student(s) in that family may use the device.
- The user will not interfere with school ICT systems or attempt to bypass school restrictions.
- The user will use the device only for educational purposes.
- The school's physical IT resources will be treated with the utmost respect.
- The device will be returned to the school when face to face school resumes.
- Damage to the devices while on loan is the responsibility of the family the device was on loan to.
- Misuse of the device may result in disciplinary action, such as withdrawal of the device. The school also reserves the right to report any illegal activities to the appropriate authorities.

Acceptance;

By signing this agreement, I agree to the stipulations mentioned above.

Student

Parent/Guardian

Date: