

Coláiste de hÍde



Meas - Bród - Comhar

Bóthar Chaisleán Thigh Motháin, Tamhlacht, Baile Átha Cliath 24.

Fón 01 4513984 Facs 01 4527075 R-phost: eolas@colaistedehide.ie

Suíomh Idirlín www.colaistedehide.ie

Príomhoide: Conchubhair Mac Ghloinn

Príomhoide Tánaisteach: Sarah Ní Mhuirí

Acceptable User Policy

Contents

General Approach

Content Filtering

Web Browsing and Downloading

Email and Messaging

Social Media

Personal Devices

Images and Video

Cyberbullying

School Websites

Permission Form

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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed. All infractions must be logged on VSware. 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 de hÍde.

- It also applies to members of staff, volunteers, parents, carers and others who access the internet in Coláiste de hÍde.
- All incidents of misuse of technology must be logged on VSware using the behaviour tab.
- 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.
- School management 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 management will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

Coláiste de hÍde 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 through guest speakers, An Córás Chairdis and Seachtain Chúram Saoil.
- Teachers are facilitated in continuing professional development opportunities in the area of internet safety when available.
- Coláiste de hÍde supports 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 and teaching staff.
- This policy will be developed by a working group including: Principal, Deputy Principal, teachers, pupils, parents/carers, and representatives of the Board of Management.

The school may monitor the impact of the policy using a variety of methods:

- Logs of reported incidents, using VSware.

- 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, a member of School Management should be informed immediately.

The implementation of this Internet Acceptable Use Policy will be monitored by the Coiste TFC, teaching staff and school management of Coláiste de hÍde.

Content Filtering:

School management has chosen to implement the following level on content filtering on the Schools Broadband Network:

- Split Level - This level allows different filtering levels for different ages / stages and different groups of users; staff / pupils / visitors etc.

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 subject teacher at the time.
- Pupils will report accidental accessing of inappropriate materials in school but outside the classroom to their múinteoir ranga or another member of teaching staff.
- 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 other than Google Drive, and torrent sites are not allowed.
- Downloading by pupils of materials or images not relevant to their studies is not allowed; unless permitted by a member of teaching staff for the purpose of student development.

Google Drive:

- Each student and staff member has access to Google Drive through their Coláiste de hÍde email account.
- As we have had issues with our server in the past, memory sticks are not permitted. All staff and students are encouraged to use Google Drive as back-up storage.
- Coláiste de hÍde encourages the use of Google Drive for storing student and staff educational materials and for collaborative tasks.
- It is not permitted to store any personal data on Google Drive.
- When sharing on Google Drive it is only permitted to share with other users in the Coláiste de hÍde domain. Documents, slides etc. can be shared externally by downloading them first and then sending them to someone out of the Coláiste de hÍde domain.

Email and Messaging:

- Student use of personal email at school is not permitted as all pupils are provided with a school account within the colaistedehide.ie domain. This email account is suspended six months after the student leaves the school.
- School email accounts are to be used for educational purposes only. Student communication with teaching staff or peers must relate to their studies or pertain to school business.
- Student use of school accounts for personal communication is not permitted. Inappropriate emails sent to staff or peers will result in suspension of the account and may incur further sanctions.
- Pupils should not under any circumstances share their email account login details with other pupils and must ensure that they are logged out of devices that other students use.
- Pupils should not use school email accounts to register for online services such as social networking services, apps, and games.
- 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 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 de hÍde:

- Use of instant messaging services and apps including Snapchat, Whatsapp, G Chat etc. are not allowed in Coláiste de hÍde. (This list is not exhaustive.)
- Use of blogs such as Word Press, Tumblr etc. is allowed in with express permission from teaching staff.
- Use of video streaming sites such as YouTube and Vimeo etc. is 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 school community.
- Staff and pupils must not discuss personal information about pupils, staff and other members of the 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 de hÍde into disrepute.
- Staff and pupils must not represent any personal views as those of Coláiste de hÍde on any social medium.

Personal Devices:

There is a complete ban in the school regarding the use of personal devices.

Use of School i-Pads:

- iPads must be booked in advance using a shared spreadsheet giving details about what the iPads will be used for.
- Apple Classroom must always be used to monitor iPads when in use.
- Digital leaders will be trained in Transition Year to help with the use of iPads in class.
- All incidents of misuse of iPads must be logged on VSware and shared with the Coiste TFC.

Images and 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 de hÍde, pupils must not take, use, share, publish or distribute images of others without their permission.
- Taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from staff.
- Permission from parents or guardians is sought (on admission to the school in first year) before photographs of pupils are published on the school website, Instagram and Twitter account. Every effort is made to protect the individual identity of students and parents/guardians may choose not to grant this permission.
- 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 possible legal sanctions for those involved. Intentional sharing of explicit images of other pupils may incur 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.
- Measures are taken by school management 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 will be dealt with, as appropriate, in accordance with the school's code of behaviour and use of restorative practices.
- The prevention of cyber bullying is an integral part of the anti-bullying policy of our school.

School Website and Social Media Account:

- The website, the school instagram account and the school twitter account will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff.
- The school will use only digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will only be published on the school website or twitter account in exceptional circumstances with parental permission.
- Personal student information including home address and contact details will not be published on school web pages or school twitter accounts.
- The school will avoid publishing the first name and last name of pupils in video or photograph captions published online.
- The online publication of any student work will be coordinated by a member of teaching staff.

Permission Form

Legislation:

The school policy is informed and supported by 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
- Children First 2017

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 and twitter account, I accept that, if the school considers it appropriate, my child's school work may be chosen for inclusion on the website along with accompanying images. I understand and accept the terms of the Acceptable Use Policy relating to publishing students' work and images/photographs on the school website and twitter account.

Signature: _____

Date: _____

Address: _____

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

Name of Student: _____

Class/Year: _____