

Meánscoil Iognáid Rís Drimnagh Castle

(AUP) ACCEPTABLE USE POLICY



Meánscoil Iognáid Rís, Drimnagh Castle is a voluntary Catholic Secondary school under the Trusteeship and Patronage of The Edmund Rice Schools Trust (ERST). The school is grant aided by the Department of Education and Skills and is a single sex (boys) school. The Board of Management of the school is a statutory Board appointed pursuant to the provisions of the Education Act 1998.

Mission Statement

Meánscoil Iognáid Rís, Drimnagh Castle operates within the context of the Edmund Rice Schools Trust (ERST) Charter. The legacy of Edmund Rice, founder of the Christian Brothers, challenges our school to be inclusive and to be especially mindful of the disadvantaged. It challenges our school to focus on the importance of a value based, Christian education in the Catholic tradition. The school embraces the vision of promoting in its pupils full personal and social development in a caring Christian community of learning and teaching. It subscribes to a holistic vision of education, which is expressed in the following five key principles:

- Nurturing faith, Christian spirituality and Gospel based values.
- Promoting partnership.
- Excelling in teaching and learning.
- Creating a caring school community.
- Inspiring transformational leadership.

Introduction

The Acceptable Use Policy applies to students who have access to and are users of the internet in Meánscoil Iognáid Rís Drimnagh Castle. It also applies to members of staff, volunteers, parents/guardians and others who access the internet in the school.

The internet has immense potential to improve the quality of education. Teachers can use online materials to prepare lessons, and students to extend their range of learning. Interactive teaching methods supported by the internet, enable teachers to give more attention to individual's needs and support shared learning. However, the internet is a global computer network, which is not controlled by any organisation. This means that

information may change, disappear, and be controversial or potentially harmful. Although the school actively seeks to promote safe use of the internet, it recognises the possibility that students may accidentally or deliberately access objectionable material. Students and their parents/guardians are advised that activity on the internet is monitored and that these records may be used in investigations, court proceedings or for other legal reasons.

This policy will be reviewed on a regular basis by the Principal, Deputy Principal, ICT Co-ordinator, Teachers, Students Council and Parents Council and will be subject to approval by the Board of Management

Rationale

The aim of this Acceptable Use Policy (AUP) is to ensure that students will benefit from learning opportunities offered by the school's ICT and internet resources in a safe and effective manner. The policy should be read in conjunction with the school's **Code of Behaviour** and **Anti-Bullying Policy**. Internet use and access is considered a school resource and privilege. If the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions as outlined in the AUP and Code of Discipline will be imposed.

Before signing, the AUP should be read carefully to indicate that the conditions of use are accepted and understood.

Legislation

The school takes cognisance of the following legislation relating to the use of the internet, which teachers, students and parents should familiarise themselves with:

- Data Protection (Amendment) Act 2003
- Child Traffic and Pornography (Amendment) Act 2004
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988
- General Data Protection Regulation (GDPR) 2018

School Acceptable Use Strategy

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the internet. These strategies are as follows:

GENERAL

- Internet sessions will always be supervised by a teacher. No unsupervised access to the computer room is permitted.
- Filtering software and/or equivalent systems will be used where appropriate in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor students' internet usage.
- Students and teachers will be provided with information/training in the area of internet safety.
- Each student will be issued a unique email username and password. This will grant them access to the schools ICT resources at a student's security level. Students must only use their own username at all times (unless a specific account has been put in place for group work). Each email account is for educational purposes only.
- Uploading/downloading music, pictures, games and installation of non-approved software will not be permitted. All relevant requests must be made to the ICT coordinator in writing.
- Virus protection software will be used and updated on a regular basis.
- The use of memory sticks, CD-ROMS or other digital storage media in school requires a teacher's permission.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

WORLD WIDE WEB

- Meánscoil Iognáid Rís, Drimnagh Castle has implemented the PDST Content Filtering Service at level 4. This allows access to websites including games and You Tube, and other similar types of websites, such as blogs, but blocks access to websites belonging to the personal / social networking websites categories e.g. Facebook.
- Students should not intentionally visit or download content from internet sites that contain obscene, illegal, hateful and/or defamatory material or that is intended to intimidate or annoy another person. Pupils must not attempt to circumvent protective software.
- Students will report accidental accessing of inappropriate materials in the classroom to their teacher.
- Students will use the internet for educational and career development purposes only.
- Students will not copy information into assignments or projects or homework and fail to acknowledge the source (plagiarism and copyright infringement).

- Students will never disclose or publicise personal information of their own or any other person.
- Downloading materials or images which are not relevant to their studies is in direct breach of the school's AUP.
- Students 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.
- Students will be made 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.
- Students will adhere to the usage terms and conditions of the Wi-Fi, as agreed when accessing the internet on the school network either on school devices or personal devices. VPNs or other methods of avoiding those terms and conditions will be deemed as in conflict with the school AUP and appropriate sanctions will be imposed.

EMAIL/INTERNET COMMUNICATION

- Students will not use email for personal reasons. Email which is used for educational purposes will use approved email addresses and will be supervised or authorised by a teacher.
- Students will not send or receive any material that is illegal, obscene and/or defamatory, or that is intended to annoy or intimidate another person.
- Students will not reveal their own or other people's personal details, such as email log in details, addresses or telephone numbers or pictures nor use another person's account.
- Students will never arrange a face-to-face meeting with someone they only know through social networking sites or the internet or by e mail.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.
- Internet chat rooms, discussion forums and other electronic communications will only be used for educational purposes and only accessed under a teacher's supervision.
- Students 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.
- Students should avoid opening emails that appear suspicious. If in doubt students should ask their teacher before opening emails from unknown senders.

SCHOOL WEBSITE

- Students will be given the opportunity to publish projects, artwork or school work on www.drimnaghcastle.ie, the student news page on <https://sites.google.com/drimnaghcastle.ie/drimnaghcastlenews/home> or using the school social media platforms.
- All published material will be moderated to ensure that there is no content that compromises the safety, privacy or reputation of students or staff.
- The publication of student work will be co-ordinated by a teacher and authorised by the school.
- Students' work will appear in an educational context on web pages with a copyright notice prohibiting the copying of such work without express permission. Students will continue to own the copyright on any work published.
- The school will endeavour to focus on group activities when using digital photographs, audio or video clips. Content focusing on individual students will be edited to remove recognition or will not be published on the school website without parental consent. Video clips may be password protected.
- Personal student information including home address and contact details will be omitted from school web pages.
- The school website, where possible, will avoid publishing the first name and last name of individuals in videos or photograph.

STUDENT PERSONAL DEVICES

Students are encouraged to make use of the school's computing facilities for educational purposes and are expected to act responsibly and to show consideration for others. This section refers to personal devices such as: phones, iPods, cameras, dictaphones, game consoles, PSPs, etc.

- Students' personal devices, unless authorised by a teacher, may not be in view or in use in the school building. Each student must ensure all his devices are SWITCHED OFF. Mobile phone usage is not permitted in class, the school yard or on the school corridors at any time throughout the day. Note: Devices in 'Silent' or 'Vibrate' mode are not considered 'off'. If a student is in breach of these rules the phone (including SIM card where applicable) will be confiscated immediately and given to the Principal or Deputy Principal. Under no circumstances are mobile phones allowed in exam centres and exam papers may be cancelled if it emerges that a pupil has done so.
- If a student needs to contact home urgently, they will be allowed, only with permission to use the phone in the main office. If parents need to contact children urgently, they should phone the main office and staff will endeavour to relay messages to the pupils.
- The unauthorized capture of images, video or audio, and/or sending of nuisance text messages is in direct breach of the school's AUP. If a device is used to take photographs/audio or video footage without the consent of the subject, the student responsible may be suspended. If the material taken

without consent is posted on the internet, shown to others or distributed in any manner, the student responsible may be suspended and may be recommended for permanent exclusion from the school. With the permission of a teacher images and text may be used for educational purposes only, but may not be posted on social network sites.

- 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.
- Students will be able to access the secure school wireless network through appointed username and password, after accepting this AUP. This will only be allowed with the permission of a teacher, for official business in a teaching and learning environment.
- Please note that privately owned devices (tablets, laptops, etc.), should only be used with the wireless network and under no circumstances should these devices be physically plugged into the school network connection points.
- If a student is found to be using a device inappropriately, in contravention of school rules, the school reserves the right to inspect and confiscate the device. Refusal to hand over a device will be regarded as a serious misdemeanour. The device will be handed to the Principal or Deputy Principal. Depending on the seriousness of the misdemeanour, the device may then be returned to the student the following day upon receipt of a note from a parent/guardian.
- The school cannot accept responsibility for the loss or damage of any personal devices brought into school.

Exempt occasions

There are certain events throughout the school year whereby activities and trips may involve the use of mobile phones for taking of photographs. If a student/students are unsure about the appropriateness, then guidance and /or advice should be sought from a member of staff in advance. If the student's actions are deemed to be inappropriate, sanctions as per Code of Behaviour will apply.

Images and videos

- When taking photographs or videos care should be taken that pupils are appropriately dressed and are not participating in activities that might bring the individuals or school into disrepute.
- Photos or videos can only be taken with permission from staff. Taking photos or videos on school grounds or when participating in school activities is allowed once care is taken that no harm is done to staff or pupils of the school.
- 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 of other students will be viewed as a serious breach of the Code of Behaviour and appropriate sanctions will be imposed. All incidents

involving creating, storing or sharing of explicit images of children under the age of 17 may be reported to the Gardaí or TUSLA.

Social media

This policy applies to personal websites such as social networking sites (e.g. Facebook) blogs, microblogs, such as Twitter, chat rooms, forums, podcasts, online encyclopaedias and content sharing sites such as Flickr and YouTube. The internet is constantly evolving and it is impossible to cover all circumstances or emerging media.

The following statements apply to the use of messaging, blogging and video streaming services in Meánscoil Iognáid Rís Drimnagh Castle:

Students must not:

- Use social media and internet in any way to harass, insult, abuse or defame students, their family members, staff or other members of the school community.
- Use email addresses for setting up personal social media accounts or to communicate through such media.
- Discuss personal information about students, staff and other members of the school community on social media.
- Engage in activities involving social media, which might bring our school into disrepute.
- Present their personal views as being those of Meánscoil Iognáid Rís Drimnagh Castle on any social medium.
- Use social media in any way that contravenes the school's Data protection policy.

Cyber bullying

The following statements apply to Cyberbullying in Meánscoil Iognáid Rís Drimnagh Castle:

- When using the internet students, 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 student or member of staff is unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.
- Measures are taken by Meánscoil Iognáid Rís, Drimnagh Castle to ensure that staff and students 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 cyberbullying, even when it happens outside the school.

- 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 are dealt with under the school's code of behaviour. However, placing a once off offensive message, image or statement on a social network site or public forum where that message, image or statement can be viewed and /or repeated by other people will be regarded as bullying behaviour.

SANCTIONS

Misuse of ICT and internet resources, or where students take steps to bypass the content filter by using proxy sites or other means, maybe subject to disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion.

Mobile phones, iPods, MP3/4 players may not be in view or in use in the school building. Any student found using such devices will have them confiscated by the teacher; these will then be passed on to the Principal or Deputy Principal. Refusal to hand over the device (including SIM card where applicable) will be regarded as a serious misdemeanour. The items will only be returned to students the following day upon receipt of a note from a parent/guardian.

Where the school has reasonable grounds to suspect that a device contains data which breaches the AUP, the school may confiscate the device for the purpose of confirming the existence of the material.

The school also reserves the right to report any illegal activities to the appropriate authority (e.g. Gardai, Legal advice, HSE). Violations of this policy are deemed violations of the school's code of behaviour.

School management reserves the right to investigate and deal with incidents that take place outside school that impact on the wellbeing of pupils or staff under this policy and associated codes of behaviour and anti-bullying policies. This can involve inappropriate use of social media/networking sites that may lead to online or cyberbullying. In such cases, school management will inform parents/guardians of inappropriate online behaviour and impose the appropriate sanctions.

SUPPORT STRUCTURES

Where appropriate, the school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the internet.

This policy has been developed in accordance with the Meánscoil Iognáid Rís Drimnagh Castle Child Safe Guarding Statement and in line with the Children First Act 2015 and the Child Protection Procedures for Primary and Post Primary schools 2017.

Designated Liaison Person (DLP)

Mr J Devilly (Principal)

Deputy Liaison Person (DDLDP)

Mr J Hayes (Deputy Principal)

Below is a list of reference materials relating to internet safety.

NCTE - <http://www.ncte.ie/InternetSafety>

Webwise - <http://www.webwise.ie/>

Safe Internet - <http://www.saferinternet.org>

Review

This policy will be reviewed annually or as is required.

Approval: This policy has been approved by the Board of Management.

Signed _____ Dated: _____

Chairperson of Board of Management



PERMISSION FORM TEMPLATE

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

Name of Student:

Class/Year:

Student

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 signature: _____ **Date:** _____

Parent/guardian

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my son 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.

I accept the above paragraph **I do not accept the above paragraph** (Please tick as appropriate)

In relation to the school website and social media platforms, I accept that, if the school considers it appropriate, content and images may be chosen for inclusion on the school website and social media platforms. I understand and accept the terms of the Acceptable Use Policy relating to publishing student's work and images on the school website and social media. I also give consent to photographs of my son being taken within the school and during educational activities/outings and that these may be displayed in school or on the school website or school media platforms.

Parent/guardian Signature: _____ **Date:** _____