



AUP

Acceptable Usage Policy

Chairperson of Board of Management

Joe H. O'Connell 29.9.21

Principal

Thomas Cypri

Date

29.9.21

Review Date

Sept '22



Ethos Statement

Mayo, Sligo Leitrim ETB is a community of learners and its schools, colleges and centres of education and training have a historic and unique tradition as providers of education and training. In responding to the needs of the community it delivers the highest standards of teaching and learning.

Mayo, Sligo Leitrim ETB Colleges, Schools and Centres of Education are democratic, co-educational and multi-denominational in character where policies, practices and attitudes are underpinned by the core values of Respect, Equity and Fairness.

The Board of Management of Colaiste Iascaigh is publishing this document as the official Internet Safety Acceptable Usage Policy. Mayo, Sligo Leitrim ETB as patron of the school has approved this publication. Copies of the policy are available at the school and on the school website and are furnished to each person who applies to be admitted to the school.

Link to Mission statement

Coláiste Iascaigh in conjunction with its education partners is committed to providing an environment where each student is cherished equally and is nurtured to a personal, intellectual and moral maturity.

The Acceptable Usage Policy helps to set the standards that the school community aspires to; students and staff work together to continue to develop the school and maintain an atmosphere in which all individuals feel safe.

The aim of the Acceptable Use Policy (AUP) is to ensure that the school community benefit from learning opportunities offered by the Schools Internet resources in a safe and effective manner.

Internet use and access is considered a school resource and privilege. Therefore, if the School AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed. It is envisaged that school representatives will revise the AUP annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

School's Strategy

The school employs several strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

General

- Each student is provided with a user profile for logging into their own account, this is password protected.
- Students may use their 365 cloud storage to save and store their files, unless an exception has been granted. The use of USB's, CD-ROM's or other digital storage media in school is not allowed.
- Internet sessions will always be supervised by a tutor or with the tutor's permission.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor student's Internet usage.
- Students will be provided with training in the area of Internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- 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

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will report accidental accessing of inappropriate materials in accordance with school procedure.
- Students will use the Internet for educational purposes only.
- Students will not copy information into assignments and fail to acknowledge the source (Plagiarism and copyright infringement).

- Students may only download creative commons or copyright free images for use in their school work.
- Students will never disclose or publicise personal information.
- Downloading by students of materials or images not relevant to their studies is in direct breach of the school's acceptable use policy.
- Students 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.
- Students are not allowed to access social networking sites from school equipment.

Email

- Students will use approved school email accounts in school and for school purposes only.
- Students will not send or receive any material that is illegal, obscene, 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 addresses or telephone numbers or pictures.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.
- Students may only send schoolwork to teachers school email as directed by teachers. All content shared / sent to teachers must be appropriate. It is prohibited for students to send any material to a teacher that is illegal, obscene, defamatory or material intended to annoy a teacher.

Internet Chat

- Students may only access chat rooms, discussion forums, messaging or other electronic communication forums through the school office 365 platform.
- Other chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes, with teacher consent and will always be supervised.
- Usernames will be used to avoid disclosure of identity.
- Face-to-face meeting with someone organised via Internet chat will be forbidden.

School Website

- Students will be given the opportunity to publish projects, artwork or school work on the world wide web in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website. Publication of student's work will be coordinated by a teacher.
- The website will be regularly checked to ensure that there is no content that compromises the safety of students or staff.
- Website using facilities such as guestbooks, noticeboards or weblogs will be checked frequently to ensure that they do not contain personal details.
- Students' work will appear in an educational context on web pages with a copyright notice prohibiting the copying of such work without express written permission.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website without parental permission.
- Personal student information including home address and contact details will be omitted from school web pages.
- The School website will avoid publishing the names of individuals in a photograph.
- The School will ensure that the image files are appropriately named – will not use students' names in image file names or ALT tags if published on the web.
- Students will continue to own the copyright on any work published.

School Network

- Students may only use the school network for saving, sharing and storing schoolwork.
- The school network may not be used to store personal, illegal, obscene, defamatory or abhorrent material.
- Students may not edit, move or remove any other students and or teacher's schoolwork on the network.
- The network is monitored closely ensuring correct, safe and acceptable usage.

School Social Media Accounts

- The school has a Facebook and Twitter page which is used for school business.
- School events and activities will be posted on the school accounts.
- Personal data will not be published on the school's social media account.

Personal Devices

- Students using their personal devices in school i.e. smartphones and or tablets etc. do so only as instructed by their class teacher to support their learning.
- Students are not allowed to use their phone during school hours for anything outside of their schoolwork as directed by their teachers.
- Personal devices must be turned off at all times unless instructed by teachers for use in class.
- Any unauthorised use of a personal device in school such as sending text messages, taking pictures, connecting/using social media, accessing the internet without teacher consent is a direct breach of the school's acceptable use policy and the school's code of behaviour will be implemented.
- The school do not accept liability for minding students' personal devices or repairing any faults which may occur to the student's personal device in school.

Covid 19

Due to emergency school closures in March 2020, during the COVID-19 pandemic, Coláiste Iascaigh adapted their teaching and learning approaches to facilitate online learning practices. All staff and students have an Office 365 school account which can be signed into both on site and remotely. This facilitated the delivery of online teaching and learning during school closure.

In June 2020, teachers in Coláiste Iascaigh participated in 10 hours online training specifically aimed at using Office 365 as an online teaching tool which can be used both in and outside of the classroom. When students returned to school in September 2020 they received ICT training with the schools ICT coordinator. Teachers are encouraged to use Microsoft Teams in their teaching and learning practices with students so they are familiar with it in the event of a possible future school closure.

In September 2021 First Years received ICT induction training with the school ICT coordinator.

IPods and Laptop Trolley

The school uses IPods and has a laptop trolley which can be used in classes as a learning tool. These IPods are supplied by the school as a learning resource. The use of these devices and access to the internet on them is subject to the same guidelines as outlined above.

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

Links to School Policies

- Code of Behaviour
- Anti-Bullying
- Social Media
- Assessment
- Homework

Sanctions

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

In the event of unforeseen circumstances, the management reserve the right to add to or amend this policy at short notice.

This policy should be read in conjunction with other appropriate school policies.

This version of the AUP was created in September 2006.

Most recent review

November 2011

November 2013

February 2016

April 2020

September 2020

September 2021

Permission Form

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

School Name: Coláiste Iascaigh.

Name of Student: _____

Class: _____

Student

I agree to follow the school's Acceptable Use & Social Media Policy. I will use the Internet in a responsible way and obey all the rules explained to me by the school. I understand that there are sanctions set out in this policy, and in the school's code of behaviour, in respect of inappropriate internet use or breach of any of the rules stated in this policy and that they will be implemented where appropriate.

Student's Signature: _____ **Date:**

Parent/Guardian

As the parent or legal guardian of the above student, I have read the Acceptable Use & Social Media Policy and grant permission for my son/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, an image of my child's schoolwork may be chosen for inclusion on the website and/or social media. I understand and accept the terms of the Acceptable Use Policy relating to publishing students' work on the school website.

Student's Signature: _____ **Date:** _____

Bring Your Own Device Acceptable Usage Policy Template form for Schools

(This BYOD AUP template can be used or modified by schools to support their own situations) BYOD Parent/Student AUP

Purpose: The bring your own device (BYOD) programme involves allowing pupils/students to bring their own 'mobile devices' to school to support learning activities, only as directed by their teachers. Students and parents wishing to participate in the BYOD programme must accept the responsibilities stated in the BYOD Acceptable Use Policy (AUP) as outlined below, and must read, sign, and return this form.

Types of mobile devices allowed under this policy:

For the purpose of this program, a 'mobile device' refers to a pupil/student owned device such as a tablet, laptop, netbook, iPod touch, or suitable phone. Personal gaming devices are not allowed under the BYOD programme. The school decides on the type of allowed device.

BYOD Acceptable Use Policy (AUP) Summary:

1. Any pupil/student who wishes to use a personally owned mobile device within school must read and sign this AUP.
2. A parent /guardian of the pupil/student must also read, sign and submit the AUP to the school office.
3. Students take responsibility for appropriate use of their device at all times. The school is not responsible in any way for the device or for its' use.
4. Students/parents/guardians are responsible for their devices, including any breakages, costs of repair, or replacement.
5. If a complaint is made about unacceptable / inappropriate use of a mobile device during school hours the school reserves the right to inspect or monitor a student's mobile device.
6. Violations of any school policies or rules involving a student device may result in a student not being allowed continue using the device during school hours and/or disciplinary action, for a period to be determined by the school.
7. During school hours students are allowed use their device for learning related activities only as directed by their class teacher. Students are not allowed to have their device on unless instructed by a teacher.

8. Students will comply with teachers' requests regarding use of devices during school hours, and classes.
9. Mobile devices must be charged prior to bringing them to school so as to be usable during school hours. Charging devices in the school is not an option.
10. Students may not use the devices to record, transmit or post photos or video of other teachers or students. No images or video recorded at school can be transmitted or posted at any time without the permission of their teachers. Failure to comply with this will be a serious breach of the school's code of behaviour policy.
11. Students may only use the school wireless network and content filtered broadband. Use of other 'unfiltered public wireless connections, such as mobile networks, is not allowed during school hours.
12. The school reserves the right to change the AUP in line with overall school's policy

Mobile Device Details: _____ (eg., Tablet – include manufacturer, type of device here)

As a pupil/student I understand and will abide by this AUP. I understand that any violation of this AUP may result in not being able to use my mobile device in school, and could mean other disciplinary action.

Pupil/Student Name: _____ (in capitals)

Pupil/Student signature: _____ Date: _____

As Parent/Guardian I understand that my child accepts the responsibilities outlined in the BYOD AUP. I have discussed the AUP with them and we both understand own responsibilities.

Parent/Guardian Name: _____ (in capitals)

Parent/Guardian signature: _____ Date: _____

AUP checklist

The following is a checklist that may be used when developing or revising an AUP.

1. Have AUP implementation issues arisen since the AUP was designed/revised?
2. Have these issues been discussed with parents, students and teachers and incorporated into an updated AUP?
3. Given that an AUP is in place, can the school confidently address the following scenarios?
 - A student is found using a chat room to arrange a face-to-face meeting with a friend.
 - The school uses filtering software but a student accidentally accesses a pornographic website while in your care.
 - A student publishes defamatory information on a personal website about a peer.
4. Has the AUP had a positive impact on curriculum delivery?
5. Has internal or external expertise assisted the formulation or reformulation of the AUP?
6. Has the school discussed the use of the Internet with parents and guardians?
7. Has the AUP as a code of Internet use transferred to home use?
8. Does an open dialogue exist between students and teachers relating to Internet misuse and safety issues?
9. Are teachers' and students' Internet safety training needs being met?

Re: Internet Permission Form

Dear Parent/Guardian

As part of the school's education programme we offer pupils supervised access to the Internet. This allows students access to a large array of online educational resources that we believe can greatly enhance students' learning experience.

However, access to and use of the Internet requires responsibility on the part of the user and the school. These responsibilities are outlined in the school's Acceptable Use Policy (enclosed). It is important that this enclosed document is read carefully, signed by a parent or guardian and returned to the school.

Although the school takes active steps to promote safe use of Internet, it recognises the possibility that students may accidentally or deliberately access inappropriate or objectionable material.

The school respects each family's right to decide whether or not to allow their children access to the Internet as defined by the school's Acceptable Use Policy.

Having read the terms of our school's Acceptable Use Policy, you may like to take a moment to consider how the Internet is used in your own home, and see if there is any way you could make it safer for your own family.

Yours sincerely,

Thomas Coggins
(Principal)