Internet Acceptable Use Student Policy

St Aidan's Comprehensive School

Approved: _____
Chairperson Board of Management

Date: _____

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Introduction

This policy is informed by both the Mission Statement and the Ethos of St Aidan's Comprehensive school (Appendix1) which aims to enable students to reach their full potential academically, personally and socially. This policy reflects the pastoral nature of our school.

Our Aim

The aim of this Internet Acceptable Use Policy (AUP) is to ensure that students will benefit from the learning opportunities provided by the Internet resources in St. Aidan's Comprehensive 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP and Code of Behaviour – will be imposed.

Our School's Strategy

St Aidan's Comprehensive will employ a number of strategies to maximise learning opportunities and reduce risks associated with the Internet. To ensure the benefits of the school's ICT systems can be enjoyed by the whole school community staff will take a reasonable and practical approach in managing ICT within the school, in raising awareness of interne safety and informing students, staff and parents of the school's expectations around positive and respectful ICT behaviour.

Every member of the school community has a personal responsibility when accessing and using technology.
Members of the school community will be required to sign up to the Digital Citizenship Pledge (*Appendix 2*) and Acceptable Use Policy before accessing the school's ICT systems. The pledge acknowledges the importance of personal responsibility and outlines the norms of appropriate, responsible technology use. This will not only work to inform and protect students in the school environment but will also help to prepare students for a society in which online activity is part of everyday life.

These strategies are as follows:

General
- Students should observe good 'netiquette' (i.e. etiquette on the Internet) at all times and should not undertake any actions that may bring the school into disrepute. Students should be polite, use appropriate language, should not swear, use vulgarities or other inappropriate language.

- Permission to use the Internet must be given by a teacher.
- Internet sessions must be supervised by a teacher.
- Filtering software provided by NCTE and/or equivalent systems will be used in order to minimise risk of exposure to inappropriate material.
- The school will monitor students' Internet usage.
- Students and teachers will be provided with training in the areas of Internet safety.
- Uploading and downloading of non-approved software is not permitted.
- Virus protection software is used and updated regularly.
- The use of personal external storage devices in the school requires a teacher's permission
- Students should always backup their own work
- Students may not access the school WiFi network without consent of the teacher

All Online Activities Including Email, Internet and Social Media Use

- Students should use the Internet for educational purposes only. On-line gaming, gambling, shopping / commercial use of social network sites and file sharing are blocked
- Students should not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students should be familiar with copyright issues relating to online learning and school activities. Any images used must be labelled for reuse and modification.
- Students should never disclose or publicise personal information.
- Students should 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 should not send, receive, visit internet sites, make posts, download, upload, date transfer, communicate or pass on material, remarks, proposals, comments that are illegal, obscene, defamatory or that is intended to annoy, make fun of or intimidate another person.
- Students should use approved class email accounts under supervision or with permission from a teacher.
- Students should not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Students should never arrange a face-to-face meeting with someone they only know through emails or the Internet.
- Students should not allow log-on details to be accessed by others thus enabling access to email/internet/intranet/network or other school systems
- Students should note that sending and receiving email attachments is subject to permission from their teacher.
- Students are only permitted to access chat rooms, discussion forums or other electronic communication forums that have been approved by the school.

- Chat rooms, discussion forums and other electronic communication forums should only be used for educational purposes.
- Usernames should be used to avoid disclosure of identity.
- Face-to-face meeting with someone organised by Internet chat is forbidden.
- Students should not participate in on-line gaming, gambling, shopping / commerce, use of social networking sites and file sharing.

School Website
- The school website is controlled by the school authorities. Students may not upload information/data to this site.
- Digital photographs, audio or video clips of individuals will not be published on the school website. Instead photographs, audio and video clips will focus on group activities.
- Personal student information including home address and contact details will be omitted from school web pages.

Content Filtering:

St Aidan's Comprehensive School has chosen to implement the following level on content filtering on the Schools Broadband Network:
- Level 4 – this level allows access to millions of websites including games and YouTube but blocks access to websites belonging to the personal websites category and websites such as Facebook belonging to the Social Networking category.

Students 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

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 school but outside the classroom to the school Principal.

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

Students 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.

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

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 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 students of materials or images not relevant to their studies is not allowed.
- The use of personal email accounts is not allowed at St Aidan's Comprehensive School.

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

Students will not use school email accounts for personal emails.

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.

Social Media

The following statements apply to the use of messaging, blogging and video streaming services in St Aidan's Comprehensive School:

Staff and students must not use social media and the internet in any way to harass, insult, abuse or defame students, their family members, staff, other members of the St Aidan's Comprehensive school community.

Personal Devices

Students 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 into St Aidan's Comprehensive School:

- Students if allowed 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.
- Students are only allowed to use personal internet-enabled devices during lessons with express permission from teaching staff.

Images & Video

Taking photos or videos on school grounds or when participating in school activities is not allowed under any circumstances.

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

Written permission from parents or carers will be obtained before photographs of students are published on the school website.

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

Cyberbullying

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 an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

Measures are taken 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 cyber-bullying even when it happens outside the school or in the evenings / at weekends / during holidays.

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,

General Approach

- When using the Internet students, 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 students who have access to and are users of the internet in St Aidan's Comprehensive School

- It also applies to members of staff, volunteers, parents, carers and others who access the internet in St Aidan's Comprehensive School.

Misuse of the interned 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.

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

St Aidan's Comprehensive School implements the following strategies on promoting safer use of the internest
- Regular Whole School Assemblies (Raising awareness)
- SPHE Programme and Wellbeing Programme (Raising Awareness)
- ICT Classes (Raising Awareness)
- Student Council and Student Prefect Training (Peer Education)

This policy and its implementation will be reviewed by the following stakeholders:
- Board of Management, teaching staff, support staff, students and parents

This policy has been developed by a working group including: Principal, Deputy Principal, Teachers, Students, Parents/Carers and representatives of the Board of Management.

Recording of Classroom based activities for New Junior Cycle Assessment

As part of the new Junior Cycle Assessment students must complete a classroom based activity which will be assessed by their class teacher. For the purposes of review some or all of these activities may be recorded. These recordings will be stored securely and will be used only for the purposes intended to comply with data protection legislation.

The Junior Cycle Profile of Achievement (JCPA)

This will be compiled by the school, adhering to nationally determined format. It will recognise student achievement in not just the state certified final examinations but also through a range of other assessment modes and areas of learning.

It is required by data protection law that before schools commence processing of any personal data a school must first bring a privacy notice on how the student's personal data will be processed to the attention of parents / guardians. A Privacy Notices for students who will receive a Junior Cycle Profile of Achievement (JCPA) award is attached (*Appendix 3*)

Schools will be required to save the JCPA for each student – either electronically or in paper copy. Current guidelines to schools on data retention which have been prepared by the Management Bodies advises retention of "results of in-school tests/exams (i.e. end of term, end of year exams, assessment results)" for 7 years after the age of majority (18). A Privacy notice is included in the Code of Behaviour, which must be signed by students and parents.

Legislation

The management at St. Aidan's Comprehensive strongly suggests that teachers, students and parents should familiarise themselves with the following pieces of legislation:

- General Data Protection regulations (GDPR) 2018
- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- Data Protection Act 1988

Details of these acts can be obtained from:
http://www.oireachtas.ie/
http://www.irishstatutebook.ie
http://www.oasis.gov.ie

Students and Parents/Guardians must sign a permission form to enable their child to access the schools IT System and in doing so agree to abide by the rules set out in this policy

(Appendix 4)

Promoting Safer Use of the Internet

St Aidan's implements the following strategies to promote safer use of the Internet:

- Regular school assemblies (raising awareness)

- SPHE Programme and Well Being Programmes (raising awareness)

- ICT classes/all classes where IT is used (raising awareness)

- 1st year module on Internet Safety (education)

- Student Council / Student Prefect Training (Peer Education)

- The school support services are available to students for advice, counselling if they are dealing with incidence relating to the inappropriate / misuse of technology/social media. Any member of staff may be contacted to arrange this support.

Online privacy

Circulating, publishing or distributing (including on the internet) material associated with school activities including but not limited to material in relation to staff and students where such circulation undermines, humiliates or causes damage to another person is considered a serious breach of school discipline and may result in disciplinary action. As part of such disciplinary action the Board of Management reserves the right to suspend or expel a student or students where it considers the actions to warrant such sanctions.

Bullying – Internet Mobiles

Hate mail, harassment, photographs that may have been distorted or with captions, nasty personal comments, discriminatory remarks and other antisocial behaviour are prohibited on the network regardless of whether it is accessed using school or personal equipment. St Aidan's reserves the right to discipline the student for actions taken off-campus if they are intended to have an effect on a students or staff member or if they adversely affect the safety and well-being of a student or staff member while in school. Posting of photographs or references to staff members on the internet or any social networking site is strictly prohibited and will be viewed as an extreme breach of this policy.

Content Filtering / Web browsing and downloading/ email messaging/social media/images & video, cyberbullying.

Bullying & Harassment and / or outings of staff or students on social medial is not acceptable and will result in disciplinary action by the Board of Management up to and including suspension / expulsion if it considers the actions warrant such a response.

Sanctions

Misuse of the "school's ICT equipment and systems will be dealt with in accordance with school rules and school policies including Code of Behaviour, Anti-bullying, Social Media, Distance Learning, Mobile Phone Policy, Acceptable Use Policy and may result in disciplinary action, including written warnings, withdrawal of access privileges. In extreme cases, detention, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

Review Procedures

The policy will be reviewed on an on-going basis. Policies are developed/reviewed using a working party, then a consultation process takes place with the students' council, whole staff and parents where necessary. Following this the working party will review suggestions and comments before submitting the policy to the Board of Management for review and ratification