

# Internet & Mobile Devices Acceptable Use Policy

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School Name: Scoil Mhuire

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## 1. General Approach

The aim of this Internet Acceptable Use Policy (AUP) is to ensure that all students from Scoil Mhuire 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, not a right. If the school AUP is not adhered to, this privilege may be withdrawn and appropriate sanctions will be imposed.

When using the internet students are expected:

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

This AUP applies to students who have access to and are users of the internet in Scoil Mhuire.

Misuse of the internet by students may result in disciplinary action. The school also reserves the right to report any illegal activities to the appropriate authorities.

Scoil Mhuire 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 Scoil Mhuire will, where known, inform parents/guardians of incidents of inappropriate online behaviour that take place outside of school and impose the appropriate sanctions.

Scoil Mhuire implements the following strategies on promoting safer use of the internet:

- Students 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 students in Scoil Mhuire through our pastoral care and ICT programmes.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- Scoil Mhuire participates in Safer Internet Day activities to promote safer, more effective use of the internet.

This policy and its implementation will be reviewed annually.

The school can authorise the monitoring of internet usage in the following ways:

- Monitoring logs of internet activity, including sites visited.
- Internal monitoring data for network activity.

Should serious online safety incidents take place, the Principal, should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by all members of the Scoil Mhuire community.

## 2. Content Filtering

- Scoil Mhuire 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.
- Students taking steps to by-pass the content filter by using proxy sites or other means may be subject to disciplinary action

## 3. 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 the classroom to their teacher.
- Students will report accidental accessing of inappropriate materials in school but outside the classroom to their form teacher.
- Students will not copy information from the internet without acknowledging the creator and referencing the source of the content.
- 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 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 in Scoil Mhuire.

- Downloading by students of materials or images not relevant to their studies is not allowed.

## 4. E-mail and Messaging

- The use of students personal email accounts is not allowed in Scoil Mhuire.
- Students should not under any circumstances share their email account login details with other pupils.
- Students should not use school email accounts to register for online services such as social networking services, apps, and games.
- Students will use approved class email accounts only under supervision by, or permission from, a teacher.
- Students should be aware that email communications can be monitored.
- Students will not send any material that is illegal, obscene, or defamatory or that is intended to annoy or intimidate another person.
- 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.

## 5. Social Media

- The following statements apply to the use of messaging, blogging and video streaming services in Scoil Mhuire:
  - Use of ALL instant messaging services and apps, including Snapchat, Whats App, Facebook, twitter, Instagram, Sim Simi etc., is not allowed in Scoil Mhuire.
  - Use of blogs, such as Word Press, Tumblr etc., is allowed in Scoil Mhuire, only with expressed permission from teaching staff.

- Use of video streaming sites, such as YouTube and Vimeo etc., is only allowed with expressed permission from teaching staff.
- Students must not use social media and the internet in any way to harass, insult, abuse or defame pupils, their family members, staff, and other members of the Scoil Mhuire community.
- Students must not discuss personal information about any member of the Scoil Mhuire community on social media.
- Students must not use school email addresses for setting up personal social media accounts or to communicate through such media.
- Students must not engage in activities involving social media which might bring Scoil Mhuire into disrepute.
- Students must not present their personal views as being those of Scoil Mhuire on any social medium.

## 6. Personal Devices

- The following statements apply to the use of internet-enabled devices such as phones, smart watches, tablets, gaming devices, and digital music players in Scoil Mhuire:
  - Students are not allowed to use personal devices, internet-enabled or otherwise, at any time on school grounds or on school business including trips, matches, competitions etc., without expressed permission from a teacher.
  - Students are not allowed, under any circumstances, to use personal internet-enabled devices during social time, including before and after school, breaks and lunchtimes.
  - Smart watches and similar internet-enabled watches are not permitted to be worn at any time.
  - All devices must be turned off and out of sight while on school grounds.

## 7. School Websites

- Students 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.
- Scoil Mhuire 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 with parental permission.
- Personal student information including home address and contact details will not be published on Scoil Mhuire web pages.

## 8. Cyberbullying

- 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 by Scoil Mhuire to ensure that 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). This refers to once-off incidences as well as incidences that are repeated over time. This definition includes cyber-bullying even when it happens outside the school or at night.
- The prevention of cyber-bullying is an integral part of the anti-bullying policy of our school.

## 9. Images & Video

- Care should be taken when taking photographic or video images that students are appropriately presented and are not participating in activities that might bring the individuals or the school into disrepute.
- At Scoil Mhuire students 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 are only allowed with expressed permission from staff.
- 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 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.
- Parental consent will be sought regarding the use of digital photographs and video.

\*Date of Ratification: 27<sup>th</sup> September 2017

\*Review Date: September 2019





## Acceptable Use Policy Parental/Student Agreement

### Legislation

Students and parents should familiarise themselves with the following legislation relating to use of the Internet:

*Data Protection (Amendment) Act 2003, Child Trafficking and Pornography Act 1998, Interception Act 1993, Video Recordings Act 1989, The Data Protection Act 1988*

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

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: \_\_\_\_\_

Date: \_\_\_\_\_

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

Parent's/Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Images and Video

### Parental Consent Form

Photographs and video are exciting new media which can motivate and inspire students. Research has shown that using digital images in education can help encourage creativity, motivation and enthuse students and improve communication and team-work skills.

We ask that parent/guardian consent to their daughter taking part in the production of digital videos and promotional material. The following guidelines we apply with regard to taking publicity photographs of students in Scoil Mhuire.

1. Staff will be aware of possible Child Protection issues when taking photographs of students and where these photographs are used.
2. Parent/Guardian are happy to trust the judgement of teachers in publications, such as, prospectus, website etc., without asking for specific permission each time.
3. Students may be identified in these publications to celebrate their achievements.
4. The risks of using digital images in education are minimal but Scoil Mhuire has a duty of care towards our students. Therefore students in photographs published on our website, [www.scoilmhuiretrim.ie](http://www.scoilmhuiretrim.ie), will not be named or identified in any way other than by group e.g. football team, debating team, etc.
5. This consent form will apply for the duration of your daughter's or the child in your care's time in Scoil Mhuire.

All digital work in Scoil Mhuire is underpinned by our Acceptable Use Policy.

Please indicate your consent by signing below:

Student's Name: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_