



St. Caimin's Community School



Internet Acceptable Usage Policy for Staff and Students (AUP)

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1.0: Introduction

In St. Caimin's Community School we foster a sense of community that gives practical effect to the values of our mission statement:

Every person is valued equally in accordance with our Christian Tradition at St. Caimin's School. Each person within the school community can enjoy developing to the fullest, while feeling cared for and safe. Our educational structures are ordered, based on tolerance, fairness and respect, while sensitive to our changing world.

This AUP Policy has been drafted following consultation with all of the school's stakeholders. It incorporates the views of parents, students, teachers and other staff and gives practical expression to their values and insights. The stakeholders, in working together, have created a consensus as regards how the internet should be used.

2.0: Legal Framework

This policy document has been informed by the following:

- Data Protection Acts 1998 and 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- European Communities (Data Protection) Regulations, 2001
- European Communities (Data Protection and Privacy in Telecommunication Regulations, 2002)
- Data Protection EU Directive 95/46/EC
- Criminal Damages Act, 1991
- Intellectual Property (Miscellaneous Provisions) Act, 1998
- Copyright and Related Rights Act, 2000
- Health and Safety Act, 1989
- Non-Fatal Offences Against the Person Act, 1997
- Electronic Commerce Act, 2000
- eCommerce Directive (2000/31/EC)
- Circular 60/2009 (Revised procedures in relation to professional competence issues and general disciplinary matters)

3.0: Scope

This policy applies to staff, students and any others who are authorised to use the school's computer and network resources

4.0: Rationale

A school needs an AUP to enable it to function effectively and to ensure the health and safety of pupils and staff. Moreover, it raises an awareness of online safety issues and good practice among students and staff. It also has central role in communicating risks and effective risk-reduction strategies to students in online environments.

5.0: Objectives

The objectives of this policy are:

- To promote positive behaviour and thus give meaning to the mission statement
- To create a safe and secure learning environment for all students by encouraging a sense of mutual respect among all members of the school community
- To define the parameters of behaviour and specify the consequences of violating those parameters
- To identify the school strategy on promoting the safe use of the Internet and address the risks associated with its use
- To give practical effect to the Board's obligation to protect the health and safety of pupils and staff

6.0: Related policies and documents

This policy document may be read in conjunction with the following:

- Mission Statement
- Anti-bullying policy
- Code of Behaviour for Students
- Dignity at Work Charter
- Data Protection Policy
- Suspension and Expulsion Policy

7.0: School's Strategy

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

7.1: General

- All Internet use should be appropriate to staff professional development as employees or students' education
- Internet sessions for students will always be supervised by a teacher
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material
- Virus protection software will be used and updated on a regular basis
- The use of personal USB keys, DVDs and CD-ROMs in school by students requires a teacher's permission
- All users will observe good "netiquette" (i.e. etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute
- Each user is responsible for the content and use of her/his own account, and is responsible for all activities carried out under her/his account. Passwords and accounts must not be divulged to others. Students will be aware that personal password protected folders may be monitored for unusual activity.
- Users must not jeopardise, in any way, the integrity or performance of St. Caimin's computing resources. No attempts should be made to circumvent schemes, to uncover security loopholes, to "hack" into systems or the intended operation of the computer resources
- Posting anonymous messages and forwarding chain letters is forbidden
- Students and teachers will be provided with basic training in the area of Internet safety

7.2: Web 2.0

With the advent of Web 2.0, the Internet has become a two way communication system for the school and the wider community. Services such as Facebook, Twitter, YouTube, Flickr, Schoology and other social media are being used by the school to communicate with parents and also for parents to communicate with the school. These services, although not owned by St. Caimin's Community School, form part of our web services and all content that is placed on these services falls under this policy. For example, any content on the school's Twitter account follows the same safety rules, e.g. the showing of photographs, video, etc.

The safety of our students on the web is of utmost importance so the following rules apply to the school and parents. Web 2.0 is open to potential dangers when used inappropriately.

- Many social media sites have minimum age requirements. While the school will not monitor this, we would advise parents to not allow their children to have personal accounts on Facebook, Twitter, etc. until they are the appropriate age. Many social media sites will be used by teachers in class, for example, Twitter. However, all interactions will be under the supervision of the teacher.
- Parents and guardians are encouraged to regularly check their child's online activity / digital footprint. Parents are encouraged to check social media apps (e.g. Facebook, Snapchat, Viber, Whatsapp, Instagram etc) on mobile phones and electronic devices to ensure they are aware of their child's online interaction with others and approve of same.
- Users will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials
- Students will use Web 2.0 for educational purposes only.
- Students and staff will be familiar with copyright issues relating to online learning.
- Students and staff will never disclose or publicise personal information.
- 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.

7.3: E-mail

- Students will use e-mail accounts under supervision of and with the permission their teacher only
- Users shall not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person
- Students shall 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 e-mails or on the Internet
- Students sending or receiving e-mail attachments must get permission from their teacher
- E-mail and e-mail attachments from unknown sources should not be opened and must be deleted immediately

7.4: Social Media

St. Caimin's Community School reserves the right to investigate and deal with incidents and activities that happen outside school time and which impact on the welfare or education of students of the School.

This often applies in the case of misuse of social media sites which can lead to unfortunate online nastiness or cyber-bullying. Students shall be advised that they need to think carefully about possible serious repercussions of anything they say on the internet as well as the hurt it can cause. The minute anything unpleasant is published online it can be viewed repeatedly and by multiple users and therefore formally constitutes bullying.

Circulating, publishing or distributing 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 the School or another person, is considered a serious breach of School discipline.

In relation to social media the following rules apply:

- Students are not permitted to use discussion forums or other electronic communication forums that have not been approved by their teacher
- Students will only use discussions forums and other electronic communication forums for educational purposes and will always be supervised
- Usernames will be used to avoid disclosure of identity
- Face-to-face meeting, with someone, organised by students via Internet are forbidden

As part of any disciplinary action, the Board of Management reserves the right to suspend or expel a student where it considers the actions to warrant such sanctions.

7.5: School Website

- Users will be given the opportunity to publish projects, artwork or school work on the World Wide Web with the approval of management
- The publication of student work will be co-ordinated by a teacher
- Pupils' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission
- Personal information including home address and contact details will be omitted from school web pages
- Users will continue to own the copyright on any work published

7.6: Electronic Equipment

7.6.1: Mobile Phones

- Mobile phones must remain in students' bags or lockers during class time.
- Electronic devices may not be used by students to record still images, audio or video of any person in the school community for any purpose. Any unauthorised recording or transmission whatsoever from these devices are not permitted.
- Mobile phones and audio devices may only be used before and after school and at break time and lunch. A breach of this rule will lead to the confiscation of the device for a period of time.
- Mobile phones or devices incorporating a camera may not be used in the toilets or changing areas.

7.6.2: iPads

St. Caimin's Community School operates a system where families may choose to use iPads instead of textbooks.

Parents are responsible for purchasing the iPad and Apps for their son/daughter. Parents are also responsible for the safe-keeping, repair and insurance of their son/ daughter's iPad. Parents retain ownership and possession of the iPad and agree to grant to teachers and school management the right to collect and/or inspect and/or confiscate (for a limited period) the iPad at any time and the right to alter, add or delete installed software or hardware. Usage, within the school is a privilege and not a right. Students may lose the privilege of using the iPad or to have it in their possession if they abuse their responsibilities or breach this or other School policies.

Parental Responsibilities:

- Parents should inspect the iPad each evening to ensure that it is in good working order, charged and ready for use.
- Parents should report, immediately, any damage, interference or issues relating to ownership, possession or use of the iPad to their Year Head or the Deputy Principal.
- Parents should inspect the iPad and the installed Apps on a regular basis to ensure that there is no inappropriate material.
- Parents are responsible for repairing/replacing damaged iPads. It is expected that parents will effect suitable insurance to ensure this eventuality is covered.

Student Responsibilities:

- The same rules regarding appropriate social behavior that apply to mobile phone use also apply to iPads.
- Students whose choose to use iPads should arrive to school each day with it fully charged.
- Students should keep the iPad within a protective case and in their locker when not in use.
- Students should not let anyone use the iPad other than their parents, teacher or another school-appointed person.
- Students should report any problems, damage or theft immediately to their Year Head or the Deputy Principal.
- Students should report any issues and interference created by any other student because of mobile device possession, use or ownership.

NOTE: *If students go home from school without reporting any damage or interference that may have occurred during the school day, the School will have to assume that the damage and/or interference took place outside of school time.*

St. Caimin's Community School's Responsibilities:

- The School will enforce this Policy, the Code of Conduct and other School policies, rules and procedures.
- The School will make every effort to ensure effective use of the iPad by all students.
- The School will provide a locker for safe storage for all students who use an iPad.
- The School will make every effort to resolve any reported issues relating to ownership, possession or use of the iPad.

8.0: Support Structures

The school is aware of the increasing incidence of cyber bullying. Our strategies in this regard focus on educating pupils on appropriate online behaviour, how to stay safe while on-line and also on developing a culture of reporting any concerns about cyber-bullying. We do this through our own curricular provision, and also invite guest speakers to address these issues with our students. First year students receive training in the safe use of social media. Furthermore, the Code of Behaviour for Students and the Internet Usage Policy support appropriate behaviour. In addition, the on-line content within the school is moderated by external web-filtering.

9.0: Sanctions

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

10.0: Review

This policy will be reviewed by the Board of Management from time to time.

11.0: Ratification

This Internet Acceptable Usage Policy was approved by the Board of Management on the 13th March 2017

PERMISSION FORM

Before being allowed to use the Internet, all pupils must obtain permission from parents/guardians. Moreover, both student and parent/guardian must sign the Acceptable Use policy as evidence of student acceptance of the school rules as laid down in the policy

Name of Pupil: _____

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.

Pupil's Signature: _____ Date: _____

Parent/Guardian

As the parent or legal guardian of the above pupil, I have read the Acceptable Use 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 pupils access unsuitable websites

I accept the above paragraph ☐☐ (Please tick)

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 children's work on the school website

I accept the above paragraph ☐☐ (Please tick)

Signature: _____ Date: _____