

Internet Acceptable Use Policy



**St Mary's Holy Faith Secondary School
Killester, Dublin 5**

Date ratified by Board of Management:	<u>January 2018</u>
Next review date:	<u>2019/20</u>

ACCEPTABLE USE POLICY (AUP)

1. Aim of the Acceptable Use Policy (AUP)

The Internet is a powerful educational resource that can significantly enhance teaching and learning, when used appropriately. The Board of Management of St. Mary's Holy Faith Secondary School, Killester, is committed to providing access to Internet facilities in the school, for precisely that purpose. However, there are many potential dangers associated with the use of the Internet and it is the responsibility of the Board of Management to protect all users of the school's Internet facilities, in particular students of the school, from these dangers. It is also the responsibility of the Board of Management to comply with Irish Legislation in this area. This policy governing access to and use of the Internet in the school outlines practices and procedures and is also intended to provide maximum protection for users from potential dangers associated with use of the Internet.

The aim of this Acceptable Use Policy (AUP) is to ensure that students will benefit from 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. Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

Students with their own 3G/4G facility are not permitted to use these while in school.

It is envisaged that school and parent representatives will revise the AUP annually. Before signing, the AUP should be read carefully to indicate that the conditions of use are accepted and understood.

2. Description of our I.T. facilities at St. Mary's Holy Faith Secondary School, Killester.

The network in St. Mary's Holy Faith Secondary School, Killester, is connected to the internet via a dedicated 100MB Airspeed line supplied under the NCTE 100MB broadband initiative. Only users with User ID and password can access the network. While the NCTE provides content filtering a firewall is also in place to block unauthorised access. As these are centralised network based resources it is desirable that any new computer facilities installed in the school should be connected to the network where internet access is required.

At present in St. Mary's Holy Faith Secondary School, Killester, the following computer facilities are in place.

- 1 Computer Room consisting of 30 networked computers.
- A digital Suite with 30 laptops and a mobile laptop cabinet.
- Staff WORK room with 3 networked attached computers and 2 multi-functional copier/printers.
- All Year Head and Administration Offices are fully networked.
- Each classroom has a projector connected to a computer which is networked.

- Each teacher has use of a Microsoft Surface Pro.
- Each teacher and student has a school email account.

3. How does the Internet benefit education?

The use of the Internet in school can facilitate teaching and learning using digital resources including online lesson materials. It also provides the facility to save schemes of work, lesson plans and lesson presentations. This facility helps to raise educational standards, promote student achievement, support the professional work of staff and enhance the school's management information and administration system.

In particular use of the Internet can:

- Provide access to world-wide educational resources;
- Facilitate educational and cultural exchanges between students world-wide.
- Provide access to expertise in many fields for students and staff.
- Facilitate staff professional development through access to national developments, educational materials and good curriculum practice.
- Facilitate communication with support services, professional associations and colleagues.
- Facilitate exchange of curriculum and administration data with Dept. of Education and Skills.

Safeguards

- Internet access is intended for users who show a responsible and mature approach to its use.
 - The school Internet access will be designed primarily for students use and will include filtering appropriate to the age of students.
 - Students will be taught what is acceptable and what is not acceptable and given clear guidelines for Internet use that they must comply with.
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- Should staff or students discover unsuitable sites, the URL (address) and content **must** be reported **immediately** to ICT Co-ordinator.

4. How will Internet use enhance learning?

- Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of students.

- Staff will guide students in on-line activities that support the learning outcomes planned for the students' age maturity.
- Students will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
- Students will be taught to acknowledge the source of information and to respect copyright when using Internet material in their own work.

5. How will Internet access be authorised and managed?

- The school will keep a record of all staff who are granted Internet access. The record will be kept up-to-date. For instance, when a member of staff may leave access will be withdrawn.
 - Parents and student will be asked to sign and return a consent form.
 - In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for students. The school will take all reasonable precautions to ensure that users access only appropriate material.
 - Teachers will only direct students to sites that they have reviewed and deemed appropriate.
 - Students will not be allowed access the Internet unless supervised by a teacher at all times.
 - Only groups of students under the care of their own teacher will be allowed access the Internet.
 - Methods to identify, assess and minimise risks will be reviewed regularly.
 - The Principal will ensure that the Internet policy is implemented and compliance with the policy monitored.
 - The ICT Coordinator will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
 - All users will be informed that Internet use will be monitored.
 - Instruction in responsible and safe use **must** precede Internet access.
 - All staff including teachers, supply staff, special needs assistants, classroom assistants and support staff, will be provided with the School Internet Policy, and its importance explained.
 - All users, including staff, must accept the terms of the 'Responsible Internet Use' statement before using any Internet resource in the school.
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- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct are essential and expected at all times.
 - The school ICT systems will be reviewed regularly with regard to security.
 - Virus protection will be installed and updated regularly.
 - Use of removable media will be regularly reviewed. Personal media storage devices (USB drives) may not be used in the school without specific permission from the class teacher.

- Files held on the school's network will be regularly checked.

6. How will e-mail be managed?

- Staff may only use approved e-mail accounts on the school system. Staff must not reveal details of themselves or others, such as address or telephone numbers, or arrange to meet anyone in e-mail communication.
- The forwarding of chain letters is not permitted.
- Each student's email account will be used for educational purposes only.
- The use of digital storage media in school requires a teacher's permission. (E.G. the DCU UniTY Programme)

7. The School Website

- The point of contact on the Website will be the school address, school e-mail and telephone number. Staff or students' home information will not be published.
- Website photographs that include students will be selected carefully.
- Students' full names will not be used anywhere on the Website, particularly in association with photographs.
- Written permission from parents or guardians will be obtained before photographs of students are published on the school Website.
- There will be a link from the School's Website to the School's Facebook page and Twitter feed.
- The Principal or nominee will take overall editorial responsibility for the Website, Facebook page and Twitter feed and ensure that content is accurate and appropriate.

8. Newsgroups, Email lists and chat groups

- News groups will not be made available to students unless an educational requirement for their use has been demonstrated.
- Students will not be allowed access to public or unregulated chat rooms.
- Emerging technologies (Facebook, Snapchat, Instagram and Twitter) will be examined for educational benefit and risk assessment will be carried out before use in school is allowed.
- Internet chat/social networking sites: Students will only have access to such sites that have been approved by the school and will be used for educational purposes only and will always be supervised.
- Where appropriate usernames will be used to avoid disclosure of identity.

9. How will complaints regarding Internet use be handled?

- Complaints involving student(s) **must** be reported to the Year Head(s), who will immediately inform the Principal. Sanctions available include:
 - Interview by Year Heads and/or Principal;
 - Informing parents or guardians.
 - Removal of Internet or computer access for period, which could prevent access to :
 - School work held on the system, including examination coursework.
 - Indefinite removal of Internet and/or computer access.
 - Any other sanctions deemed necessary by the school Principal which is in accordance with the spirit of our school's Code of Behaviour.
- Complaints about staff misuse **must** be referred to the Principal, who will deal with the complaint in accordance with requirements of Irish Legislation and will take whatever action is necessary to safeguard students and the good name of St. Mary's Holy Faith Secondary School, Killester.

10. Informing Parents

- Parents' attention will be drawn to the School Internet Policy in newsletters, the school brochure and on the school Website.
- Parents of incoming first years will be given a copy of the school's Acceptable Use Policy to sign.

11. School's Strategy

- Internet session 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. Students will not attempt to bypass the internet filtering system.
- The school will regularly monitor students' Internet usage.
- Students and teachers will be provided with training in the area of Internet usage.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of personal external storage devices (memory sticks/USBs or CD-ROMs) in school requires a teacher's permission.
- Students 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.
- Students may use the Internet for educational purpose only.
- Students will be familiar with copyright issues in relation to online learning.
- Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

- 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.
- Student personal devices, (this refers to devices such as phones, iPods, tablets, iPads, laptops or cameras) are not to be used on school premises or on school activities of any sort unless authorised by a teacher.
- The use of such devices to capture or transmit unauthorised text, pictures, audio or video messages in school or at school events is in breach of the school's Acceptable Use Policy. Any student receiving such images should report this to the school authorities.

Legislation

The school will provide information on the following legislation relating to use of the Internet which teachers, students and parents/guardians 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**

Support Structures

The school will inform students and parents/guardians of key support structures and organisations that deal with illegal material or harmful use of the Internet.

Sanctions

Misuse of the Internet 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.

Appendix 1

Letter to First Year Parents

Internet Policy

Dear Parent(s)/Guardian(s),

As part of the school's education programme we offer students 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 experiences.

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 as you will be requested to sign a form confirming this.

Although the school takes active steps to promote safe use of the 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

E. McLoughlin

Principal

Appendix 2

Internet Permission Form



Internet Permission Form

Name of Student: _____

Class/Year: _____

I agree to follow the school's Acceptable Use Policy on the use of the Internet. I will use the Internet in responsible way and obey all the rules explained to me by the school.

Student's Signature: _____

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 cannot be held responsible if students access unsuitable websites.

I accept the above paragraph: Yes/No

(Please circle as appropriate)

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 school's website. I understand and accept the terms of the Acceptable Use Policy relating to publishing students' work on the school website.

I accept the above paragraph: Yes/No

(Please circle as appropriate)

Signature: _____ **(Parent/Guardian)**

Date: _____

Appendix 3

Digital Images & Internet Usage – Parental Consent Form



Digital Images & Internet Usage Parental Consent Form

Digital Image

Digital photos 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 working skills.

We ask that parent(s) / guardian(s) consent to their daughter/ward taking part in the production of digital videos and promotional material. The following guidelines will apply with regard to taking publicity photographs of students in the school.

1. Staff will be aware of possible Child Protection issues when taking photographs of students and where these photographs are used.
2. Parent(s) / Guardian(s) are happy to trust the judgement of teachers in publications such as newsletters, prospectus, school Website, Facebook page etc without asking for specific permission each time.
3. Students may be identified in these publications to celebrate their achievements.
4. This consent form will apply for the duration of your daughter/ward's time at St Mary's Holy Faith Secondary School, Killester.

Please indicate your consent by signing below:

Student's Name: _____

Parent(s) / Guardian(s): _____

Date: _____

Appendix 4

Online Code of Conduct Contract

Online Code of Conduct Contract

Students and parent(s)/guardian(s) are reminded that the school has an **Acceptable Use Policy**. It is important that parent(s)/guardian(s) and students revisit the policy from time to time and that they keep in touch through the media with developments in the world of computer technology.

Cyberbullying

Cyber bullies use the internet or mobile phones to send hurtful messages or post information to damage people's reputations or friendships.

Contract

At school, I agree:

- To learn and always obey the school rules when using the Internet in class
- Never to use the Internet in class without my teacher's permission
- To always follow my teacher's instruction when using the Internet in class
- To report any misuse of the Internet to my teacher

At home, I agree:

- to talk with my parent(s)/guardian(s) to learn the rules of Internet use which includes where I can go, what I can do, when I can go online and how long I can be online.
- never to give out personal information such as my home address, telephone number, work address or telephone number of my parent(s)/guardian(s), credit card numbers or the name and location of my school without the permission of my parent(s)/guardian(s)
- always to tell my parent(s)/guardian(s) immediately if I see or receive anything on the Internet that makes me feel uncomfortable or threatened; this includes e-mail messages, web sites or even anything in the regular mail from Internet friends.
- never to meet anyone in person that I have met online
never to send pictures of myself, family members or other people through the Internet or regular mail without the permission of my parent(s)/guardian(s)
- never to give out my Internet passwords to anyone (even my best friends) other than my parent(s)/guardian(s)
- never to do anything online that could hurt or anger other people or that is against the law
- never to download, install a copy anything from disks or the Internet without proper permission
- never to do anything on the Internet that costs money without the permission of my parent(s)/guardian(s)

Student: _____

Rang: _____

Parent/Guardian: _____

Date: _____

Don't Put Yourself at Risk

- Do not post or send information others could use against you.
- Watch the way you communicate and be careful not to insult/upset other.

What to do if it happens to you

- **Do not reply or retaliate!** This only gives the cyberbully a “win” and could make other people think you are part of the problem.
- **Save a copy of the message** that made you feel uncomfortable and try to figure out who the cyberbully is.
- Make sure to tell your parent(s)/guardian(s) about it immediately and they can help you file a complaint.
- Block the sender.
- Remember, because it is digital, there is a trace of it somewhere.

Internet safety sites and links –

- www.esafety.ie
- <http://www.wiredsafety.org>
- <http://www.netsmartz.org/>
- <http://www.sigizen.org/>
- <http://www.thinkuknow.co.uk>



Ratification

This policy was ratified by the board of management

Signed: _____

Chairperson, Board of Management

Date: _____

Signed: _____

Principal

Date: _____