COLÁISTE NA SCEILGE

ACCEPTABLE USE OF THE INTERNET

February 2016

Mission Statement

We respect, we care,
We learn, we develop,
We belong.

Reviewed by the *staff January_*2016

Reviewed by the Parents Association *January_*2016

Reviewed by the Student Council *January_*2016

Passed by the BOM, 4 Feb 2016

This Acceptable use of the Internet Policy may be accessed on the school website

www.colaistenasceilge.ie

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Acceptable Use Policy

School Name: Coláiste na Sceilge

Address: Valentia Rd., Cahersiveen, Co Kerry.

The aim of this Acceptable Use policy 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

It is envisaged that school and parent 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.

This policy has been made available to school personnel, published on the school website and provided to the Parents' Association . A copy of this policy will be made available to the Department of Education and Skills and our Patron, Kerry Educational and Training Board

This version of the AUP was approved by the Board of Management of Coláiste na Sceilige

on _____ (Date)

Signed:_____   Signed: _____

Chairperson of Board of Management   Principal

Date: _____   Date: _____

Introduction

Internet use and access is considered a school resource and privilege. Coláiste na Sceilge recognises that access to Information and Communication Technology (ICT) gives our students enhanced opportunities to learn, engage, communicate and develop skills that will prepare them for many aspects of life.

To that end, Coláiste na Sceilge provides access to ICT for student use.

This Acceptable Use Policy outlines the guidelines and behaviours that our students are expected to follow when using school technologies or when using personally owned devices on the Coláiste na Sceilge grounds or at Coláiste na Sceilge organised activities of whatever nature.

Technologies Covered

Coláiste na Sceilge may provide students with Internet access, desktop computers, digital imaging equipment, laptop or tablet devices, video-conferencing capabilities, virtual learning environments, online collaboration capabilities, online discussion forums, email and more.

As new technologies emerge, Coláiste na Sceilge may provide access to them also. The policies outlined in this document are intended to cover all online technologies used in the school, not just those specifically mentioned.

Legislation

The Acceptable Use of the Internet Policy is based on 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:

- Child Trafficking and Pornography Act 1998

- Interception Act 1993

- Video Recordings Act 1989

- The Data Protection Act (Amendment) 2003

Aim

The Aim of this Acceptable Use of the Internet 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.

General Guidelines

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet:

- Students are expected to follow the same rules for good behaviour and respectful conduct online as offline-these rules are found in the Coláiste na Sceilge existing Code of Behaviour.
- We make a reasonable effort to ensure students safety and security online, but will not be held accountable for any harm or damages that result from misuse of school technologies.
- Students are expected to alert his/her teacher immediately of any concerns for safety or security.
- Filtering software and /or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material, and students should not try to circumvent it when browsing the web.
- The school will regularly monitor student's Internet usage.
- The students and teachers 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.

Netiquette

Netiquette may be defined as appropriate social behaviour over computer networks and in particular in the online environment. To this end:

- Students should always use the Internet, network resources, and online sites in a courteous and respectful manner
- Students should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Students should use trusted sources when conducting research via the Internet
- Students should not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it is out there - and can sometimes be shared and spread in ways you never intended.

Plagiarism

- Students should not plagiarise content (copy or use as your own without citing the original creator), including words or images, from the Internet
- Students should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author
- The school may check for plagiarism using online tools as are available for such purposes
- The school will encourage students who create original content to claim ownership of it using a Creative Commons licence.

Personal Safety

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the immediate attention of

- A teacher if you are at school
- A parent / guardian if you are at home
- Students should never share personal information about themselves or others, including phone numbers, addresses, PPS numbers and birth-dates over the Internet without adult permission
- Students should never agree to meet someone they meet online in real life without parental permission

Cyber Bullying

Harassing, flaming, denigrating, impersonating, outing, tricking, excluding and cyberstalking are all examples of cyber-bullying.

- Such bullying will not be tolerated in Coláiste na Sceilge
- Don't be mean. Don't send emails or post comments or photos with the intent of scaring, hurting, or intimidating someone else
- Engaging in any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges
- In some cases, cyber-bullying is a crime
- Remember that your activities are monitored and retained
- The school will support students, teachers and parents in dealing with cyberbullying. Coláiste na Sceilge is committed to the Child Protection Procedures for Primary and Post-Primary Schools (Circular 0065/2011) and will act as required by the Kerry Education and Training Board, the Department of Children and Youth Affairs, the Department of Justice and Equality and the Health Service Executive.

Violations of Acceptable Use Policy

Violations of this policy in Coláiste na Sceilge may have disciplinary repercussions, including:

- Suspension of network and computer privileges
- Notification to parents in most cases
- Detention
- Suspension from school and/or school-related activities
- Expulsion
- Legal action and/or prosecution

- Attendance at Counselling may be provided/may be a condition of s student's return to school/ may be a condition of restoration of access to school technologies as a result of exposure to inappropriate material experienced through technology
- Attendance at Counselling may be provided/may be a condition of s student's return to school/may be a condition of restoration of access to school technologies in cases where a student has engaged in unacceptable use of technology.
- In cases where a student has accessed or engaged in unacceptable use of technology additional training in the safe use of technology may be provided/may be a condition of the student's return to school/ may be a condition of restoration of access to school technologies.

World Wide Web

- Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will use the Internet for educational purposes only.
- Students will be familiar with copyright issues relating to online learning.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement)
- Students will never disclose or publicise personal information on any website.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- Downloading by students of materials or images not relevant to their studies is in direct breach of the schools acceptable use policy.
- Students will be aware that any usage, including distribution or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.

Mobile Devices

Coláiste na Sceilge may provide students with mobile computers, digital recorders or other devices to promote learning both inside and outside of the school.

Students should abide by the same Acceptable Use Policy, when using school devices off the school network, as on the school network. Students are expected to treat these devices with respect. They should report any loss, damage, or malfunction to their teacher immediately. Students may be financially accountable for any damage resulting from negligence or misuse.

Use of school-issued mobile devices will be monitored.

Students may use personally owned devices (e.g. laptops, tablets, computers, digital cameras, and smart-phones) for educational purposes, if allowed by their classroom teacher.

Students using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages/images, or the unauthorized taking of images with a mobile phone camera, still or moving is in direct breach of the school's acceptable use policy. This includes any Internet based communication or social media sites, either uploading or downloading.

Appropriate online behaviour and adherence to the Acceptable Use Policy should always be used.

Internet Based Communications

Email

- Students may use approved school email accounts under supervision by or permission from a teacher.
- Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person on any website or social media or through any other means
- Students will not reveal their own or other people's details, such as address or telephone numbers or pictures.
- Students will never arrange a face-to-face meeting with someone they only know through emails, the Internet, phone or text.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.

Internet Chat

- Students will only have access to chat rooms, discussion forums or other electronic communication forums that have been approved by the school.
- Chat rooms, discussion forums and other electronic communications forums will only be used for educational purposes.
- Usernames will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via Internet chat is forbidden.

School Website

- 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 guest books, noticeboards or weblogs will be checked frequently to ensure that they do not contain personal details. Check this out with Kerry ETB
- The publication of student work will be co-ordinated by a teacher.
- Student's 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. Video clips may be password protected.
- Personal student information including home address and contact details will be omitted from school web pages.
- The school website will avoid publishing the first name and last name of individuals in a photograph.
- The school will ensure that the image files are appropriately named – will not use student's names in image file names or ALT tags if published on the web. Check it out with Kerry ETB

- Pupils will continue to own the copyright on any work published.

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

Internet Safety
Please see www.webwise.ie and www.isfi.ie for Internet safety tips.

Review
It is envisaged that the school and parents representatives will review the AUP annually.

AUP Checklist

For an AUP to be robust it needs to be reviewed and updated regularly, taking into consideration implementation issues that may arise. 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 child is found using a chat room to arrange a face-to-face meeting with a friend.
    - The school uses filtering software but a child accidentally accesses a pornographic website while in your care.
    - A child 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?

Contract

I have read and understood this Acceptable Use Policy and agree to abide by it:

_____

(Student Printed Name)

_____

(Student Signature)

_____

(Date) I have read and discussed this Acceptable Use Policy with my child:

_____

(Parent / Guardian Printed Name)

_____

(Parent / Guardian Signature)

_____

(Date)

Appendix 1

Examples of Acceptable Use

I will:

• Use school technologies for school-related activities and research.

• Follow the same guidelines for respectful, responsible behaviour online that I am expected to follow offline.

• Treat school resources carefully, and alert teachers if there is any problem with their operation.

• Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.

• Alert a teacher if I see threatening/bullying, inappropriate, or harmful content (images, messages, postings) online.

• Use school technologies at appropriate times, in approved places, for educational pursuits only.

• Cite sources when using online sites and resources for research; ensure there is no copyright infringement.

• Recognise that use of school technologies is a privilege and treat it as such.

• Be cautious to protect the safety of myself and others.

• Help to protect the security of school resources.

* This is not intended to be an exhaustive list. Students should use their own good judgment when using school technologies.

Appendix 2

Examples of Unacceptable Use

I will not:

• Use school technologies in a way that could be personally or physically harmful to myself or others.

• Search inappropriate images or content.

• Engage in cyber-bullying, harassment, or disrespectful conduct toward others.

• Try to find ways to circumvent the school's safety measures and filtering tools.

• Use school technologies to send spam or chain mail.

• Plagiarise content (copy, use as their own, without citing the original creator) I find online.

• Post personally-identifying information, about myself or others.

• Agree to meet someone I meet online in real life.

• Use language online that would be unacceptable in the classroom.

• Use school technologies for illegal activities or to pursue information on such activities.

• Attempt to access sites, servers, accounts, or content that isn't intended for my use.

* This is not intended to be an exhaustive list. Students should use their own good judgment when using school technologies.