

COLÁISTE NA SCEILGE

Acceptable Use of the Internet (AUP) and Bring Your Own Device (BYOD) Policy

Mission Statement:
We respect, we care,
We learn, we develop,
We belong.

Reviewed by the staff May 2018
Reviewed by the Parents Association May 2018
Reviewed by the Student Council May 2018
Ratified by the BOM 22 May 2018

'The Children First Act 2015 has informed the review of this school policy and this policy is fully compliant with the spirit and content of the Department of Education and Skills Child Protection Procedures for Primary and Post Primary Schools 2017 and the Children First Act 2015.

This AUP & BYOD Policy may be accessed on the school website www.colaištenasceilge.ie

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General Approach

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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

When using the internet students, parents and staff are expected to **think before they click** and recognise the responsibility that comes with the privilege of internet access.

This Acceptable Use Policy applies to students who have access to and are users of the internet in Coláiste na Sceilge.

Misuse of the internet and violations of the Acceptable Use & Bring your own device policy may result in disciplinary action, including some or all the following:

- Confiscation of Device for duration of class
- Confiscation of Device for duration of the day-parent informed by text from school office
- Meeting of parent, student and Year Head
- Suspension of network and computer privileges
- Detention
- Restorative Contract with student
- Suspension from school and/or school-related activities
- Meeting a disciplinary hearing of the Sub Committee of the Board of Management
- Expulsion
- Legal action and/or prosecution
- Report made by the school to TUSLA and or to an Gardaí;
- The school also reserves the right to report any illegal activities to the appropriate authorities.
- Attendance at Counselling may be provided/recommended at any stage/may be a condition of a student's return to school/ may be a condition of restoration of access to school technologies because of exposure to inappropriate material experienced through technology
- Attendance at Counselling may be provided/recommended at any stage/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.

Scope of Policy

Coláiste na Sceilge may 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 Coláiste na Sceilge will, where known, inform parents/guardians of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

Where an incident is being investigated we ask that all students/parents/staff refrain from making comment on social media or otherwise as this can detract from the restorative approach adopted to manage the incident and may even cause greater harm/distress to those involved.

Promotion of internet safety:

- 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 Coláiste na Sceilge through our ICT and SPHE programmes and by the provision of student and parent/guardian workshops/talks.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- Coláiste na Sceilge participates in Safer Internet Day activities to promote safer more effective use of the internet.

Policy development and review

- Board of Management, teaching staff, students, and parents

This policy has been developed in conjunction with: Principal, Deputy Principal, teachers, students, parents/guardians, and representatives of the Board of Management.

The school will monitor the impact of the policy using surveys and or questionnaires of students, parents and teaching staff.

Should serious online safety incidents take place, your ICT teacher, Year Head and Principal should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by the MS365 team.

Content Filtering

Coláiste na Sceilge 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 will be subject to disciplinary action, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion.

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:

Data Protection (Amendment) Act 2003

Trafficking and Pornography Act 1998

Interception Act 1993

Video Recordings Act 1989

The Data Protection Act 1988

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 Year Head.

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.

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

Email and Messaging

- The use of personal email accounts is not allowed at Coláiste na Sceilge.
- Coláiste na Sceilge provide all students with a Microsoft 365 Office Account and school related work and communication is permitted on this account. This service gives students 5 Free Microsoft licences to download onto their own devices to assist with learning at home. See Appendix 4 for information on how to download these 5 free Microsoft licences.
- Students should not under any circumstances share their email account login details with other students or anyone else.
- Students should log out of their Microsoft account when they have finished using it
- 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 may be monitored.

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

Students should immediately report the receipt of any communication that is inappropriate, 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 Coláiste na Sceilge:

- Use of instant messaging services and apps including Snapchat, WhatsApp, iMessage etc. is not allowed in Coláiste na Sceilge.
- Use of blogs such as Word Press, Tumblr etc. is allowed in Coláiste na Sceilge with express permission from teaching staff.
- Use of video streaming sites such as YouTube and Vimeo etc. is allowed with express permission from teaching staff.

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 Coláiste na Sceilge community

Staff and students must not discuss personal information about students, staff and other members of the Colaiste na Sceilge community on social media.

In all instances, where an incident of any nature is being investigated by the school, Coláiste na Sceilge asks that the students/parents/guardians/greater school and local community refrain from commenting on the incident/investigation on social media or otherwise. Discussing the issue on social medial may re-victimises the victim and detract from the restorative practice followed by the school and may damage relationships.

Staff and students must not use school email addresses for setting up personal social media accounts or to communicate through such media.

Staff and students must not engage in activities involving social media which might bring Coláiste na Sceilge into disrepute.

Staff and students must not represent your personal views as those of Coláiste na Sceilge on any social medium.

Personal Devices -BYOD

Students using their own technology in school should follow the rules set out in this agreement Bring Your Own Device (BYOD), in the same way as if they were using school equipment.

The following statements apply to the use of internet-enabled devices such as tablets, laptops, digital music players and mobile phones in Coláiste na Sceilge:

- Students are allowed to bring personal internet-enabled devices into Coláiste na Sceilge under the **Bring Your Own Device (BYOD)** policy

Purpose

- The Bring Your Own Device (BYOD) programme involves allowing students to bring their own mobile devices to school to support learning activities. In an effort to support student centred learning and allowing students to take more control of their own learning, the school may allow students to use mobile devices in the BYOD Acceptable Use Policy as outlined below.

Types of Mobile Device allowed under this policy

- For the purposes of this programme, a mobile device refers to a student owned device such as a tablet, laptop, notebook, iPod touch or suitable phone. Personal gaming devices are not allowed under the BYOD programme. The school decides on the type of allowed device.
- Any student who wishes to use a personally owned mobile device within the school must read and sign this AUP and BYOD policy.
- A parent/guardian of the student must also read, sign and submit the AUP and BYOD policy to the school.
- Students take responsibility for appropriate use of their device at all times.
- The school is not responsible in any way for the device or for its use.
- Students/parents/guardians are responsible for their devices including any breakages, cost of repair or replacement
- The school reserves the right to inspect or monitor student mobile devices during school hours
- Violations of any school policies or rules involving a student device may result in a student not being allowed to continue using the device during school hours and/or disciplinary action, for a period to be determined by the school

- During school hours students are allowed use their device for learning related activities with teacher consent only. Students must ask permission to use their device and not assume that permission is granted automatically. Students are not allowed to leave a mobile phone turned on or use it in class unless asked to do so. Students are not allowed to use any function on their device including: checking the device, sending messages/images, or taking audio or visual images or uploading or downloading without the permission of the teacher.
- Students will comply with teachers requests regarding use of devices during school hours and classes including the request by the teacher to leave the device in a designated location for the duration of the class.
- Students are not permitted to leave a mobile phone turned on or use it in class for any purpose unless asked to do so by the teacher. Students are not allowed to send messages/images without permission from the teacher
- Students may not use the devices to record, transmit or post photos or video of any teachers or students, members of the school community or visitors. No images or video recorded at school can be transmitted or posted at any time with out the permission of their teachers
- Students may use the school wireless network and content filtered broadband. Use of other 'Unfiltered public wireless connections', such as mobile networks, is not allowed during school hours.
- Mobile devices must be charged prior to bringing them to school to be useable during school hours. Charging devices in school is not an option.
- The school reserves the right to change the AUP and BYOD Policy in line with overall school's policy
- Students are only allowed to use personal internet-enabled devices during lessons with expressed permission from teaching staff.
- Students are allowed to use personal internet-enabled devices during social time.

Images & Video

Care should be taken when taking photographic or video images that students are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.

At Coláiste na Sceilge students must not take, use, share, publish or distribute images of others without the permission of the teacher.

Taking photos or videos in class of students, teachers, visitors is not allowed unless given express permission to do so by the teacher.

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 guardians will be obtained on the Enrolment form 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 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.

Sexting

In accordance with Children First and the Child Protection Procedures for Post-Primary schools, **all incidents involving the explicit images of children will be referred to the Gardaí and to TUSLA- The Child and Family Agency**. All cases involving the creation/taking, sharing/distribution or storing/possession of explicit images of children are potentially criminal and will be reported to An Garda Síochána. It is not up to the school to make a judgement on whether behaviour is illegal or not. Schools have a duty of care to notify Gardaí, who will then establish if harassment or extortion has taken place.

Where a teacher has reasonable grounds to suspect that a child Under 18 years has been, is being harmed or is at risk of being harmed, for example in cases where there is sexting/non consensual sharing of explicit images, this will trigger a mandatory report to TUSLA and the Gardaí.

Sexting and the sharing of explicit images is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved and **automatically incurs a suspension** as a sanction in addition to the referral to Gardaí and Tusla and additional sanctions/supports as deemed appropriate by the school authorities. **Even a single incident of non consensual sharing can have a serious effect on a student and may constitute both harassment and the distribution of child pornography.**

The school reserves the right to confiscate digital devices to prevent the distribution of child pornography. These devices will be handed over to the Gardaí. Gardaí only will conduct searches of the device.

Pornography

The watching/showing of pornography to persons Under 18 is an unacceptable and absolutely prohibited behaviour. ‘Showing sexually explicit material to children (anyone Under 18) is often a feature of the ‘grooming’ process by perpetrators of abuse’ (p14 Child Protection Procedures for Primary and Post Primary Schools). This is an example of child sexual abuse and will be reported to the Garda and to Tusla. And will **automatically incur a suspension** as a sanction in addition to the referral to Gardaí and Tusla and additional sanctions/supports as deemed appropriate by the school authorities.

The school reserves the right to confiscate digital devices to prevent the distribution of pornography and the potential grooming process. These devices will be handed over to the Gardaí. Gardaí only will conduct searches of the device.

Cyberbullying

When using the internet students, parents and staff are expected to treat others with respect at all times.

Think before you send, post, like or click!

Sharing, commenting, joining, subscribing, following, liking, retweeting etc online sources/posts/images/videos etc that harm or humiliate individuals can be considered cyber bullying behaviour.

Engaging in online activities with the intention to harm, harass, or embarrass and 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. **In the case of cyber bullying a once off post, image etc can constitute bullying as it can be shared multiple times.** This definition includes cyber-bullying even when it happens outside the school or at night when it impacts the wellbeing of students within the school.

The prevention of cyber bullying is an integral part of the anti-bullying policy of our school.

School Websites/Social Media

Students may be given the opportunity to publish projects, artwork or school work on the internet to celebrate their achievement.

The school's and Kerry ETB's website and social media sites 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.

Coláiste na Sceilge will use only digital photographs, audio or video clips of 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 Coláiste na Sceilge web pages.

AUP & BYOD Contract & Web permissions

Dear Parent/Guardian,

As part of the school's education programme we offer pupils access to the Internet. This allows students access to a large array of online educational resources that we believe can greatly enhance the learning experience.

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.

It is important that this AUP and BYOD policy is read carefully, signed by a parent or guardian and student and returned to the school. 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 son/daughter access to the Internet as defined by the school's Acceptable Use Policy. Having read the terms of our school's Acceptable Use Policy and Bring your own Device 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.

Student Section

I have read and understood this Acceptable Use and BYOD Policy. I have discussed it with my parents/guardians and I agree to abide by it. I accept and understand my responsibilities outlined in this BYOD and AUP.

In relation to the BYOD Policy -Mobile device details. The device I intend to use is:

_____ (eg Tablet- include manufacturer, type of device here)

As a student I Understand and will abide by this AUP and BYOD policy. I understand that any violations of this AUP and BYOD may result in not being able to use my mobile device in school and could mean other disciplinary actions.

_____ (Student Printed Name)
_____ (Student Signature)
_____ (Date)

Parent/Guardian Section

I have read and discussed this Acceptable Use Policy and BYOD Policy with my son/daughter. We both understand and accept our responsibilities as outlined in the AUP and BYOD. As a parent/guardian I understand that any violations of this AUP and BYOD may result in my son/daughter not being able to use their mobile device in school and could mean other disciplinary actions. I grant permission for my son/daughter 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.

_____ (Parent / Guardian Printed Name)
_____ (Parent / Guardian Signature)
_____ (Date)

Permission for display of work on website/social media

In relation to the school and Kerry ETB website/social media, I accept that, if the school considers it appropriate, my son/daughter's schoolwork may be chosen for inclusion on the school or Kerry ETB website. I understand and accept the terms of the Acceptable Use Policy relating to publishing students' work on the school website.

Parent Signature: _____ Date: _____

Please review the school Acceptable Use of the Internet and Bring Your Own Device Policy, and sign and return this permission form to the Year Head.

Appendix 2

Policy Checklist for Board of Management

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?

Appendix 3

Coláiste na Sceilge Board of Management ratified the Acceptable Use (AUP) and Bring Your Own Device (BYOD) Policy

The aim of this Acceptable Use (AUP) and Bring Your Own Device (BYOD) 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 & BYOD is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP & BYOD policy – will be imposed.

It is envisaged that school, student and parent representatives will revise the AUP & BYOD Policy annually. Before signing, the AUP & BYOD 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 & BYOD was approved by the Board of Management of Coláiste na Sceilge on:

_____ (Date)

Signed: _____ (Chairperson of the Board of Management)

Date: _____

Signed: _____ Principal

Date: _____

Appendix 4

Information on how to download the 5 free Microsoft Licences to devices.