Student Internet Acceptable Use Policy (AUP)

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Policy Date	April 2018
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1. Strategy and Overview

This policy has been developed by a working group including: Principal, Deputy Principal, IT co-ordinator, Digital Strategy Team, students, parents/guardians and advice from the Professional Development Service for Teachers (PDST).

The aim of this Internet Acceptable Use Policy (AUP) is to ensure that digital learners at St. Clare's Comprehensive benefit fully from the learning, teaching and assessment opportunities offered by our school's internet resources in a safe, effective and accountable manner.

Internet use and access is considered a valuable resource and privilege. St Clare's Comprehensive School benefits from a modern high speed broadband fibre based connection, currently available at 100 Mbps and accessible through networked PCs and an enterprise grade Wi-Fi system throughout the school. Users must be aware that their bandwidth usage may affect access speeds and quality of service for other users.

If our school's AUP is not adhered to, internet use and access may be withdrawn from users and appropriate sanctions will be imposed, as per our school's Positive Code of Behaviour.

When using the internet students are expected:

- ✓ to access appropriate areas of learning
- ✓ to treat all others with respect at all times
- ✓ to respect the right to privacy of all members of our school community
- ✓ to understand copyright and acknowledge creators when using online content and resources
- ✓ not to undertake any actions that may bring St. Clare's Comprehensive or any members of the school community into disrepute

This AUP applies to all students who access the internet at St. Clare's Comprehensive School.

Misuse of the internet that impacts on the well-being of students and/or staff under this policy and associated codes of positive behaviour and anti-bullying policies, may result in disciplinary action, including verbal warnings and contact with parent(s)/guardian(s), withdrawal of access privileges, detention and, when necessary, suspension or expulsion. St. Clare's Comprehensive also exercises the right to report any illegal activities to the appropriate authorities.

The following strategies promote safer use of the internet:

- ✓ Students will be provided with support and instruction in internet safety as part of our Junior and Senior Cycle curriculum.
- ✓ St. Clare's Comprehensive participates in Safer Internet Day activities which aims to promote safe and effective use of the internet.

This policy and its implementation will be reviewed where appropriate by the following stakeholders:

- ✓ Digital Strategy Team
- ✓ Teaching staff
- ✓ Students council
- ✓ Parents council
- ✓ Board of Management

It is envisaged that this policy would be reviewed annually by stakeholders in the light of changing technologies and relevant national and EU legislation.

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

The implementation of this Student Internet Acceptable Use Policy will be monitored by all staff.

2. Content Filtering

St. Clare's Comprehensive School implements **Level 4** content filtering on the Schools Broadband Network (SBN). This level blocks access to websites under the category of personal websites (blogs and vlogs) and/or Social Networking.

St. Clare's Comprehensive School reserves the right to use additional filtering policies on network Service Set Identifiers (SSIDs) to ensure availability and quality of service of our available bandwidth for all users.

Students taking steps to bypass the content filter by using proxy sites or other means will be subject to disciplinary action as per our Code of Behaviour.

3. Web Browsing and Downloading

3.1.   Students will use the school's internet connection only for educational and career development activities

3.2.   Students will be aware that any usage, including distributing or receiving information, school-related or personal, will be monitored for unusual activity, security and/or network management reasons

3.3.   Students will not download or upload materials or images not relevant to their studies

3.4.   Students will not intentionally visit internet sites that contain gambling, pornographic, obscene, illegal, hateful or otherwise objectionable materials

3.5.   Students will not copy information from the internet without acknowledging the creator and referencing the source of the content

3.6.   Students will not engage in online activities such as updating personal devices or transferring large files that result in heavy network traffic which impairs the service for other internet users

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

3.8.   Students will not promote or use virtual private networks (VPN) to hide Internet Protocol (IP) addresses

4. Email and Messaging

4.1.   All school-related communications must be made using students school Google Mail account. The use of personal email accounts is not allowed for school purposes

4.2.   Students should not share their email account username and password with others under any circumstances.

4.3.   Students should not use school email accounts to register for online services such as social networking services, apps, gambling and games.

4.4.   Students should not use school email accounts to register or access their online student bank accounts or other financial transactions (e.g. topping

up student travel cards, mobile phone credit management, reward schemes etc.)

4.5. Students will use approved class email accounts only under supervision by or instruction from a teacher

4.6. Student email accounts may be limited to sending and receiving mail within the *stclarescomprehensive.ie* domain

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

4.8. Students should immediately report to their tutor/year head the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and under no circumstance should respond to any such communication.

4.9. Students should avoid opening emails that appear suspicious and report accordingly to their tutor/year head

4.10. Students are expected to use email addresses issued under the *stclarecomprehensive.ie* domain for all classwork

G-suite is used to host the *stclarecomprehensive.ie* email service and all email sent from our domain must include the following disclaimer:

E-MAIL DISCLAIMER
This e-mail and any files transmitted by attachment and/or hyperlinks are confidential and may be legally privileged. They are intended solely for the use of the intended recipient(s). Any views and opinions expressed are those of the individual author/sender and are not necessarily shared or endorsed by St. Clare's Comprehensive School or any associated or related organisation. In particular e-mail transmissions are not binding for the purposes of forming a contract, and do not form a contractual obligation of any type. The content of this e-mail or any file or attachment transmitted with it may have been changed or altered without the consent of the author. If you are not the intended recipient of this e-mail, you are hereby notified that any review, dissemination, disclosure, alteration, printing, circulation, uploading or transmission of, or any action taken or omitted in reliance on this e-mail or any attachment file or hyperlink transmitted with it is prohibited and may be unlawful.
St. Clare's Comprehensive School accepts no liability for any loss or damage sustained as a result of viruses or malware. E-mail communications such as this cannot be guaranteed to be virus-free, timely, secure or error-free and St. Clare's Comprehensive does not accept liability for any such matters or their consequences. It is your responsibility to carry out virus scanning before opening any attachment and exercise precautions in following any hyperlinks.
If you have received this e-mail in error please notify St. Clares' Comprehensive School, Manorhamilton, Co. Leitrim, Ireland, F91 FY82. Tel. +353719855087.

5. Social Media

5.1. Students must not use social media and the internet in any way to harass, insult, abuse or defame students, their family members, staff, or other members of the school community

5.2. Students must not discuss personal information about fellow students, staff and other members of the school community on social media

5.3. Students must not use school email addresses for setting up personal social media accounts or to communicate through such media

5.4. Students must not engage in activities involving social media which might bring the school community into disrepute.

5.5. Students must not represent their personal views as being representative of the school community on any social media platform

6. Personal Digital Devices

Students using their own digital devices in school should follow the rules set out in this AUP, in the same way as if they were using school equipment.

Digital Devices include smartphones, wearable technology, digital tablets, media players and any device which is or has the capability to be connected to the internet through an ethernet, WIFI, hotspot or cellular connection

6.1. The following statements apply to the use of internet-enabled devices:

6.2. It is the responsibility of the student to ensure the safe storage of their device when not in use, e.g. during break and lunch times. The school accepts no liability for loss or damage.

6.3. Students are only allowed to use personal devices during lessons with the express permission of staff.

6.4. Students are only allowed to use personal devices outside of class time with the express permission of staff.

6.5. Students must ensure that any apps/updates are downloaded and installed before class to ensure they are ready for use in class and do not impact bandwidth for other users.

6.6. Devices must be brought to school charged, with a suitable screen protector and protective case

6.7. Any unauthorised capture of images, video or audio is in direct breach of the school's AUP and will be sanctioned as per our Code of Positive Behaviour

6.8. Digital devices must be turned off when not in use or not required for class. (devices in 'silent' or 'vibrate' mode are not considered 'off')

7. Images & Video

7.1. Students must not take, use, share, publish or distribute images of others without their permission.

7.2. Taking photos or videos on school grounds or when participating in school activities is permitted when undertaking a learning activity and only with the instruction of a teacher.

7.3. Taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from staff.

7.4. Students must not share images, videos or other content online with the intention to harm another member of the school community.

7.5. Sharing images of individuals is an unacceptable and absolutely prohibited behaviour, and will be dealt with as per the school's code of positive behaviour.

7.6. Taking or distributing explicit, self-generated images is absolutely prohibited, will be dealt with as per the school's code of positive behaviour and will be reported to the appropriate authorities

8. Cyberbullying

8.1. When using the internet students are expected to treat others with respect at all times

8.2. 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 sanctions for those involved, as per the school's code of positive behaviour.

8.3. Students must be aware that cyber-bullying is defined as unwanted negative online behaviour, verbal, or psychological, conducted by an individual or group against another person (or persons) and will be dealt with, as appropriate, in accordance with the school's code of positive behaviour

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

9. School Website / Blog

9.1. Students' work and achievements will be promoted on the school website and Blog.

9.2. All images and videos promoted on the school website will have online comment features disabled.

9.3. The publication of student work on the school website must be submitted via a member of staff.

9.4. Digital imaging and video clips should focus on group activities. Content focusing on individual students will only be published on the school website with parent/guardian permission.

9.5. Personal student information including home address and contact details will not be published on school web pages.

9.6. To protect the identity of students, full names will not be used with digital content published online.

10. Legislation

The school will make available, information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with and be aware of any changes. The school will liaise with Tusla, the HSE, the Gardai and other relevant organisations with any issues which may arise:

Data Protection Act 1988 (and Amendment Act 2003)
     http://www.dataprotection.ie/
     http://www.irishstatutebook.ie/1988/en/act/pub/0025/index.html
     http://www.irishstatutebook.ie/2003/en/act/pub/0006/index.html

Child Trafficking and Pornography Act 1998
     http://www.irishstatutebook.ie/1998/en/act/pub/0022/index.html

Interception Act 1993
     http://www.irishstatutebook.ie/1993/en/act/pub/0010/print.html

Video Recordings Act 1989
     http://www.irishstatutebook.ie/1989/en/act/pub/0022/index.html

European General Data Protection Regulation (May 2016)

11. Permission Form

I have read, understood and will follow the AUP at St. Clare's Comprehensive School in both word and spirit to use the Internet in a responsible way and to maintain a safe digital environment for myself and all other members of our school community.

Student's Signature: _____ Class: _____

Date: _____

As a parent or legal guardian of the above student, 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 students access unsuitable websites.

I accept that, if the school considers it appropriate, my child's work may be chosen for inclusion on the website to celebrate achievement. I understand and accept the terms of the Acceptable Use Policy relating to publishing students' work on the school website.

Signed Parent/Guardian : _____

Date: _____

Please review the attached school Internet Acceptable Use Policy, sign and return this permission form to the child's tutor.