# St. Joseph's N.S. Acceptable Usage Policy

Please note that during the Covd-19 crisis an amendment has been made to this AUP policy which addresses communication with parents via email. Communication between teacher and student is via parent email only. _"Interactions between students and teachers will reflect that which takes place in a physical classroom."_

## Remote Teaching and Learning Protocols for Students

- School email addresses e.g. @stjosephns.ie email addresses will be the platform used by teachers to upload and email work to parents. For those who cannot access emails, work will be sent out in the post to the pupil's home.
- The normal school calendar will apply
- The school Code of Behaviour is applicable to remote teaching and learning including :
  - ✓ Anti- Bullying Policy
  - ✓ Mobile Phone & E-Device Policy
- Students with devices are reminded to use their school books, where possible, to complete assignments (as is the normal expectation)
- Teaching and Learning best practice will continue to apply with students expected to present all assignments to the best of their ability and on time, where this evolving and unprecedented situation allows you to do so.

## Guidelines for Good Online Communication in St. Joseph's N.S.

1. Staff, families and students are expected to behave in an appropriate, safe, respectful and kind manner online.
2. It is the duty of parents/guardians to supervise children while they are working online and to ensure any content which they are submitting to their teacher is appropriate.
3. Staff members can communicate with pupils and their families via Aladdin or through email (eg. Studyladder.com, Mangahigh, Class Dojo).
4. Any electronic forms of communication will be for educational purposes and to allow for communication with families.
5. Students and staff will communicate using tools which have been approved by the school and of which parents have been notified (e.g. Classdojo)
6. St. Joseph's NS cannot accept responsibility for the security of online platforms, in the event that they are hacked.
7. Communication using a mobile phone will not be frequent, but in the rare exception where it is necessary, staff members will ensure that their caller ID is private.

## Guidelines for Staff Members using Online Communication Methods:

1. Staff members will communicate with pupils and families during the hours of 9.20am - 3pm, where possible.
2. Staff members will have high expectations regarding pupil behaviour, with any communication which takes place online.
3. Staff members will seek to become familiar with apps before using them with pupils.
4. Staff will check that consent has been given, before setting up a pupil profile for an online app.
5. Staff members will report any concerns regarding online behaviour or interactions to school management.

## Rules for pupils using online communication methods:

1. Submit work and pictures that are appropriate - have an adult take a look at your work before you send it.
2. Use kind and friendly words.

## Guidelines for Parents and Guardians:

1. It is the responsibility of parents and guardians to ensure that pupils are supervised while they work online.
2. Check over the work which pupils send to their teacher, ensuring it is appropriate.
3. Continue to revise online safety measures with pupils.

# Introductory Statement

This policy updates the previous school AUP policy (2008) and it was drafted by the Digital Technologies (DT) postholder, principal, school staff, a representative group of parents and BOM input. The provision of DT resources and access to the Internet supports teaching and learning in St. Joseph's N.S., with rights and responsibilities for all users. The aim of this policy is to give guidance and direction for the acceptable use of DT for teaching and learning and communication as appropriate for all members of the school community (i.e. pupils, staff, parents and approved visitors/speakers etc) who have access to, and who are users, of DT in St. Joseph's. It is envisaged that the postholder, principal, together with staff, parents and Board of Management will review this AUP on a regular basis in response to emerging technologies and issues arising.

# Rationale

St. Joseph's recognises that access to Digital Technologies gives our pupils and school community enhanced opportunities to learn, engage, communicate and develop skills that will prepare them for many aspects of life as well as enhancing the learning experience for both pupils and staff. To that end, the school provides access to DT and the internet to pupils and staff.

This Acceptable Use Policy outlines the guidelines and behaviours that pupils, parents, staff and approved visitors/speakers etc are expected to follow when using DT technologies for curricular and any other school related activities. St. Joseph's uses many forms of DT to support the implementation of the curriculum including (i) access to the Internet, (ii) use of desktop computers/laptops/tablet devices, digital imaging equipment and recording devices etc. The policies outlined in this document are intended to cover all online and offline technologies used in the school, not just those specifically mentioned.

# Aim of AUP Policy

The aim of this Internet Acceptable Use Policy (AUP) is to ensure that pupils 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. This Acceptable Use Policy applies to pupils who have access to and are users of the internet in St. Joseph's N.S. If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

When using the internet pupils, parents and staff are expected:
- To take good care of all school DT equipment and use it responsibly in accordance with school policy.
- To treat others users with respect at all times
- To respect the right to privacy of all members of the school community,
- To respect copyright and acknowledge creators when using online content and resources.
- Not to engage in behaviours or misuse DT resources in a manner that would bring the school into disrepute.

St. Joseph's N.S. implements the following strategies on promoting safer use of the internet:

- Pupils will be provided with education in the area of internet safety as part of the SPHE curriculum. This includes but is not limited to Stay Safe Lessons and My Selfie/Webwise resource in Senior Classes.
- As part of the school's Anti Bullying Awareness Initiative (Anti-Bullying Policy ) workshops for pupils on Online Safety and Cyber Bullying are organised for pupils and parents on an annual basis.
- Safer Internet Day will be acknowledged in all classes in February each year.
- School staff will be provided with continuing professional development in the area of internet safety and online communication and DT technologies.

## Conditions for the Use of the Internet

The internet is accessible via St. Joseph's internal school network; in classrooms, school offices, via the laptops/iPads and via Wifi access points in specific areas of the school (NCTE School Broadband Service).

- Pupils will use the school's internet connection only for educational activities with the permission of and under the supervision of a member of the teaching staff.
- Pupils will normally use child friendly search engines & websites under the direction of teacher (e.g. Kidrex, Kiddle, DK Find Out, oxfordowl.co.uk).
- Pupils will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials; pupils must report accidental accessing of any inappropriate sites etc to teacher immediately.
- Pupils will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Pupils will not engage in online activities such as uploading or downloading large files.
- Downloading by pupils of materials or images not relevant to their specific area of study is only allowed under the supervision of and expressed permission of a teacher.

## Sanctions for the misuse of ICT and Internet by pupils

Breaches of this AUP policy including serious online misbehaviours by pupils will be dealt with under St. Joseph's N.S. Code of Behaviour and/or Anti-Bullying Policy as deemed applicable. Therefore, if the school AUP is not adhered to, the school reserves the right to withdraw pupil access to DT resources as deemed necessary and sanctions will be imposed.

St. Joseph's N.S. does not permit pupils to BYOD (Bring Your Own Devices) or external drives/USB storage devices etc to school unless authorised by the school for a specific project. The school also reserves the right to report any illegal activities to the appropriate authorities. The school also reserves the right to report any illegal or inappropriate activities to the relevant statutory authorities ie GardaÍ, TUSLA. Office of the Data Commissioner etc.

St. Joseph's N.S. will deal with incidents that take place outside the school that impact on the wellbeing of pupils or staff under this policy and associated codes of behaviour and anti-bullying policies. In such cases St. Joseph's N.S. will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions. Should serious online safety incidents take place, the principal should be informed.

## Cyberbullying

The school adheres to the *DES Procedures for Anti Bullying for Primary & Post Primary Schools* definition of bullying 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. This definition includes cyber-bullying even when it happens outside the school. Additionally the posting of an offensive comment online is considered as cyberbullying, due to its potential to be circulated to many users. Such incidents of cyberbullying will be dealt with under the St. Joseph's N.S. Anti-Bullying Policy.

• Pupils are expected to treat others with respect at all times when using any form of communications technology either as part of school based learning or for personal use outside of school
• Awareness of and the prevention of cyber bullying is an integral part of St. Joseph's N.S. Anti-Bullying policy.
• Engaging in online activities with the intention to harm, harass, or embarrass another pupil or member of staff is an unacceptable behaviour, with serious consequences and sanctions for those involved.

## Content Filtering

St. Joseph's N.S  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.

Pupils taking steps to by-pass the content filter by using proxy sites or other means may be subject to disciplinary action, including written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion.

## Web Browsing and Downloading

- Pupils will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Pupils will report accidental accessing of inappropriate materials in the classroom to their teacher.
- Pupils will report accidental accessing of inappropriate materials in school but outside the classroom to their class teacher.
- Pupils and staff will not copy information from the internet without acknowledging the creator and referencing the source of the content. They will use creativecommons.org when searching for images and the usage rights tab labelled for non-commerical use with modifications on the Google search tab also. All written work will be acknowledged in the reference section.
- Pupils 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.
- Pupils will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Use of file sharing and torrent sites is not allowed.
- Downloading by pupils of materials or images not relevant to their studies is not allowed.

## Email and Messaging

St. Joseph's N.S. promotes the provision of school/class email accounts for pupils as considered necessary to support school work. Such class email accounts will be notified to parents, password protected and managed by the class teacher. Such accounts will be deleted at the end of the school year.

- The use of personal email accounts of staff members is allowed at St. Joseph's N.S.
- Pupils should not under any circumstances share their email account login details with other pupils.
- Pupils should not use school email accounts to register for online services such as social networking services, apps, and games.
- Pupils will use approved class email accounts only under supervision by or permission from a teacher.
- Pupils will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Pupils will not use personal emails.
- Pupils should immediately report the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.
- Pupils should avoid opening emails that appear suspicious. If in doubt, pupils 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 St. Joseph's N.S.:

- Use of instant messaging services and apps including Snapchat, Whats App etc. is not allowed by pupils in St. Joseph's N.S.
- Use of blogs such as Word Press, Tumblr etc. is allowed at certain times in St. Joseph's N.S .
- Use of video streaming sites such as YouTube and Vimeo etc. is allowed at certain times in St. Joseph's N.S.
- Staff and pupils must not use social media and the internet in any way to harass, insult, abuse or defame pupils, their family members, staff, and other members of the St. Joseph's N.S. community.
- Staff and pupils must not discuss personal information about pupils, staff and other members of the St. Joseph's N.S. community on social media.
- Staff and pupils must not use school email addresses for setting up personal social media accounts or to communicate through such media.
- Staff and pupils must not engage in activities involving social media which might bring St. Joseph's N.S.  into disrepute.
- Staff and pupils must not represent your personal views as those of being St. Joseph's N.S.  on any social media platform.

## Personal Devices

The following statements apply to the use of internet-enabled devices such as tablets, mobile phones, gaming devices, and digital music players in St. Joseph's N.S.:

- Pupils are not allowed to bring personal internet-enabled devices into St. Joseph's N.S. with the exception of mobile phones.
- Please see Mobile Phone & Electronic Device Policy for further information.

## Images & Video

- Care should be taken when taking photographic or video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- At St. Joseph's N.S. pupils must not take, use, share, publish or distribute images of others without their permission.
- Taking photos or videos on school grounds or when participating in school activities is not allowed under any circumstances.
- Taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from staff e.g. Confirmation photos.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.
- Pupils 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 pupils and/or minors is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved. Sharing explicit images of other pupils automatically incurs suspension as a sanction.

## Cyberbullying

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

- Engaging in online activities with the intention to harm, harass, or embarrass and another pupil 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 pupils 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. This definition includes cyber-bullying even when it happens outside the school or at night.
- Measures are taken by St. Joseph's N.S. to ensure that staff and pupils 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. This definition includes cyber-bullying even when it happens outside the school or at night.
- Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and will be dealt with, as appropriate, in accordance with the school's code of behaviour.
- The prevention of cyber bullying is an integral part of the anti-bullying policy of our school.

## School Website

- Pupils will be given the opportunity to publish projects, artwork or school work on the internet in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.
- The website 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.
- St. Joseph's N.S. 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 St. Joseph's N.S. web pages.

## ICT and 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 Act 1998** - this act was passed in order to deal with privacy issues arising from the increasing amount of information kept on a computer about individuals.
- **Data Protection (Amendment) Act 2003** - this amendment extends the data protection rules to manually held records and also makes improvements to the public's right to access data.
- **Child Trafficking and Pornography Act 1998** - this act legislates against anyone who knowingly produces, prints, publishes, distributes, exports, imports, shows, possesses or sells child pornography.
- **Interception Act 1993 –** this act stipulates that telecommunication messages can be intercepted for the purpose of an investigation of a serious offence. Authorisations are subject to certain conditions.
- **Video Recordings Act 1989** - this act prohibits the distribution of videos which contain obscene or indecent material which may lead to the depravation or corruption of the viewer.
- **Copyright and Related Rights Act 2000** – this act governs copyright in Ireland.

## Safety Advice

Useful websites for further information on online and communications technology.

- www.iab.ie (Internet Advisory Board)
- www.esafety.ie (Internet Safety Seminars for Schools/Parents)
- www.webwise.ie (Information on Various Forms of Internet Usage)
- www.ncte.ie (Information on ICT in Education)
- www.saferinternetday.ie (includes information on Safer Internet Day)

## Links with other School Policies

This policy in linked to the following school policies:

- Child Protection Policy
- Code of Behaviour
- Anti Bullying Policy
- Data Protection Policy
- Mobile Phone & Electronic Device Policy

# AUP Consent Form

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.

Student's Signature: _____

Parent/Guardian : _____

Date: _____

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my son or 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.
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 students' work on the school website.

Signature: _____ Date: _____

Address: _____

_____ _____

Please review the attached school Internet Acceptable Use Policy, and sign and return this permission form to the Principal.

School Name:_____

Name of Student:_____

Class/Year:_____

Student:_____

## Ratification of Policy

This policy will be reviewed by the Board of Management every two years.

This 'Acceptable Use Policy' was reviewed and adopted by the Board of Management on _____

Signed _____ Date: _____

Chairperson of Board of Management

Principal: _____ Date: _____

Principal