



lmetb

Bord Oideachais agus Oiliúna Lú agus na Mí
Louth and Meath Education and Training Board

STUDENT INTERNET SAFETY ACCEPTABLE USE POLICY (AUP)



Colaiste na hInse, Bettystown

JANUARY 2021

PURPOSE/AIM OF THIS POLICY

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions as outlined in the AUP will be imposed.

EMERGENCY REMOTE TEACHING AND LEARNING/DISTANCE LEARNING/VIDEO CONFERENCING

During the COVID 19 pandemic there may be occasions where full school closures/partial school closures/class group closures occur. In these instances, interactions between students and teachers via an online learning and teaching platform/video conferencing e.g. Microsoft Teams/OneNote and/or via email will reflect that which takes place in a physical classroom where possible.

SCHOOL STRATEGY

The school employs several strategies in order to maximise learning opportunities and reduce risks associated with the Internet. This includes the use of school ICT devices and equipment including laptops, tablets and school computers.

Colaiste na hInse does not allow the use of students' personal devices including mobile phones, tablets, etc. on site. Therefore, Colaiste na hInse is not a Bring Your Own Device (BYOD) school and does not have a Bring Your Own Device (BYOD) policy.

GENERAL

- While in school (as opposed to during school closures due to COVID-19) internet sessions 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 while LMETB students/learners are in LMETB schools and centres. It is expected that parents/guardians have appropriate filtering software in place for students/learners while working away from the school/centre
- The school will regularly monitor students' internet usage while in school
- While in school uploading and downloading of non-approved software will not be permitted
- Virus protection software will be used and updated on a regular basis in school
- As all students with LMETB email addresses/accounts have access to a One Drive account through LMETB for data storage, the use of USB keys, CD-ROMs, or other digital storage media is not encouraged in school and where deemed necessary requires a teacher's permission
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute or cause hurt or embarrassment to any member of the school community

WORLD WIDE WEB

- 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 accordance with school procedures *
- Students will use the Internet for educational purposes only
- 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
- While in school or while engaged in school remote teaching and learning, downloading by students of materials or images not relevant to their studies is in direct breach of the school's acceptable use policy
- Students will be aware that while in school, any usage, including distributing or

receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons

E - MAIL

- Students will use the approved student school email accounts which includes @lmetb.ie at the end of the email address 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
- Students will not reveal their own or other people's personal details; such as addresses or telephone numbers or pictures
- Students will not under any circumstances share their email account login details with other students
- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet
- While in school or while engaged in school remote teaching and learning students will note that sending and receiving email attachments is subject to permission from their teacher
- Students should avoid opening emails that appear suspicious. If in doubt, students should ask their teacher before opening emails from unknown senders

INTERNET CHAT

- The use of chat rooms within the school are forbidden

SCHOOL WEBSITE

- Students will be given the opportunity to publish projects, artwork or schoolwork on the World Wide Web 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 of students or staff
- Website using facilities such as guest books, noticeboards or weblogs where applicable will be checked frequently to ensure that they do not contain personal details. Records will be kept regarding same
- The publication of student work will be co-ordinated by a teacher
- Students' 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 of 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 students' names in image file names or ALT tags if published on the web
- Students will continue to own the copyright on any work published

MICROSOFT(MS) TEAMS

- Is an online learning and teaching platform that teachers and students may use in this school
- It provides teachers with a method of managing lessons setting, sharing content with other teachers and students and facilitating live classes remotely
- Students may use the platform to check for homework, see online demonstrations or elements of lessons, engage with live classes, get help and support from teachers and for the purposes of sending work to teachers
- Students should be aware that any links received for MS Teams meetings and/or classes are for their private use only and they are not authorised to forward any links to other parties either within or outside the school
- This platform is for education and schoolwork only and it must not be used by students and teachers for any purposes other than this
- As with all MS products extensive user logs are maintained and can be accessed when required for the purposes of an investigation by a school, LMETB, TUSLA, Garda Siochana etc. where necessary

PERSONAL DIGITAL DEVICES – STUDENTS IN COLAISTE NA HINSE ARE NOT PERMITTED TO BRING IN ANY PERSONAL DIGITAL DEVICES INCLUDING MOBILE PHONES TO SCHOOL. ONLY SCHOOL ISSUED DEVICES CAN BE USED ON CAMPUS. ANY PERSONAL DIGITAL DEVICES FOUND ON CAMPUS WILL BE CONFISCATED AND SUBJECT TO THE SCHOOL’S MOBILE PHONE POLICY.

- The school acknowledges that as a high technology 21st century school, students may use advanced school sanctioned digital devices such as iPads, tablets or laptops to engage in learning. The use of such appropriate digital devices is permitted for learning purposes only, in the classroom with the permission of the teacher
- Students are prohibited from viewing or allowing others to view on a digital device, material which is obscene, defamatory or inappropriate
- In circulation spaces the use of a digital device is confined to educational purposes only
- The playing of games on devices is strictly prohibited
- The unauthorised taking of images with a digital device, still or moving is in direct breach of the school’s acceptable use policy
- Should students wish to contact home they may do so through the school office only

Online Teaching and Learning Platforms

- Students and teachers will be provided with training in the area of Online Teaching and Learning Platforms i.e. Microsoft TEAMS
- It is expected that students and staff will use this platform in a professional and ethical manner for the purpose of teaching, learning and assessment
- It is expected that students when engaging in classes remotely will follow the instruction

of their teacher regarding the use of camera during live classes. It is also expected that students will locate themselves in an appropriate setting for such classes and be appropriately dressed

- Students should never post, stream or transmit any content, including live video, that violates this policy in such a way that is offensive to students/staff
- Students should not do anything illegal, facilitate any illegal activity, or promote violence
- Students should not do anything that threatens, exploits or otherwise harms children or fellow students
- Students should not engage in any activity that is harmful, obscene or indecent. This includes offensive gestures, displays of nudity, violence, pornography, sexually explicit material or criminal activity
- Students should not engage in any activity that is fraudulent, false or misleading
- Students should not engage in any activity that is defamatory, harassing, threatening, obscene, indecent or otherwise inappropriate
- Students should not send unauthorised messages or irrelevant material
- Students should not share any links for meetings with anyone else either inside the school, LMETB or to external users
- Students should not misrepresent a user's identity or affiliation with any entity or organization, or impersonate any other person
- Students should not harvest, collect or gather user data without consent
- Students should not violate or infringe any intellectual property or proprietary rights of others, including copyrights
- Students should not violate the privacy of others or distribute confidential or personal information of others
- Students should not engage in any activity that is harmful or disruptive to the operation of online classes. This includes transmitting viruses, malware or other malicious or destructive code or using tools that mask IP address location or to otherwise circumvent restrictions on use due to regulations or account closures
- Students should report any concerns or suspicious activity immediately to a member of staff

Cyberbullying

This section should be read in conjunction with all other school policies.

- When using the internet pupils, parents and staff are expected to treat others with respect at all times.
- Measures are taken by Coláiste na hInse 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 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.
- Cyberbullying will not be tolerated in Coláiste na hInse. In many cases, cyberbullying is a crime.
- Students should remember that all online activities are monitored and retained.

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
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

EDUCATION & TRAINING ON INTERNET SAFETY

- Students will be provided with education in the area of internet safety
- Internet safety advice and support opportunities are provided to students through Induction Programmes, Transfer and Transition Programmes, Wellbeing Programmes and ICT classes
- The school holds an annual Internet Safety Week
- The school holds an annual Wellbeing Week
- Students participate in Safer Internet Day activities that promote safer and more effective use of the internet
- Teachers are provided with continuing professional development opportunities in the area of internet safety
- Talks are scheduled for parents on the area of Internet Safety
- Training is provided for parents on online learning and teaching platforms
- The school website has a tab that links direct to www.WEBWISE.ie , www.education.ie, www.scoilnet.ie, www.ncse.ie and www.pdst.ie which include a range of resources for students, teachers, parents and guardians
- The school regularly engages visiting speakers who meet with students in class groups and/or year groups to discuss the area of Internet Use and Online Safety
- An Garda Síochána present various programmes in school to groups of students

CONTENT FILTERING

- Content filtering is an essential and integrated element of the broadband service that is provided to schools by the Schools Broadband Programme. The purpose of Content filtering is to ensure (in so far as possible) that inappropriate websites and content are not accessible from within schools
- Within the content filtering service provided, schools are given a choice of six different levels of content filtering so that they can choose a level that best meets their particular situation, age group of students etc. Schools can choose from these six levels, and the chosen level of content filtering is implemented by the Schools Broadband team for the school. If schools subsequently want to change the level that is applied, they can do so by a formal written communication from the school to the Schools Broadband Service Desk, which is the single point of contact for all schools in relation to schools' broadband
- Content filtering systems classify websites into different 'categories', and these categories are used to control which category of website is allowed for schools on the different filtering levels. Level one is the most restrictive (as outlined below), while level six is the 'widest' level available as it allows access to websites such as YouTube, personal blogging and social networking
- Pupils taking steps to by-pass the content filter by using proxy sites, Virtual Private Networks (VPNs) or other means may be subject to disciplinary action, including written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion

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

SANCTIONS

- Misuse of the Internet and abuse or infringement on the rules outlined in this Acceptable Use Policy 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 including TUSLA and/or the Gardaí. This could include unacceptable use of the internet, inappropriate use of any app which includes the camera, inappropriate, inaccurate, defamatory, obscene or illegal material found on devices. This also includes the distribution, publication and sharing of any inappropriate images and/or links to private and confidential data

AUP ANNUAL ACCEPTANCE

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 version of the AUP was ratified by the school's Board of Management on

_____ following consultation with all partners including students, staff, parents and guardians.

Reviewed and Ratified by Board of Management of Coláiste na hInse

Signed:

Chairperson

Date: _____

Secretary to the Board

Date: _____

The policy will be reviewed on 8th February 2022

Internet Acceptable Use Policy (AUP)

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

School

Student Name

Year Group

Class

Student Confirmation
of Acceptance of AUP

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 Signature: _____ Date: _____

Acceptance Part A

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.

I accept the above paragraph OR I do not accept the above paragraph
(Please tick above as appropriate)

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Parent/Guardian
Confirmations of
Acceptance of AUP

Acceptance Part B

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

I accept the above paragraph OR I do not accept the above paragraph
(Please tick above as appropriate)

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Address: _____

Contact No(s): _____

LETTER TO PARENTS/GUARDIANS

Internet Acceptable Use Policy

Date: 10th February

Dear Parent/Guardian,

Re: Internet Permission Form/School Acceptable Use Policy (AUP)

As part of the school's education programme we offer pupils 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 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 (enclosed). It is important that this enclosed document is read carefully and the accompanying permission form signed by the student and his/her parent(s)/guardian(s) 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 children (a) access to the Internet and (b) to decide whether their child's schoolwork and/or image be permitted to be included on the school website as defined by the school's Acceptable Use Policy.

Having read the terms of our school's Acceptable Use Policy, we would ask you complete the attached permission form and return it to the school with your child upon school reopening.

Should you have any further queries please do not hesitate to contact us at the school.

Is Mise Le Meas,

Eilis Flood
Principal

INTERNET ACCEPTABLE USE POLICY

Review 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.

- Have AUP implementation issues arisen since the AUP was designed/revised?
 - Have these issues been discussed with parents, students and teachers and incorporated into an updated AUP?
 - Given that an AUP is in place, can the school confidently address the following scenarios?
 - A student is found using a chat room to arrange a face-to-face meeting with a friend.
 - The school uses filtering software but a student accidentally accesses a pornographic website while in your care.
 - A student publishes defamatory information on a personal website about a peer.
 - Has the AUP had a positive impact on curriculum delivery?
 - Has internal or external expertise assisted the formulation or reformulation of the AUP?
 - Has the school discussed the use of the internet with parents and guardians?
 - Has the AUP as a code of Internet use transferred to home use?
 - Does an open dialogue exist between students and teachers relating to Internet misuse and safety issues?
 - Are teachers' and students' internet safety training needs being met?
-