



Acceptable Use Policy

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Acceptable Usage Policy. Salesian Secondary College.

Mission Statement

Salesian Secondary College is a voluntary, catholic, secondary school under the trusteeship of the Salesians of Don Bosco. Our school dedicates itself to educational excellence taking into account the uniqueness and complexity of each individual pupil. We strive to create an atmosphere where pupils are happy and thrive in an environment imbued with St. John Bosco's three educational principles of Reason, Religion and Loving Kindness.

Scope

As access to the internet is possible at all times for students, when on or off site, this Policy applies at all.

This Policy takes effect from the date of ratification.

Rationale

This Policy exists within the framework provided by the 2016 Looking at our Schools document, our Child Safeguarding Statement and the 2017 Child Protection Guidelines.

This Policy should be read in conjunction with the following policies: Code of Behaviour, Ant-Bullying Policy, Online Communications Policy and Teaching Council Guidelines.

The school supports and respects each family's right to decide whether or not to allow access to the Internet through the school network. School computers and internet connection should be used to enhance learning. Internet use and access is considered a school resource and privilege. If the school's AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions may be imposed. The AUP Agreement (Appendix 1) must be signed by students and their parents or guardians and returned to the school before access is granted. Usage of the internet therefore requires responsibility on the part of the user and the school's staff. These responsibilities are outlined in the school's AUP.

As part of the school's educational programme students may also be offered WiFi access to the internet which is monitored via the NCTE and the school's Content Filtering Service. The internet is a global computer network which is not controlled by any organisation. This means that information may change, disappear, and be controversial or potentially harmful. Although the school actively seeks to promote safe use of the internet, it recognises the possibility that students may accidentally or deliberately access objectionable material. Students and their parents / guardians are advised that activity on the internet is monitored and that these records may be used in investigations, court proceedings or for other legal reasons.

Preamble

An Acceptable Use Policy (AUP) is a document that addresses all rights, privileges, responsibilities and sanctions associated with the Internet, computer and personal device use. Salesian Secondary College

aims to maximise learning opportunities while reducing associated risks and will endeavour to advise students on good practice and safe use of the Internet. The policy should be read in conjunction with the school's Code of Behaviour and Anti-Bullying Policy. (see Student Journal or the school website www.salesiancollege.ie)

Computing Facilities / Internet

Students are encouraged to make use of the school's computing facilities for educational purposes and are expected to act responsibly and to show consideration for others.

Use of Technology

Any technology that can be used to store, transmit or manipulate data, such as SMART devices e.g. phones, watches, MP3 players, tablets (Android, iOS, Windows & mobile devices), Personal Digital Assistants (PDAs), and USB media, should be used responsibly and in accordance with the Acceptable Use Policy (AUP), even when not used with school equipment or network. These devices are not allowed to be used during class, house exams or State Examinations unless under the strict instruction of the teacher and for the specific purpose only. Conventional norms of behaviour apply to computer based information technology just as they would apply to more traditional media.

User Responsibility

The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the internet.

These strategies are as follows:

1. Students will be made aware of issues relating to internet safety and the fact that the school will regularly monitor students' internet usage.
2. Internet sessions will always be filtered through the PDST and the Schools Content Filtering Service. In class situations, the member of staff supervising internet sessions will endeavour to ensure compliance with this policy.
3. Students will be informed about what is acceptable and what is not acceptable in order to minimise the risk of exposure to inappropriate material.
4. Uploading and downloading of non-approved software will not be permitted on devices.
5. CD ROMs, DVDs and USB drives or any other devices cannot be used without permission on school devices / hardware.
6. No electronic storage media or device may be connected to the school network without permission from the ICT Department.
7. Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.
8. Students should not visit internet sites that contain inappropriate materials (e.g. obscene, illegal, hateful or otherwise objectionable materials).
9. Students must report to a teacher any material of the above nature that they encounter whether deliberately or accidentally.
10. The school will keep a record of all students who are granted internet access.
11. Students must not disclose or publicise personal information about themselves or others.
12. Students will be aware that any usage, including distribution or receiving of information, school-related or personal, may be monitored for unusual activity, security and / or network management reasons.
13. Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).

14. When using the internet, all users must comply with all copyright, libel, fraud, discrimination and obscenity laws, and all network users are expected to communicate in a professional manner consistent with the rules of behaviour governing employees in the education sector.
15. Mobile phone, voice and text, SMS messaging or any device that uses instant messaging use by students is not permitted outside of times stated in the school Mobile Phone Policy.
16. The use of the microphone or recording function on any device is strictly prohibited except under the direction and permission of the teacher.

Reasonable Use

Our school uses web based products for administrative purposes (VSWare) and for the delivery of teaching and learning eg Google Classroom, email. In addition, our school utilises Google Hangouts, Meet and Zoom for teleconferencing. (during periods of unexpected school closure for example.)

Distance learning, is a way of learning remotely without being in regular face-to-face contact with a teacher in the classroom. For students and teachers experiencing critical situations such as prolonged illness, there are many benefits to teaching and learning in this way. It is expected that students and staff will use the platforms in a professional and ethical manner for the purpose of teaching, learning and assessment.

The use of distance teaching and learning methods including teleconferencing requires students and teachers to observe the following rules in order to ensure that both staff and students benefit from this way of teaching and learning.

Students and Staff should never;

1. Post, stream or transmit any content, including live video, which violates this policy in such a way that is offensive to students / staff.
2. Do anything illegal, facilitate any illegal activity or promote violence.
3. Do anything that threatens, exploits or otherwise harms children or fellow students.
4. Engage in any activity that is harmful, obscene, suggestive or indecent. This includes offensive gestures, displays of nudity, violence, pornography, sexually explicit material or criminal activity.
5. Engage in any activity that is fraudulent, false, or misleading.
6. Engage in any activity that is defamatory, harassing, threatening or abusive.
7. Store or transmit any data or material that is fraudulent, unlawful, harassing, libellous, threatening, obscene, indecent or otherwise inappropriate.
8. Send unauthorized messages or irrelevant material.
9. Misrepresent a user's identity or affiliation with any entity or organisation, or impersonate any other person.
10. Harvest, collect, or gather user data without consent.
11. Violate or infringe any intellectual property or proprietary rights of others, including copyrights.
12. Violate the privacy of others or distribute confidential or personal information of others.
13. Engage in any activity that is harmful or disruptive to the operation of on-line classes. This includes transmitting viruses, malware or other malicious or destructive code or using tools that mask IP address location or to otherwise circumventing restrictions on use due to regulations or account closures.

If school authorities are made aware of any abuse or infringement on these rules, the school will investigate the issue and take immediate, appropriate action where warranted in line with the school's Code of Behaviour.

Online platforms are generally NOT monitored by the school during school holidays. Students, parents and guardians are informed that the virtual accessibility of a teacher through email or other method, does not mean the physical availability of that teacher at that moment. Messages which students send seeking pastoral support through remote methods during, for example, summer closure, may not be seen.

Intellectual Property Rights

Subject specific educational resources designed by staff remain the property of the school teaching staff who authored them. Students will be allocated a license to use them for as long as they are taking that subject or up to Leaving Certificate level. It is strictly forbidden to share school developed educational resources with another person not associated with Salesian Secondary College or download them for any other use.

Email Usage

1. Use of school email (@salesiancollege.ie) may be subject to monitoring for security and / or network management reasons.
2. Students may not send or receive any material that is illegal, obscene, defamatory or that is intended to harass or intimidate any other person / s.
3. Students must immediately tell a teacher if they receive an offensive email.
4. The forwarding of chain letters / messages is banned.
5. Students should note that sending and receiving email during class time is subject to permission from their teacher.
6. If representing the school, any email to an external party should be written carefully and authorised by a member of staff before sending.
7. Students must not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
8. Students must never arrange a face-to-face meeting with someone they only know through emails or the Internet

School Website and School Social Media

1. Pupils will be given the opportunity to publish projects, artwork or school work on the school website, the school App (introduced in 2019) and on official school social media (eg Twitter, Facebook, Student Council Instagram page.)
2. The publication of student work will be co-ordinated by a teacher.
3. Pupils' work will appear in an educational context on web pages with a copyright notice prohibiting the copying of such work without express written permission.
4. Digital photographs, audio or video clips of individual students will not be published on the school website, without the express permission of their parent / guardian. Photographs, audio and video clips will focus on group activities. Video clips may be password protected.
5. Personal pupil information including home address and contact details will be omitted from school web pages.
6. Pupils will continue to own the copyright on any work published.

ICT Equipment & Personal Devices

Where a student has been granted a laptop etc. by the SENO, such equipment remains the property of the school, but will be maintained by the student while he / she has use of it. It shall not be used for any other purposes other than those prescribed by the school. Parents and students will sign a contract to take due care of such equipment and will contract to return it to the school before the student leaves the school.

Students using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, 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.

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 1998
- Child Protection Procedures for Primary and Post-Primary Schools 2017
- General Data Protection Regulations 2018

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 internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion in accordance with the Code of Behaviour of the school. The school also reserves the right to report suspicion of illegal activity or suspicion of a threat to the welfare or safety of a child or other member of the school community to the appropriate authorities.

Signed: _____

Date: May 2020

David Dwyer
Board of Management

Signed: _____

Date: May 2020

Caitríona Morgan-O'Brien
Principal.

Permission Form

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

Name of Student: _____

Class/Year: _____

STUDENT

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: _____

Date: _____

PARENT/GUARDIAN

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

I do not accept the above paragraph

(Please tick as appropriate)

In relation to the school website, I accept that, if the school considers it appropriate, my son/daughter'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.

I accept the above paragraph

I accept the above paragraph

(Please tick as appropriate)

Signature: _____

Date: _____

Address: _____

Telephone: _____

