

# **I.C.T. ACCEPTABLE USE POLICY Glasheen Boys' School**

**(Last Review in March 2019)**

**(Glasheen Boys' School - Digital School of Distinction since 2015)**

**Aim:** This Acceptable Use Policy is in place to ensure that pupils will benefit from learning opportunities offered by the school's ICT 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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed. **All visitors to the school, including those on Work Experience, are also subject to our school's AUP.**

It is envisaged that school and parent representatives will **review the AUP every two years, or sooner, if required**. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted & understood. Our AUP was first amended in 2013 & ratified by the Board of Management. A further comprehensive review took place in January / February 2018, involving contributions from the Board of Management, Staff, Parents' Association, individual parents, as well as discussions with all pupils in 4<sup>th</sup> – 6<sup>th</sup> Classes. **An Appendix was added in March 2019.**

## **School's Strategy**

The school employs a number of strategies in order to maximise learning opportunities & **reduce risks associated with the Internet**. These are:

### **General**

**.Only information technology / devices, provided by the school, may be used in school.**

- Internet sessions will always be supervised by a teacher/staff member.
- Filtering software and/or equivalent systems will be used in order to minimize the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' Internet usage, email notifications will be enabled when using class based Wikis with children.
- Students & teachers will receive training in the area of Internet safety.
- Uploading/downloading of non-approved software is not permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of personal memory storage, memory sticks, CD-ROMs or other digital storage media in school 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.

### **World Wide Web**

- In the case of students using laptops in school, as recommended by an Occupational Therapist, or other outside agency, it must be noted that these laptops, **when used in school, are subject to the school's AUP**. We acknowledge that these laptops may be taken from the school premises for the duration of the child's enrolment in Glasheen B.N.S., for homework purposes. Any material of an objectionable nature, purposefully brought into school, on such a laptop, will be seen as a breach of the AUP.

- **6<sup>th</sup> Class Wikis** (which give pupils and parents optional access to school materials and resources from home) & Virtual Learning Environments will be considered a component of the Glasheen Campus and will be subject to the general Conditions of the AUP. **Anybody using any Wiki/blog/website in a disrespectful way, will have their account suspended.**

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

- Students will immediately 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.

- Downloading materials or images not relevant to their studies, is in direct breach of the school's acceptable use policy.

- Students 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.

- **Social networking** sites such as Facebook/Instagram etc. are not accessible in school. Any inappropriate commentary, blogging, posting of objectionable images or materials specifically related to any student or staff-member of Glasheen BNS or use of equipment subsequently joining the school Wifi system will be deemed a **breach of the AUP**.

## **Email**

- 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 must never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.

## **Skype / Conferencing**

- Students will only have access to messaging such as skype, for educational purposes, in a **GROUP / CLASSROOM SETTING** and **STRICTLY only under the management of an individual teacher.**
- Any such interaction will **only be used for educational purposes and will always be supervised.**

## **School Website / Facebook / Twitter**

- Pupils will be given the opportunity to publish projects, artwork or school work, in accordance with clear policies and approval processes regarding the content, that can be loaded to the school's website
- The website / School Facebook / School Twitter feed is regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- The **publication of any / all material, must be approved by the administrator.**
- 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.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. **Content focusing on named individual students will not be published on the school website without the parental permission.**
- Personal pupil information including home address and contact details will be omitted from School Website / Facebook / Twitter.
- 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 pupils’ names in image file names/ALT tags if published on web.
- Pupils will continue to own the copyright on any work published.
- It will be assumed by the webmaster and ICT coordinator that, unless specifically directed to the contrary, consent of parents in relation to images, works etc. is given for publication on the web.
- **6<sup>th</sup> Class Wikis (which give pupils & parents the option of accessing school materials & resources from home) remain the property and domain of the owner (as do any Virtual Learning Environments) and will be password and login enabled for the safety of users. Parental consent for the use of enclosed wikis is assumed unless staff are specifically directed to the contrary.**
- **Under no circumstances** will enclosed wiki users invite other users from outside the class group to join/view or edit wikis or V.L.E.s

### **Personal Devices**

- **Students’ Mobile phones (and any personal device connectable to the internet) must be left at home**, as contact can be made by students, through the school office. The only exception is for senior classes, where express permission has been sought by the parent, in writing, to bring them to school. In such situations, the school bears no responsibility for loss, damage or theft of a mobile phone.
- **In exceptional cases, following written parental request, any mobile phone that must be brought to school, on a particular day, must be:**
  - 1) Switched off at the school gate
  - 2) Handed to the teacher & locked away for the school day.
  - 3) Not activated on school property, unless specifically directed to do so by a member of staff.
- School tours/visits etc. require the same code of conduct in relation to mobile phones.

### **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 & (Amendment) Act 2003

- Child Trafficking and Pornography Act 1998
- Interception Act 1993

### **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 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

### **Parent/Guardian Permission & Acceptance of AUP:**

Each year, parents are given a general permission form, seeking permission for multiple requests, relating to school. **From 2018**, acceptance of the AUP Policy will be included. Parents / legal guardians, having read the Acceptable Use Policy on the school website or in hard copy, are asked to grant permission for their child to access the Internet. (Internet access is intended for educational purposes only).

Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

### **APPENDIX 1: Policy on the Appropriate Use of Technology**

The intention is to have a balance between ensuring that all of our pupils are educated about using the internet responsibly and becoming familiar with information technology, in a controlled environment. The importance of children using technology responsibly and being aware of the advantages, as well as the risks posed by the internet, cannot be overstated.

**From 31<sup>st</sup> January 2018, only Information Technology equipment, provided by the school, may be used by pupils, on the school premises.**

**At no time is it acceptable to use any technology for the purposes of bullying, intimidation or hurting others.**

## 1. **Cameras**

Cameras must never be used to bully, intimidate or hurt others. Photographs should not be taken without the prior consent of the person who is being photographed. Any use of cameras to intimidate others is forbidden. Any such occurrence will be viewed by the school as an act of bullying and may result in the confiscation of a camera.

## 2. **Sound Equipment**

Sound recording equipment must never be used to bully, intimidate or hurt others. Sound recordings must not be made without the prior consent of the person who is being recorded.

## 3. **Laptops and Tablets**

Appropriate use of school laptops and tablets is permissible. School Laptops / Chrome Books / Tablets may be used in class, **only with the permission of the teacher in charge**. Use of laptops and tablets must not be contrary to the Glasheen BNS Acceptable Use Policy.

Laptops/tablets must never be used to bully, intimidate or hurt others. Use of laptops or tablets to download, store, record or transmit unacceptable images, video, sound, texts or other files is entirely unacceptable. The school reserves the right to request a student to submit his school laptop for inspection if, in the opinion of the school, a student is suspected of inappropriate use.

## 4. **Personal Music Players**

Personal Music Players includes radios, MP3 players (including iPods), phones equipped with radios and MP3 players. Use of a Personal Music Player during class time, is **not permitted** and may lead to the confiscation of the device. In such cases, the Class teacher may return the device at the end of the term or request that a student's parent collect the device. Students may not use the school's computer facilities to download files or music to their MP3 player.

## 5. **Sanctions for Use of Private Electronic Equipment or Devices**

The school reserves the right to confiscate any privately owned electronic equipment. Such equipment may be returned to parents.

Where equipment is believed to have been used in the possible abuse of others, or where possible legal issues may arise in the future, the school reserves the right to hold the privately owned electronic equipment until legal advice has been received.

## **The School Computer Network**

The Internet is a global computer network that offers a wealth of resources. Pupils can use the School Internet, (which is heavily filtered), only under the supervision of the teacher, to locate material to meet their educational needs. As with all technology, Glasheen BNS encourages students to view the Network as a tool to further assist study and education generally.

As information on the Internet appears, disappears & changes, it is not always possible to predict or control what pupils may locate or use. They might encounter information that is inaccurate, controversial & potentially harmful.

As part of the school's IT programme, pupils will only be **able to access the Internet, supervised by a teacher, in a group setting**. The Internet will be used to further educational goals & objectives but pupils may find ways, accidentally or intentionally, to access undesirable materials as well. We believe that the benefits to pupils from access to the Internet, in the form of information resources & opportunities for collaboration, exceed any disadvantages but ultimately, parents and guardians are responsible for setting and conveying the attitudes and standards that their children should follow when using media and information sources.

During school, teachers may guide pupils toward materials suited to their courses. Outside school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, magazines and other potentially offensive media.

In exercising its duty of care, **the school uses filtering software on its education network to prevent accidental or intentional access to unsuitable websites. It is impossible to filter out every potentially harmful website but every effort is made to do this. These filters are automatically updated on a regular basis. Access to the Internet by students is closely monitored by the Network Manager each day so that if a site appears to have by-passed the filters it is blocked to prevent further access. The school uses software to monitor all use of the school's I.T. facilities.**

Glasheen BNS has invested heavily in advanced I.T. facilities and these need to be protected for the use and benefit of all students and staff. This Acceptable Use Policy (AUP), which is based on the government sponsored NCTE AUP guidelines, is part of the school's general policies and parents are deemed to have accepted this AUP unless otherwise

indicated in writing to the Principal. In particular parents should note that Glasheen BNS cannot be held responsible if pupils access unsuitable websites, but every reasonable precaution possible is taken by the school to provide for and educate about, online safety.

## **APPENDIX 2: Parents Group Chat Guidelines (Glasheen BNS)**

Good practice, in the use of technology, by all members of the school community, is strongly promoted and encouraged by the Board of Management. The Board of Management of Glasheen BNS recognises group chat apps such as Whatsapp, Viber, Facebook Messenger etc., may be useful tools for the sharing of relevant information among parents. It is in everyone's interests to ensure that any forum is used appropriately. After some consultation, these guidelines, were drafted by our Board of Management, in consultation with our Parents' Association & staff. These guidelines to be reviewed in November 2019. Further suggestions welcome.

- **If** parents wish to establish a class group chat, in the school context, then parents should consider how best to moderate the group chat, eg. A moderator could be nominated, from within the group, with administrative rights over the group and the authority to request that **any inappropriate post be immediately removed.**
- Always keep to the purpose of the group. Don't share irrelevant messages about other topics.
- Each member of the school community – pupils, staff and parents – is entitled to have her/his **good name upheld.** To this end, individuals, incidents or **alleged incidents,** should never be discussed within a group chat. If a parent ever has a concern about a matter relating to the class, then in the first instance, the parent should make an appointment to discuss this with the class teacher. Appointments can be made by ringing the school office.
- Don't ask questions of a personal nature, contact the person directly in a private message.
- **The group should not be used for arguing, heated opinions, scaremongering, hyped up drama or fake news. Please check your sources before you share.**

If you are not sure, ask yourself these three questions before you post:

- Is this relevant?      Is this necessary?      Is this appropriate?

Note that the school has procedures to deal with issues relating to child protection. These should be immediately highlighted directly to the school and not addressed in other fora.

We realise that the vast majority of posts adhere to these guidelines already and we appreciate that posts are **generally very well-intentioned**. Because our parent groups are so large, these guidelines are important to ensure that our communications with each other remain clear and respectful of each other and of the school. THANK YOU.

**(Last Reviewed March 2019)**

Chairperson Board of Management – *Máire Calnan*

Principal / Website Administrator – *Michael Daly*

(ICT Co-Ordinator – *John Marshall*).