Scoil Uí Mhuirí

Acceptable Use Policy 2023

Adopted:	January 2023
Review due:	May 2026

Core Values

Be Respectful

Be Responsible

Be Cooperative

STUDENT INTERNET SAFETY ACCEPTABLE USE POLICY (AUP)

Scoil Uí Mhuirí,

JANUARY 2023

PURPOSE/AIM OF THIS POLICY

Note -Please note that agreement with the Code of Behaviour implies acceptance of this AUP.

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions as outlined in the AUP will be imposed.

SCHOOL STRATEGY

The school employs a number of 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. These strategies are as follows:

GENERAL

- Internet sessions will 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. Students are strictly permitted from using mechanisms to avoid the firewall
- The school will regularly monitor students' Internet usage
- Students and teachers will be provided with training in the area of Internet safety
- Uploading and downloading of non-approved software will not be permitted
- Virus protection software will be used and updated on a regular basis
- The use of USB keys, CD-ROMs, or other digital storage media in school requires a teacher's permission as all students with LMETB email addresses/accounts have access to a One Drive account through LMETB
- 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
- 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 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. This is a monitored email account

- 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
- 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
- The use of chat rooms within the school is forbidden

SCHOOL WEBSITE

- Students will be given the opportunity to publish projects, artwork or school work 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 guestbooks, 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
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website with out the permission.
- 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 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

- The school acknowledges that as a high technology 21st century school, students may use advanced 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

- Mobile phones are not permitted in school. Sending nuisance text messages, or the taking of any images with a mobile phone camera or digital device camera, 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 and not via their personal mobile phone unless permission is given by staff member

- The school will take no responsibility for a personal digital device taken into the school building and its grounds by a student

- Students using mobile phones in school will not have access to class until phone is collected by parent/guardian

Online Teaching and Learning Platforms/Video Conferencing
- Students and teachers will be provided with training in the area of Online Teaching and Learning Platforms/Video Conferencing

- 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 that may occur. It is also expected that students will locate themselves in an appropriate setting for such classes

- 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

LEGISLATION

Legislation relating to use of the Internet is available online ,and teachers, students ,parents and guardians 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 as part of implementation of the SPHE programme
- Internet safety advice and support opportunities are provided to students through Induction Programmes, Transfer and Transition Programmes, Wellbeing Programmes, ICT Classes
- The school may hold an annual Internet Safety Week
- The school may hold an annual Wellbeing Week
- Students may participate in Safer Internet Day activities that promote safer and more effective use of the internet
- The school may support the development and training of Digital Champions in the school
- Teachers are provided with continuing professional development opportunities in the area of internet safety
- Talks may be scheduled for parents on the area of Internet Safety
- Training may be provided for parents on online learning and teaching platforms
- A range of resources are available to support parents and guardians including www.WEBWISE.ie , www.education.ie, www.scoilnet.ie, www.ncse.ie and www.pdst.ie
- The school may have visiting speakers who meet with students in classgroups and/or yeargroups to discuss the area of Internet Use and Online Safety
- An Garda Siochana may 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 ACCEPTANCE

It is envisaged that school and parent representatives will revise the AUP regularly. The AUP should be read carefully and in conjunction with the Code of Behaviour 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

The policy will be reviewed in ___January 2025_____