



Internet Safety: Acceptable Use 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

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 created on 10th February 2016 by Mr John Bones, Mr Cathal O'Ciobhain, Ms Lorraine O'Reilly, Ms Maggie Tighe.

1. School's Strategy

St Joseph's Community College employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

- 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 and to ensure students' are in compliance with the school's acceptable usage policy.
- The school will regularly monitor students' internet usage
- The school recognises the significance of safe Internet usage and will support this through participation in Safe Internet Day and other related events.
- Students–will be provided with training in the area of Internet safety including acceptable usage and this is promoted within class.
- 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 personal storage devices including memory sticks, mobile phones and other digital devices including memory sticks, CD-ROMs, or other digital storage media, 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

2. 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
- SEN students who have been granted assistive technology by the Department of Education and Skills may be granted access to the school's Wi-Fi network upon request and access to it will be for educational purposes only.

3. Email

- Every student will be provided with a Microsoft Office 365 account. This is the approved account as established by this Acceptable Usage Policy.
- 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 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

4. Communications

- Students using their own devices in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorised taking of images with a mobile phone camera, still or moving, is in direct breach of the school's acceptable usage policy.

4.1. The following communication technologies are not allowed:

- Use of mobile phones in social time
- Use of personal email addresses in school, or on school network
- Use of school email for personal emails
- Use of social networking sites

4.2. The following communication technologies are allowed with staff permission:

- Mobile phones may be brought to school (in accordance with the school's Code of Behaviour)
- Use of mobile phones in lessons
- Taking photos with mobile devices or other camera devices
- Use of chat rooms/ facilities
- Use of instant messaging
- Use of blogs

The above list is by no means exhaustive

5. 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 comments and user-generated content will be checked frequently to ensure that they do not contain personal details
- 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 only be published on the school website with parental 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 and 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 Personal Devices Students using their own technology in school should follow the rules set out in this agreement.

6. 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

7. 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. Misuse of the Internet will be addressed in accordance with the school's Code of Behaviour. The school also reserves the right to report any illegal activities to the appropriate authorities.

8. Electronic Portfolios

- The school decides what content is private and public. Students own the content on their drive but Saint Joseph's Community College provides the platform and templates.
- E-portfolios may be shared with external parties for educational and related purposes, at the discretion of the student.
- All information and work completed is transferable, but remains property of the school. The student does not own the site template.
- The school reserves the right to access student portfolios in order to ensure they are appropriately used.

9. Implementation & Review

The date from which the Policy will apply is 6th April 2016, which is the date of adoption by the Board of Management, Saint Joseph's Community College.

Signed: _____
Clodagh Geraghty
Chairperson of BOM

Signed: _____
John Bones
Secretary of BOM

Date: _____

Date: _____



Internet Safety: Acceptable Use Policy

Permission Form

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

Name of Student: _____

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 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.

I accept the above paragraph

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

Signature: _____

Date: _____