STUDENT INTERNET SAFETY ACCEPTABLE USE POLICY (AUP)

COLÁISTE NA MÍ

This Policy was ratified by the Board of Management on 28th 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions as outlined in the AUP will be imposed.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/classgroup closures occur. In these instances interactions between students and teachers via an online learning and teaching platform/video conferencing e.g Microsoft Teams, SEESAW, Aladdin etc and/or via email will reflect that which takes place in a physical classroom where possible. There may be additional applications that teachers may use, and the teacher will provide the student with the information required to access them.

MOBILE PHONE POLICY

The Acceptable Use Policy works in conjunction with the schools Mobile Phone Policy. Refer to the schools Mobile Phone Policy in relation the use of mobile phones on the school campus and associated sanctions. The school Mobile Phone Policy can be found on our school website; www.colaistenami.ie

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, school computers and student personal devices including tablets etc. The school Bring your own Device (BYOD) policy will also be relevant in BYOD school. These strategies are as follows:

GENERAL

- 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
- 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
- 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

INTERNET CHAT

- Students will only have access to chat rooms, discussion forums or messaging fora through Microsoft Teams or the collaboration space in Microsoft OneNote
- The chat function or collaboration space within Microsoft Teams/OneNote will only be used for educational purposes and will

- always be supervised
- Only CnM profiles/accounts will be used within the Teams Chat.
- Students will note that sending and receiving message attachments is subject to permission from their teacher
- Students will not send or receive any material through these forums that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person
- Face-to-face meetings with someone organised via Internet chat will be forbidden

SCHOOL WEBSITE AND SOCIAL MEDIA

- 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 and social media channels.
- Our school online presence include our school website – www.colaistenami.ie, Social media channels – Facebook, Instagram, Twitter and YouTube. These platforms are used as a means to promote student success and achievements while also giving up to date information on the school.
- The website and social media channels will be regularly checked to ensure that there is no content that compromises the safety of students or staff
- Website and social media channels using facilities such as guestbooks, noticeboards, comments 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 and social media channels 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 the parental permission. Photographs, audio and video clips will focus on group activities. 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 and social media channels 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
- Where comments are enabled on the schools social media channels they will be monitored to ensure any comment made by the general public is appropriate. Any material through these forum that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person will be removed

- Request for the removal of any student related content from the school website should be made in writing and sent to the school principal.

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
- All content shared through MS Teams should be appropriate.
  Students will not send or receive any material through this forum that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person
- Students will use the approved student school email accounts which includes @lmetb.ie at the end of the email address when participating in MS Teams.
- 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 school work only and it must not be used by students and teachers for any purposes other than this
- For the purpose of remote live classes, the following procedures should be adhered to;
  - Use the appropriate link to the online class and be on time
  - When accessing the online class, the camera should be switched off and microphone should be muted
  - Set up in a quiet space and dress appropriately
  - Never take a photo, video or screenshot of the online class. The video-graphing and photographing are forbidden. Screenshots can only be taken with the teacher's permission and should only be of displayed classwork, not of teacher or student.
  - One person to speak at a time, any questions the hand symbol should be pressed/raised to notify the teacher.
  - Interactions through MS Teams should be of the same standard as they would be in the classroom; respectful and polite. The normal school behavioral policy applies.
  - Teachers reserve the right to remove a student from a live MS Teams class should any issues arise.
- 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

MICROSOFT(MS) ONENOTE

- 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 the storage of class notes and student work in one location.
- All content shared through MS OneNote should be appropriate. Students will not upload or receive any material through this forum that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person
- Students will use the approved student school email accounts which includes @lmetb.ie at the end of the email address when participating in MS Teams.
- Students may use the platform to check for homework, see class notes or elements of lessons, get help and support from teachers and for the purposes of sending work to teachers
- This platform is for education and school work only and it must not be used by students and teachers for any purposes other than this
- If using the collaboration space in MS OneNote, content posted should always be respectful. Any posts will be monitored
- The video-graphing, photographing and taking of screenshots are forbidden.
- 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

IPADS AND PERSONAL DIGITAL DEVICES

- The school acknowledges that as a high technology 21st century school, students may use advanced digital devices such as iPads 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
- All iPads should be managed by management software and linked to individual managed ID's, provided through the services of Wiggle Learning. Management softwares within the school are Meraki (Senior Years) or Jamf (1st, 2nd, 3rd and Transition Years). IPads unmanaged are forbidden in the school building. The removal of Management profiles are forbidden.
- Ipads are only to be used in the classroom when instructed to by the Teacher. At the start of class iPads should be placed upside down on the desk. When moving between classrooms iPads should be placed in the school bag.
- Access to the App Store is prohibited. All educational apps have been pushed out to student iPads by Wriggle Learning. IPads within the school are an educational device and should only be used for same.

- Teachers will monitor student's iPads throughout the school day using 'Classroom', an apple classroom management software.

- Bluetooth is to be switched on and locked in the on position as part of school procedures

- IPad inspections will be carried out by school management and Yearheads on a random basis. Ipad restrictions can be imposed on students who are inappropriately using them. This may include but not limited to safari, airdrop and camera being switched off or the iPad being removed for a duration of time.

- Students are forbidden to take photographs, videos or screenshots on their personal device unless given permission to by the teacher. The recording or photographing of teachers or students without permission is forbidden.

- All content shared through personal devices i.e. through Airdrop etc. should be appropriate. Students will not share or receive any material through their personal device that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person

- The use of Airdrop is prohibited unless given permission to use by the teacher. AirDrop should remain in the off position at all times unless otherwise instructed. Accepting of content through Airdrop from unknown user is not allowed.

- 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 personal devices is strictly prohibited

- 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 or digital device camera, still or moving is in direct breach of the school's acceptable use policy and mobile phone policy. This will be dealt with in accordance with the mobile phone policy.

- Should students wish to contact home they may do so through the school office and not via their personal mobile phone

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

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

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 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 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
- The school 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 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 has many visiting speakers who meet with students in classgroups and/or yeargroups to discuss the area of Internet Use and Online Safety
- An Garda Siochana 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.

The policy will be reviewed on _____

Internet Acceptable Use Policy (AUP)

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

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: _____
Parent/Guardian Confirmations of Acceptance of AUP	**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: _____ **Acceptance Part B** 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** □ **OR I do not accept the above paragraph** □ *(Please tick above as appropriate)* Parent Signature: _____ Date: _____ Parent Signature: _____ Date: _____ Address: _____ Contact No(s): _____ _____

Date

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, 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 access to the Internet as defined by the school's Acceptable Use Policy.

Having read the terms of our school's Acceptable Use Policy, you may like to take a moment to consider how the Internet is used in your own home, and see if there is any way you could make it safer for your own family.

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

Yours sincerely

_____

Mr. Patrick Carr
Principal

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?