



Internet Acceptable Use Policy

**ST JOSEPH'S COLLEGE,
GARBALLY,
BALLINASLOE,
CO. GALWAY.**

Ratified by the Board of Management on the 13/03/2018
Will be reviewed yearly.

Contents

1. Introduction
2. General Approach
3. Content Filtering
4. Web Browsing and Downloading
5. Email and Messaging
6. Social Media
7. Personal Devices
8. Images & Video
9. Cyberbullying
10. School Websites
11. Permission Form

General Approach

The aim of this Internet Acceptable Use Policy (AUP) is to ensure that pupils will benefit from the 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. If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

When using the internet pupils, parents and staff are expected:

- To treat others with respect at all times.
- Not undertake any actions that may bring the school into disrepute.
- Respect the right to privacy of all other members of the school community.
- Respect copyright and acknowledge creators when using online content and resources.

This Acceptable Use Policy applies to pupils who have access to and are users of the internet in Garbally College.

- It also applies to members of staff, volunteers, parents, carers and others who access the internet in Garbally College.

Misuse of the internet will result in disciplinary action, including written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

Garbally College will deal with incidents that take place outside the school that impact on the wellbeing of pupils or staff under this policy and associated codes of behaviour and anti-bullying policies. In such cases Garbally College will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

Garbally College implements the following strategies on promoting safer use of the internet:

- Pupils will be provided with education in the area of internet safety as part of our implementation of the SPHE and CSPE curriculum.
- Internet safety advice and support opportunities are provided to pupils in Garbally College through our (Student Induction, Internet Safety

Workshops, Wellbeing and Digital Literacy Programmes, Digital Champion Programme, ECDL, Integration of ICT in the Learning Process, Pastoral Care, etc.)

- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- Garbally College participates in Safer Internet Day activities to promote safer more effective use of the internet.

This policy and its implementation will be reviewed annually by the following stakeholders:

- Board of Management, teaching staff, support staff, pupils, and parents

This policy has been developed by a working group including: Principal, Deputy Principal, teachers, pupils, parents/carers, and representatives of the Board of Management.

The school will monitor the impact of the policy using:

- Logs of reported incidents.
- Surveys and/or questionnaires of pupils.
- Surveys and/or questionnaires of pupils, parents, and teaching staff.

Should serious online safety incidents take place, Mr Stephen Reilly, Principal, will be informed.

The implementation of this Internet Acceptable Use policy will be monitored by Internet Safety Team – Mr Stephen Reilly, Principal, Ms Jacinta Deady-Henry, Deputy Principal and Mr Darragh Whelan, IT Co-ordinator.

Content Filtering

Garbally College has chosen to implement the following level on content filtering on the Schools Broadband Network:

- Level 4 This level allows access to millions of websites including games and YouTube but blocks access to websites belonging to the personal websites category and websites such as Facebook belonging to the Social Networking category.

Pupils taking steps to by-pass the content filter by using proxy sites or other means will be subject to disciplinary action, including written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion.

Web Browsing and Downloading

Pupils will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

Pupils will report accidental accessing of inappropriate materials in the classroom to their teacher.

Pupils will report accidental accessing of inappropriate materials in school but outside the classroom to Mr Stephen Reilly, Principal.

Pupils and staff will not copy information from the internet without acknowledging the creator and referencing the source of the content.

Pupils and staff 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.

Pupils will use the school's internet connection only for educational and career development activities.

Pupils will not engage in online activities such as uploading or downloading large files that result in heavy network traffic which impairs the service for other internet users.

Pupils will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy, intimidate and or bully another person.

- Use of file sharing and torrent sites is not allowed.
- Downloading by pupils of materials or images not relevant to their studies is not allowed.

Email and Messaging

- The use of personal email accounts is not allowed at Garbally College.
- Pupils should not under any circumstances share their email account login details with other pupils.

Pupils will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

Pupils will not use school email accounts to send personal emails.

Pupils should immediately report the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.

Pupils should avoid opening emails that appear suspicious. If in doubt, pupils should ask their teacher before opening emails from unknown senders.

Social Media

The following statements apply to the use of messaging, blogging and video streaming services in Garbally College:

- Use of instant messaging services and apps including Snapchat, Whats Apps, G Chat etc. is not allowed in Garbally College.
- Use of blogs such as Word Press, Weebly etc. is allowed in Garbally College for educational purposes.
- Use of video streaming sites such as YouTube and Vimeo etc. is allowed in Garbally College for educational purposes.

Staff and pupils must not use social media and the internet in any way to harass, insult, abuse or defame pupils, their family members, staff, other members of the Garbally College community

Staff and pupils must not discuss personal information about pupils, staff and other members of the Garbally College community on social media.

Staff and pupils must not use school email addresses for setting up personal social media accounts or to communicate through such media.

Staff and pupils must not engage in activities involving social media which might bring Garbally College into disrepute.

Staff and pupils must not represent their personal views as those of being Garbally College on any social medium.

Personal Devices

Pupils using their own technology in school should follow the rules set out in this agreement, in the same way as if they were using school equipment.

The following statements apply to the use of mobile phone and/or internet-enabled devices such as tablets, gaming devices, and digital music players etc in Garbally College:

- Pupils are allowed to bring personal mobile phones and/or internet-enabled devices into Garbally College but are prohibited from using them between the hours of 08:30 to 15:45 (Monday to Thursday) and 08:30 to 13:10 (Friday).
- Pupils are not allowed to use mobile phones and/or personal internet-enabled devices during lessons unless under the direction of a teacher as a learning tool eg using a mobile phone and/or a personal internet enabled device as a stop watch to time a learning activity/ recording primary source images for Art projects.
- Pupils are not allowed to use mobile phone and/or personal internet-enabled devices during social time.
- Pupils are not allowed to use mobile phone and/or personal internet enabled devices to connect to and/or use the school's wireless networks (Garbally_WLAN, Library_Wifi and unity)

Images & Video

Care should be taken when taking official school photographic or video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.

At Garbally College pupils must not take, use, share, publish or distribute images of others without their permission.

Written permission from parents or carers will be obtained before photographs of pupils are published on the school website and online platforms associated with Garbally College.

Pupils must not share images, videos or other content online with the intention to harm another member of the school community regardless of whether this happens in school or outside.

Sharing explicit images and in particular explicit images of pupils and/or minors is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved. Sharing explicit images of other pupils automatically incurs sanctions up to and including expulsion.

Cyberbullying

When using the internet pupils, parents and staff are expected to treat others with respect at all times.

Engaging in online activities with the intention to harm, harass, or embarrass and another pupil or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

Measures are taken to ensure that staff and pupils are aware that bullying is defined as unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time. This definition includes cyber-bullying even when it happens outside the school.

Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and will be dealt with, as appropriate, in accordance with the school's code of behaviour.

The prevention of cyber bullying is an integral part of the anti-bullying policy of our school.

School Websites

Garbally College will use only digital photographs, audio or video clips of 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 not be published on Garbally College web pages.

Permission Form

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 1993Video Recordings Act 1989
- The Data Protection Act 1988
- Regulation (EU) 2016/679 (GDPR)

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: _____

Parent/Guardian : _____

Date: _____

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my son 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.

Signature: _____ Date: _____

Address: _____

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

Name of Student: _____

Class: _____

Student's signature: _____

