



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

Internet Acceptable Use Policy

March 2021

Ratified by the Board of Management on the **22/3/2021**.
To be reviewed yearly.

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General Approach

The aim of this Internet Acceptable Use Policy (AUP) is to ensure that pupils and employees of St. Joseph's College will benefit from the learning opportunities offered by the school's internet resources in a safe and effective manner. It applies to all students for the full duration of their studies in this school and to all those employed by the school.

Internet use and access is considered a school resource and privilege. Therefore, if the school AUP is not adhered to, this privilege may be withdrawn and appropriate sanctions will be imposed. St. Joseph's College is one that seeks to promote healthy lifestyles for all in a safe, supportive and non-threatening environment. This policy is also mindful of the need to bring the key components of the school's mission statement- truth, freedom, sincerity and joy- into the daily lives of all who work in the school.

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/class group closures occur. In these instances, interactions between students and teachers via an online learning and teaching platform/video conferencing e.g. Microsoft Teams 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.

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 investigate any inappropriate usage of school domain email account and reserves the right to view the account for the purposes of investigation. The school too, 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 Paul Walsh, Principal, will be informed.

The implementation of this Internet Acceptable Use policy will be monitored by Internet Safety Team – Mr Paul Walsh, Principal, Ms Collette Quinn, 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 Paul Walsh, Principal.

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

Pupils 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.

Deletion and Suspension of Account

Staff and students' email accounts @garbally.ie will be suspended and then deleted for the following accountholders:

- Leaving Cert students - accounts will be suspended and deleted after 4mths on completion of LC.
- Junior Cycle students (if leaving the school) accounts will be suspended and then deleted after 4mths of the completion of JC
- Students leaving mid academic year – accounts will be suspended and deleted after 2mths from date of leaving.
- Staff leaving - accounts will be suspended and then deleted after 4mths on completion of the academic year.
- Staff leaving mid academic year – accounts will be suspended and then deleted after 2mths from the date of leaving.

Accountholders will be informed of the suspension and deletion policy.

This deletion and suspension of accounts will give the account holders the opportunity to contact the school in the case of a misunderstanding or miscommunication. Accounts can be reactivated within this period if needed, to allow accountholders access to their content.

Staff and student accounts will be deleted from the Microsoft 365 domain. Once this occurs, everything owned by the account holder in Microsoft 365 will be deleted automatically. After this point, all accounts and deleted content cannot be recovered.

Internet chat

Students will only have access to chat rooms, discussion forums or other electronic communication forums on the school's internet resources that have been approved by the school.

These forums will only be used for educational purposes and will always be supervised.

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 and asynchronous remotely.

Students may use the platform to check for homework, see online demonstrations or elements of lessons, engage with live classes and asynchronous 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.

As with all MS products extensive user logs are maintained and can be accessed when required for the purposes of an investigation by school, TUSLA, Garda Síochána etc.

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 in school lessons unless under the direction of a teacher as a learning tool e.g., 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 in school.
- 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.

Cyber-bullying is increasingly common and is continuously evolving. It is bullying carried out through the use of information and communication technologies such as text, social network sites, e-mail, instant messaging (IM), apps, gaming sites, chat-rooms and other online technologies. Being the target of inappropriate or hurtful messages is the most common form of online bullying. As cyber-bullying uses technology to perpetrate bullying behaviour and does not require face to face contact, cyber-bullying can occur at any time (day or night). Many forms of bullying can be facilitated through cyber-bullying. For example, a target may be sent homophobic text messages or pictures may be posted with negative comments about a person's sexuality, appearance etc.

Engaging in online activities with the intention to harm, harass, or embarrass 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.

The placing of a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.

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 1993 Video 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: _____