

# Ériu Community College

Internet  
Acceptable  
Usage Policy  
Academic  
Year  
2020-2023

## Review Dates:

Staff	Feb. 21	
BOM	04 Feb. 21	
Student Council		
Parents		

Due for next review May 2023

# Internet Acceptable Use Policy– Ériu Community College

## Introduction

This document sets out the policy of Ériu Community College in respect of use of technology in all teaching and learning contexts. We are a one to one device college and technology is an integral part of each learning experience.

We, as the college community, have a responsibility to use technology in a respectful manner to everyone involved in the college

## Relevant Policies

All Ériu Community College policies and procedures are intertwined and have a collegial effect on everyone and everything we do.

Examples of policies and documentation that are relevant, but are not limited to, this policy include:

- General Data Protection Regulations (GDPR)
- Child Safeguarding Statement and Policy
- Positive Behaviour Code
- Privacy Policy

## Ériu Community College Mission Statement:

Ériu Community College is a state, co-educational, multi-denominational post-primary school underpinned by the core values of -excellence in education, care, respect, equality and community. This college does not discriminate.

## The Foundation Pillars of Ériu Community College:

### **The following 4 statements outline the college's Core Professional Purpose**

- Celebrating the diverse and unique identities of all students, placing them at the centre of the learning and teaching, committing to make a positive difference to the lives of all students
- Empowering students with the knowledge, skills and capability to be caring and valued members of society and leaders of learning
- Excellence in teaching and learning, providing an inclusive, high quality and holistic educational experience in a IT-driven community
- Working together in a democratic way with students, parents, staff and members of the local community area to build a learning school environment by encouraging partnership and participation at all levels.

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## General Approach

The aim of this Internet Acceptable Use Policy (AUP) is to ensure that students 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 students, 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.
- Students taking steps to by-pass the content filter by using proxy sites or other means may be subject to disciplinary action, including written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion.

This Acceptable Use Policy applies to students who have access to and are users of the internet in Ériu Community College.

It also applies to members of staff, volunteers, parents/guardians, carers, visitors and others who access the internet in Ériu Community College.

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

Ériu Community College will deal with incidents that take place outside the school which impact on the wellbeing of students and/or staff under this policy and under Positive Behaviour Code and under CARA Anti-Bullying Policy.

In such cases Ériu Community College will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate consequences.

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

- Students 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 students in Ériu Community College through our Begin Again Programme, our pastoral care, our Coding short course and our student leadership programmes.
- Teachers will be provided with continuing professional development/opportunities in the area of internet safety.
- Ériu Community College participates in Safer Internet Day activities to promote safer more effective use of the internet.

This policy and its implementation will be reviewed **every 2 years** by the following stakeholders:

- Board of Management, teaching staff, support staff, Student Council, and Parent Association

This policy has been developed by the Principal and IT Co-Ordinator, in conjunction with teachers, students, parents/carers, and representatives of the Board of Management.

The school will monitor the impact of this policy using:

- Logs of reported incidents.
- Monitoring logs of internet activity (including sites visited).
- Internal monitoring data for network activity.
- Surveys and/or questionnaires of students, parents, and teaching staff.

Should serious online safety incidents take place, the specific Clan Leader will be informed.

The implementation of this Internet Acceptable Use Policy will be monitored by the IT Co-Ordinator and the college IT Team.

## Web Browsing and Downloading

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 the classroom to their teacher.

Students will report accidental accessing of inappropriate materials in school to a staff member but outside the classroom to their parents who will contact the college, if they deem it necessary.

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

Students 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.

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

Students 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.

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

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

## Email and Messaging

- The use of **personal email accounts is not allowed** at Ériu Community College.
- Students should not under any circumstances share their email account login details with other students.
- Students should not use school email accounts to register for online services such as social networking services, apps, and games.
- Students should be aware that email communications are monitored.

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

Students 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.

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

## Social Media

The following statements apply to the use of messaging and video streaming services in Ériu Community College:

- Use of instant messaging services and apps including Snapchat, WhatsApp, G Chat etc. is not allowed in Ériu Community College.
- Use of video streaming sites such as YouTube and Vimeo etc. is with express permission from teaching staff and only for educational purposes.

**Staff and students must not use social media and the internet in any way to harass, insult, abuse or defame students, their family members, staff, other members of Ériu Community College.**

Staff and students must not discuss personal information about students, staff and other members of Ériu Community College on social media.

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

Staff and students must not engage in activities involving social media which might bring Ériu Community College into disrepute.

Staff and students must not represent their own personal views as those of being that of Ériu Community College on any social medium.

## Personal Devices

**Students are not allowed to bring personal internet-enabled devices into Ériu Community College.**

The following statements apply to the use of internet-enabled devices such as smart phones & mobile phones, tablets, gaming devices, and digital music players in Ériu Community College:

### Mobile phone usage in the college

**We overtly ask that mobile phones (smart phones or otherwise) are not brought onto the college campus nor into the building without explicit prior permission from the principal.** If a mobile phone interrupts the learning environment in any way or its presence is made known to a staff member on the college grounds, the phone with the SIM card will be confiscated.

First time it happens phones will be confiscated for a week (7 calendar days).

If a second time occurs, it will be confiscated till the end of that academic term, when a parent must come to collect it. Failure to comply with college guidelines on this matter will be seen as a failure to cooperate with college staff and will be dealt with according to the Positive Behaviour Code.

**If a student at any time needs to contact parents, they can use the college office phone.**

These guidelines on personal internet-enabled devices are necessary to ensure:

- That students are focussed fully on the learning
- That there is minimum interruption to the learning and teaching
- The safety and privacy of all is maintained throughout the college

### **School iPad device:**

The iPad device should be face down in class unless the teacher has given permission to use it. The device should be charged to over 80% every morning when in tutorial. The case should always be on the iPad device unless it is being carefully cleaned. All materials like word doc, PowerPoints, images and videos for subjects should be saved in OneDrive so as to not slow down the device. The camera roll should be reviewed regularly and images not needed should be deleted. Students should check the student app for **updates on apps every 2 weeks**. If there are any technical issues with a student's device, they should let their tutor know immediately.

### **Images & Video**

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

At Ériu Community College students must not take, use, share, publish or distribute images of others without their permission.

Taking photos or videos on school grounds or when participating in school activities is allowed once care is taken that no harm is done to staff or students of Ériu Community College.

Written permission from parents/guardians/carers will be obtained before photographs of students are published on the school website.

**Students must not share images, videos or other content online of another member(s) of the school community, without prior permission from the person(s) involved regardless of whether this happens in school or outside.**

**Sharing explicit images and in particular explicit images of students and/or minors is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved. Sharing explicit images of other students automatically incurs suspension as a sanction as a first step in an investigation into the matter.**

### **Cyberbullying**

**When using the internet students, 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 another student or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

**Measures are taken by Ériu Community College to ensure that staff and students 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 or at night.**

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 college's Positive Behaviour Code.

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

**Ériu Community College will follow the necessary National Framework/Anti-Bullying procedures. This is a legal requirement.**

### **School Website**

Students will be given the opportunity to publish projects, artwork or school work on the internet 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, privacy, or repudiation of students or staff.

Webpages allowing comments or user-generated content will be pre-moderated and checked frequently to ensure that they do not contain any inappropriate or offensive content.

The publication of student work will be coordinated by the subject teacher.

Ériu Community 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 Ériu Community 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.

**I agree to follow the school's Acceptable Use Policy on the use of the Internet and all personal internet-enabled devices.**

**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 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.

In relation to the school website, I accept that, if the school considers it appropriate, my child's **schoolwork and/or photograph may be** chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing students' work and student photographs on the school website.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Please PRINT names of who signed above in the following spaces:

Name of Student: \_\_\_\_\_

Class/Clan: \_\_\_\_\_

Name of Parent(s)/Guardian(s): \_\_\_\_\_