

# Internet Acceptable Use Policy

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# 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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.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 Old Bawn Community School. Any violation of this policy may result in disciplinary action, through The Learning Code, up to and including suspension or expulsion.

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

Old Bawn Community School 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 Old Bawn Community School will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

Old Bawn Community School 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.
- Old Bawn Community School 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:

- The ICT Committee and the Board of Management

This policy has been developed as a result of input from the Principal, Deputy Principal, teachers, parents and pupils.

The school will monitor the impact of the policy using:

- Logs of reported incidents.

Should serious online safety incidents take place, the Principal should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by the ICT Committee.

# Content Filtering

Old Bawn Community School has chosen to implement the following level on content filtering on the Schools Broadband Network:

- Split Level - This level allows different filtering levels for different ages / stages and different groups of users; staff / pupils / students etc.

Pupils taking steps to by-pass the content filter by any means may 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 their Tutor, Year Head, Deputy Principal or 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 and staff will not engage in any activity, using the schools internet connection or otherwise, to bring the good name of Old Bawn Community School into disrepute.

Pupils will use the school's internet connection only for educational and career development activities. Pupils may only access the internet while on school premises through the student WiFi network provided by OBCS (meaning students may not use their own private internet accounts to access material online while on school premises).

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 or intimidate another person.

- Use of file sharing and torrent sites is not allowed.
- Use of VPN's are 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 Old Bawn Community School .
- It is the responsibility of each individual student to record their username and password in a secure fashion, while ensuring that they remember it.
- Pupils should not under any circumstances share their (Office 365) email account login details with other pupils.
- Pupils should not use school email accounts to register for online services such as social networking services, apps, and games.
- Pupils should be aware that communications across any app provided through the school based Office 365 account are monitored, and should have no expectation of privacy within any aspect of their school based digital platform.

Pupils will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person. If any student engages in such activity may be subject to disciplinary action, through The Learning Code, up to and including suspension and expulsion.

Pupils will not use school email accounts for personal emails. School based email addresses are strictly for educational use only.

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. Such communication must immediately be reported to their Tutor, Year Head, Deputy Principal or Principal.

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 Old Bawn Community School:

- Use of instant messaging services and apps including Snapchat, Whats Apps, G Chat etc. is not allowed in Old Bawn Community School .
- Use of blogs such as Word Press, Tumblr etc. is allowed in Old Bawn Community School with express permission from teaching staff.
- Use of video streaming sites such as YouTube and Vimeo etc. is allowed with express permission from teaching staff.

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 and other members of the Old Bawn Community School community

Staff and pupils must not discuss personal information about pupils, staff and other members of the Old Bawn Community School 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 Old Bawn Community School into disrepute.

Staff and pupils must not represent your personal views as those of Old Bawn Community School 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 (See BYOD policy). Such devices are brought on to school premises entirely at the students' own risk.

The following statements apply to the use of internet-enabled devices such as tablets in Old Bawn Community School :

- Pupils are only allowed to bring personal internet-enabled devices into Old Bawn Community School with expressed permission from staff.
- Pupils are allowed to use personal internet-enabled devices during lessons only.
- Students must use the school provided WiFi to access internet content while on school premises.
- Pupils are not allowed to use personal internet-enabled devices during social time.
- In each case, the use of personal devices to access the internet while on the school premises, all aspects of the BYOD AUP policy will be observed.
- Smart watches are not permitted.
- It is the responsibility of each individual student to have any device used in class to be charged before coming to school. Charging facilities will not be provided in school.

# Images & Video

At Old Bawn Community School pupils must not take, use, share, publish or distribute images of others without their expressed permission and that of the teacher.

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 pupils of Old Bawn Community School and the expressed permission of the teacher involved has been obtained.

Pupils must not share online, any images, videos or other content recorded on school property or while on a school trip without the written permission of the teacher involved.

# Cyberbullying

When using the internet pupils 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 pupil or member of staff is unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions (through The Learning Code) for those involved, up to and including suspension and expulsion.

Measures are taken by Old Bawn Community School 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 prevention of cyber bullying is an integral part of the anti-bullying policy of our school.

# School Websites

The website will be regularly checked to ensure that there is no content that compromises the safety, privacy, or repudiation of students or staff.

The publication of student work and images will be coordinated by OBCS.

# Permission Form

LegislationThe 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 2003Child Trafficking and Pornography Act 1998Interception Act 1993Video Recordings Act 1989The Data Protection Act 1988

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 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 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.

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

Class/Year: \_\_\_\_\_

Student: \_\_\_\_\_

This policy was adopted by the Board of Management on March 20<sup>th</sup>, 2019.

