

BORRISOKANE COMMUNITY COLLEGE



INTERNET ACCEPTABLE USE POLICY



etb

Bord Oideachais agus
Oiliúna Thiobraid Árann
*Tipperary Education and
Training Board*

INTERNET ACCEPTABLE USE POLICY

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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 and Video**
- 9. Cyberbullying**
- 10. School Websites**
- 11. Supporting Teaching and Learning online**

1. Introduction

This policy was developed during the school year 2018/2019 and approved by the Board of Management on June 10th 2019.

The policy was reviewed during the school year 2020/2021, approved by the Executive on 7th January 2021, noted at TETB Meeting in February 2021 and by Borrisokane Community College Board of Management on March 25th 2021

2. 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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed in line with our code of behaviour.

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 Borrisokane Community College.

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

Misuse of the internet may 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.

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

Borrisokane Community 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, CSPE and Digital Learning curriculum.
- Internet safety advice and support opportunities are provided to pupils in Borrisokane Community College through our SPHE, ICT, Cairde programmes and by class teachers.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- Borrisokane 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 regularly by the following stakeholders:

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

This policy has been developed in consultation with the school community 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, parents, and teaching staff.

Should serious online safety incidents take place, the relevant Year Head should be informed.

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

3. Content Filtering

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

- **Level 6:** This is the widest level of content filtering available. This level allows access to millions of websites including games and YouTube and allows access to personal websites category, and other similar types of websites, such as blogs. It allows 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 may be subject to disciplinary action, including written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion.

4. 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 Year Head or Class Tutor.

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 or intimidate another person.

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

5. Email and Messaging

- School email accounts only must be used for all email messaging. Personal email accounts must not be used for school business.
- Pupils should not under any circumstances share their 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 only use school email to communicate with peers about school related material.
- Pupils should be aware that email communications are monitored.

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

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 not open emails that appear suspicious. If in doubt, pupils should ask their teacher before opening emails from unknown senders.

6. Social Media

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

- Use of instant messaging services and apps including Snapchat, G Chat etc. is not allowed in Borrisokane Community College.
- Use of blogs such as Tumblr etc. is not allowed in Borrisokane Community College.
- Uploading to video streaming sites such as YouTube and Vimeo etc. is 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, other members of the Borrisokane Community College Community.

Staff and pupils must not discuss personal information about pupils, staff and other members of the Borrisokane Community 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 Borrisokane Community College into disrepute.

Staff and pupils must not represent your personal views as those of Borrisokane Community College on any social medium.

Borrisokane Community College will avoid publishing both the first name and last name of pupils in video or photograph captions published online and will only publish with the consent of parents/guardians/students over 18.

7. 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 internet-enabled devices such as tablets, gaming devices, and digital music players in Borrisokane Community College:

- Pupils are allowed to bring personal internet-enabled devices into Borrisokane Community College.
- Pupils are only allowed to use personal internet-enabled devices during lessons with expressed permission from teaching staff.
- Pupils are allowed to use personal internet-enabled devices during social time in line with our mobile phone and tablet policy.

8. Images and Video

Care should be taken when taking 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 Borrisokane Community College pupils 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 only allowed with permission from staff.

Written permission from parents/carers/students over 18 will be obtained before photographs of pupils are published on the school website or social media.

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 suspension as a sanction.

Borrisokane Community College will avoid publishing both the first name and last name of pupils in video or photograph captions published online and will only publish with the consent of parents/guardians/students over 18.

9. 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 another pupil or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

Measures are taken by Borrisokane Community College 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 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 school's code of behaviour.

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

10. School Websites

Websites may only be created with permission of a teacher.

Pupils 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 reputation 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 a teacher.

Borrisokane Community College will use only digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will only be published on the school website with the permission of parents or students who are over 18.

Personal student information including home address and contact details will not be published on Borrisokane Community College web pages.

Borrisokane Community College will avoid publishing both the first name and last name of pupils in video or photograph captions published online and will only publish with the consent of parents/guardians/students over 18.

11. Supporting Teaching and Learning Online

Arising from Public Health Emergency 2020, Circular Letter 0074/2020 requires all schools have in place a communication and learning platform that supports schools to respond in the event of a partial or full school closure in the future. Ideally, communication and learning should be consolidated within one platform.

However, if schools are of the view that additional software is required to meet their needs, they are free to employ such software. It must be GDPR compliant and approved by the school's Board of Management.

Role of the whole school platform

The platform should facilitate:

- Communication between staff, parents and Board of Management.

- Communication between teachers and students.

Remote and in-school learning to include assigning, feedback and assessment of work and the facilitation of live or recorded lessons.

Borrisokane Community College have selected **Microsoft Teams** for all communication/teaching and learning between teachers and students (2 and 3 above).

Microsoft Outlook will also be used as a method of communication between staff, parents and the school community at large.

Professional Development to **support platform adoption and remote learning**

- Whole-school training will continue to take place in the form of teacher-led workshops on the use of MS Teams for remote teaching and learning.
- The Wriggle Connect Platform is also available to a selection of teachers.
- The needs of the staff are regularly assessed through surveys.
- Supports/strategies will be put in place for disadvantaged and SEN students, and parents will be supported to assist students learning at home e.g. Training videos for parents on the use of Teams will be recorded and made available on the school website.

Guidelines for online/remote learning for students and teachers:

- Teachers and students will be available and signed into Microsoft Teams for live classes and meetings before the lesson begins.
- Distance learning will follow the students school timetable. This allows teachers, students and parents to plan ahead for each lesson.
- Participants will have their camera turned on. (at the discretion of the teacher)
- Participants will have their microphone muted.
- Participants will be dressed appropriately.
- Participants will be in a quiet room with an appropriate and tidy background with no distractions from other household members.
- Teachers will remove any student not complying with the above guidelines from meetings/live lessons.
- Live lessons may be recorded (by the teacher only) to share with students later.
- If a lesson will be recorded, students will be notified in advance.

- Teacher notes will be made available online.
- Students have a responsibility to engage with content shared and assigned by teachers when not in attendance at regular school classes.
- Student engagement will be monitored by the **insights** feature on Microsoft Teams and can be shared with parents and guardians.
- Borrisokane Community College Code of Behaviour will apply for online and remote teaching lessons
- Attendance, engagement, and behaviour will be monitored via ePortal.

Guidelines for online/remote learning for Parents and Guardians:

- Parents and Guardians should support and encourage their son's/daughter's participation in online and live lessons.
- Parents and Guardians should continue to revise and reinforce online safety measures with students. A useful website for all members of the school community on Internet Safety is www.webwise.ie
- Parents and Guardians should have a copy of the student's timetable in the home that can be easily accessed to ensure that they are fully aware of the student's daily schedule. Timetable is available on EPortal.
- Parents and Guardians should support teachers by encouraging their children to log in and participate in online lessons.
- Parents and Guardians shall not record any live lessons under any circumstances.
- Parents and Guardians shall not initiate conversations with teachers before, during or after any live lessons.
- If Parents and Guardians wish to discuss the students' progress with a teacher, this should be arranged via the appropriate avenue, as it would be in a school setting i.e. contact the teacher by email or contact the school office by email or telephone. All staff email and contact details are available on the school website.
- Parents and Guardians should ensure the following:
 - Students have an appropriate study area to conduct remote learning free from interruptions from other members of the household.
 - Students are dressed appropriately for online learning.
 - Students have all necessary equipment for each of their subjects.
 - Students follow their school timetable while learning remotely.

- If the student is unable to engage with online/remote learning, the parent or guardian should notify the relevant Year Head.
- Parents should ensure that they are regularly checking ePortal for information on their child's progress, their attendance and engagement with remote learning.