



# Corran College

## **INTERNET SAFETY ACCEPTABLE USAGE POLICY**

Chairperson of Board of Management .....

Principal .....

Date.....

Review Date .....

## Internet Safety – Acceptable Usage Policy



**Corran College**

### **Ethos Statement**

Mayo Sligo Leitrim ETB is a community of learners with an historic and unique tradition as a provider of education and training. In responding to the needs of the community it delivers the highest standards of teaching and learning.

Mayo Sligo Leitrim ETB schools and centres of Education are democratic, co-educational and multi-denominational in character where policies, practices and attitudes are underpinned by the core values of Respect, Equity and Fairness.

The Board of Management of Corran College is publishing this document as the official internet safety acceptable usage policy. The VEC as patron of the school has approved this publication. Copies of the policy are available at the school and are furnished to each person who applies to be admitted to the school.

### **Link to Mission statement**

Corran College in conjunction with its education partners is committed to providing an environment where each student is cherished equally and is nurtured to a personal, intellectual and moral maturity.

The Acceptable Usage Policy helps to set the standards that the school community aspires to; students and staff work together to continue to develop the school and maintain an atmosphere in which all individuals feel safe.

### **Internet**

Reference to the Internet in this document includes the understanding that the internet is a vast network that connects computers all over the world. It also refers to the shared resources and information available over the network and the ability of everyone to communicate from anywhere with internet

connection. The Internet is constantly evolving in application and content; this policy is not intended to list all forms of acceptable and unacceptable use. Users have the responsibility to use the Internet in an efficient, effective, ethical and lawful manner. They must also follow the same code of conduct expected in any other form of written or face-to-face business communication.

The aim of the Acceptable Use Policy is to ensure that students will benefit from learning opportunities offered by the Schools Internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. Therefore, if the School AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed. It is envisaged that school representatives will revise the AUP annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

### **School's Strategy**

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

#### **General**

- Each student is provided with a unique user profile for logging into their own account, this is password protected.
- Students should use their 365 cloud storage to save and store their files, unless an exception has been granted. The use of USB's, CD-ROM's or other digital storage media in school is not allowed.
- Internet sessions will be supervised by a tutor or with the tutor's permission.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor student's Internet usage.
- Students will be provided with training in the area of Internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

#### **World Wide Web**

- 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 accordance with school procedure.
- Students will use the Internet for educational purposes only.
- Students will not copy information into assignments and fail to acknowledge the source (Plagiarism and copyright infringement).
- Students will never disclose or publicise personal information.
- Downloading by students of materials or images not relevant to their studies is in direct breach of the school's acceptable use policy.
- Students 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 are not allowed to access social networking sites from school equipment or a personal device.
- Students may only send schoolwork to teacher's school email if directed by teachers. All content shared / sent to teachers must be appropriate. It is prohibited for students to send any material to a teacher that is illegal, obscene, defamatory or material intended to annoy a teacher.
- Student correspondence sent to teachers will be dealt with in due course. No student should expect or demand responses to correspondence out of working hours.

### **Email**

- Students will use approved email accounts under supervision by or permission from a teacher.
- Students will not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.

### **Internet Chat**

- Students will only have access to chat rooms, discussion forums, messaging or other electronic communication forums that have been approved by the school's office 365 platform.
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
- Usernames will be used to avoid disclosure of identity.
- Face-to-face meeting with an unauthorised organisation or person via Internet chat will be forbidden.

### **School Website**

- Students will be given the opportunity to publish projects, artwork or school work on the world wide web in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website. Publication of student's work will be coordinated by a teacher.
- The website will be regularly checked to ensure that there is no content that compromises the safety of students or staff.
- Website using facilities such as guestbook's, notice boards or weblogs will be checked frequently to ensure that they do not contain personal details.
- The publication of student work will be co-ordinated by a teacher.
- Students' work will appear in an educational context on web pages with a copyright notice prohibiting the copying of such work without express written permission.
- The school will endeavour to use digital photographs, audio or video clips of focusing on group activities. Content focusing on individual students will not be published on the school website without parental permission
- Personal student information including home address and contact details will be omitted from school web pages.
- The School website will avoid publishing the names of individuals in a photograph. In a unique situation, parental permission will be sought to include a student's name
- The School will ensure that the image files are appropriately named – will not use students' names in image file names or ALT tags if published on the web.
- Students will continue to own the copyright on any work published and may request it to be taken down at any time.

### **School Network**

- Students may only use the school network for saving, sharing and storing schoolwork in specific subject areas.

- The school network may not be used to store personal, illegal, obscene, defamatory or abhorrent material.
- Students may not edit, move or remove any other students and or teacher's schoolwork on the network.
- The network is monitored closely ensuring correct, safe and acceptable usage.

### **School Social Media Accounts**

- The school has a Facebook page which is used for school business.
- School events and activities will be posted on the school accounts.
- Personal data will not be published on the school's social media account.
- Publishing student's images or work will follow the same requirements as those published on the school website.

### **Personal Devices**

Students using their personal devices in school do so only as instructed by their class teacher to support their learning.

- Students are not allowed to use their phone during school hours for anything outside of their schoolwork or a school related activity as directed by their teachers.
- Personal devices must be turned off at all times unless instructed by teachers for use in class.
- Any unauthorised use of a personal device in school such as sending text messages, taking or loading picture's, recording or uploading footage of staff or other students, connecting/using social media, accessing the internet without teacher consent is a direct breach of the school's acceptable use policy and the school's code of positive behaviour will be implemented.
- The school do not accept liability for minding students' personal devices or repairing any faults which may occur to the student's personal device in school.

Circular 0031/2020;

"Schools can prioritise spending plans for this grant, if required, to address ICT needs identified in the context of the current public health crisis which has required schools to be closed. This can include the purchase of ICT devices that can be shared with students who do not have access to devices to enable the continuity of learning during the public health crisis."

Circular C0074/2020 the school utilises Microsoft 365 platform for;

- communication with and between staff, with parents, and board of management meetings.
- communication and engagement between teachers and pupils/students (including classroom work assignment and returns, feedback and assessment)
- remote learning in the event of a partial or full school closure. This platform facilitates some use of live or recorded video lessons where practicable.

### **Students**

Access to teams is for education purposes only. Students should only use Teams and the associated chat feature to correspond with the teacher and students in their own school e.g. Send a student survey, converse with teacher re submission of work etc. If students are contacted by a teacher or student from another MSLETB school/centre they must inform a teacher. All written communication posted to the Internet should meet the highest level of integrity, courtesy and respect. Electronic communication is frequently inadequate in conveying mood and context; therefore, the user should carefully consider how the recipient may interpret a message before sending any message or posting any communication to their teachers, fellow students, and any persons they may be working with in relation to school projects.

Students may submit work outside of school hours. As part of their training in Teams they will be reminded not to expect an immediate response from a teacher.

- Students are not permitted to photograph, record or upload images or film footage of any staff member or other students without strict consent.
- It is a breach of Corran Colleges AUP for any student to impersonate another student online, hack into or otherwise use any account that is not their own.
- All users are required to sign out of their school 365 account before logging off their computer.

### **Acceptable Behaviour on Microsoft Teams**

It is essential that mutual respect, positive communication, and transparency is at the heart of all online teaching and learning. To that end, we ask all partners to behave in an appropriate and respectful manner whilst engaging on Microsoft Teams. Unacceptable behaviour includes the misappropriation of other students' online identity, the use of inappropriate memes, avatars, and hand gestures. Such behaviour will result in the following sanctions:

- The subject teacher will liaise with the offending student/s on Teams advising them to cease this inappropriate behaviour.
- Management may liaise with offending students and parents/guardians to ensure that all online participation on Teams is conducted in a respectful and appropriate manner.
- Repeated offences may result in the student's removal from a particular Subject Team.
- Repeated inappropriate offences may result in the student's temporary suspension from Teams.
- Repeated inappropriate offences may result in the student's permanent suspension from Teams.

### **Devices/Laptop trolley**

The school uses personal devices and has a laptop trolley which can be used in classes as a learning tool. These personal devices are supplied by the school as a learning resource. The use of these devices and access to the internet on them is subject to the same guidelines as outlined above.

### **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

### **Links to other School Policies**

- Code of Behaviour
- Anti-Bullying
- Social Media
- Assessment
- Homework

### **Sanctions**



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

**In the event of unforeseen circumstances, the management reserve the right to add to or amend this policy at short notice.**

**Permission Form**

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

**School Name:** \_\_\_\_\_

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

**Class:** \_\_\_\_\_

**Student**

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. I understand that there are sanctions set out in this policy, and in the school's code of behaviour, in respect of inappropriate internet use or breach of any of the rules stated in this policy and that they will be implemented where appropriate.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent/Guardian**

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my son/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 image and/or 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: \_\_\_\_\_ Telephone: \_\_\_\_\_

## **Internet Permission Form**

Dear Parent/Guardian

As part of the school's education programme we offer pupils supervised access to the Internet. This allows student's access to a large array of online educational resources that we believe can greatly enhance students' learning experience.

However, access to and use of the Internet requires responsibility on the part of the user and the school. These responsibilities are outlined in the school's Acceptable Use Policy (enclosed). It is important that this enclosed document is read carefully, signed by a parent or guardian and returned to the school.

Although the school takes active steps to promote safe use of Internet, it recognises the possibility that students may accidentally or deliberately access inappropriate or objectionable material.

The school respects each family's right to decide whether or not to allow their children access to the Internet as defined by the school's Acceptable Use Policy.

Having read the terms of our school's Acceptable Use Policy, you may like to take a moment to consider how the Internet is used in your own home, and see if there is any way you could make it safer for your own family.

Yours sincerely,

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Martin Flynn, Principal

**AUP checklist**

The following is a checklist that may be used when developing or revising an AUP.

1. Have AUP implementation issues arisen since the AUP was designed/revised?
2. Have these issues been discussed with parents, students and teachers and incorporated into an updated AUP?
3. Given that an AUP is in place, can the school confidently address the following scenarios?
  - A student is found using a chat room to arrange a face-to-face meeting with a friend.
  - The school uses filtering software but a student accidentally accesses a pornographic website while in your care.
  - A student publishes defamatory information on a personal website about a peer.
4. Has the AUP had a positive impact on curriculum delivery?
5. Has internal or external expertise assisted the formulation or reformulation of the AUP?
6. Has the school discussed the use of the Internet with parents and guardians?
7. Has the AUP as a code of Internet use transferred to home use?
8. Does an open dialogue exist between students and teachers relating to Internet misuse and safety issues?
9. Are teachers' and students' Internet safety training needs being met?