Acceptable Usage Policy (AUP)

The aim of this Acceptable Use Policy is to ensure that pupils and staff will benefit from learning opportunities offered by the school's ICT (including Internet and email) resources in a safe and effective manner. ICT 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 Therefore if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions, as outlined in this AUP and/or Code of Behaviour, will be imposed. When using the Internet pupils, parents and staff are expected to treat others with respect at all times. This policy applies to distance learning as well as learning within the classroom.

SCHOOL'S STRATEGY

The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with ICT.

These strategies are as follows:

- ICT sessions will always be supervised by a teacher.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- Pupils will be provided with education in the area of internet safety as part of our implementation of the SPHE and Wellbeing curriculum. Internet safety advice and support opportunities will also be provided to pupils in Coláiste Muire through our induction, student support, ICT, peer mentoring and Safer Internet Week programmes.
- Coláiste Muire participates in Safer Internet Day activities to promote safer and more effective use of the internet.
- Teachers will be provided with opportunities for continuing professional development opportunities 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.
- The use of personal electronic devices (including mobile phones, USBs, external hard drives) in school requires a teacher's permission.
- Students will observe good "netiquette" (i.e. etiquette of the Internet) at all times and will not undertake any actions that may bring the school into disrepute.
- If a student or member of staff receives a message that causes them to feel uncomfortable, harassed and/or intimidated it must be reported. On no account should there be a response to such a message.

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 Coláiste Muire 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.
- 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.

INTERNET USAGE

- Internet Usage includes web browsing and downloading.
- Students will not visit Internet sites or download or view any material that contain obscene, illegal, hateful, defamatory or otherwise objectionable materials or that is intended to annoy or intimidate another person.
- Students will use the Internet for educational purposes only.
- Students will be familiar with copyright issues relating to online learning.

- Students will not deliberately visit, view or download any material from any website containing sexual or illegal material which is offensive in anyway whatsoever.
- Students will never disclose or publicise information that is not theirs to do so.
- 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.
- Downloading materials or images not relevant to their studies, is in direct breach of the schools Acceptable Use Policy.
- Use of file sharing is permitted only with permission of a staff member. Torrent sites are not permitted under any circumstances.

MICROSOFT 365 & EMAIL

- Coláiste Muire is a Microsoft school and upon enrolment, each student is allocated an email address and Microsoft 365 account which is to be used for the purposes of teaching and learning only. Students are expected to use their allocated account only and not other personal accounts they may have.
- Pupils should not under any circumstances share their email account login details with other pupils.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures via email.
- Students will never arrange a face-to-face meeting with someone.
- Students will note that sending or receiving e-mail attachments is subject to permission from their teacher.
- Pupils should avoid opening emails that appear suspicious. If in doubt, pupils should ask their teacher before opening emails from unknown senders.

- Pupils may not use school email accounts to register for online services such as social networking services, apps, and games.
- Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Pupils should be aware that email communications are monitored.

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.

SOCIAL MEDIA & INTERNET CHAT

- Students will only have access to chat rooms, discussion forums or other electronic communication forums (including social media) that have been approved by the school. Use of instant messaging services and apps including Snapchat, WhatsApp, G Chat etc. is not permitted in Coláiste Muire.
- Chat-rooms, blogs, discussion forums and other electronic communications forums (including social media) will only be used for educational purposes and will always be supervised.
- Usernames may be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via the Internet will be forbidden. Where a student receives a request for a meeting online, he/she should discuss this with a parent, a teacher or with the Designated Liaison Person in school.
- Use of video streaming sites such as YouTube and Vimeo etc. is with express permission from teaching staff only.
- 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 Coláiste Muire school community.

- Staff and pupils must not discuss personal information about pupils, staff and other members of the Coláiste Muire 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 Coláiste Muire into disrepute.
- Staff and pupils must not represent their personal views of Coláiste Muire on any social medium.
- Where chat rooms, blogs, discussion forums, video streaming or other electronic communication forums (including social media) have been inappropriately used outside of school, in a way that impacts on the school, the student/s involved will be disciplined under the school's Code of Behaviour and Anti-Bullying policies.

ELECTRONIC DEVICES (MOBILE PHONES, IPODS, MP3 PLAYERS, CAMERAS, ETC)

- **Mobile phones of any kind are not permitted for use by students in school at any time, unless directed for use by a member of staff. Students may keep a mobile phone in their locker, but not in their schoolbags or not on their person. Students found using a mobile phone will have the phone taken up instantly. The phone will be returned to a parent/guardian only (Code of Behaviour policy).**

- Pupils using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorised taking of images/video with a mobile phone camera, still or moving, is in direct breach of the school's Acceptable Use Policy.

- The use of mobile phones in school is a health and safety issue and are therefore not permitted for use in school at any time unless directed to do so by a member of staff. Mobile phones are not permitted as they cause a disturbance in school time and hinder the teaching and learning process. For messages of an urgent nature, students may use the school phone, or may be contacted by parents via the school phone.

SCHOOL WEBSITE

- The school will publish the first name and last name of individuals in a photograph only with parental permission.
- Pupils may be given the opportunity to publish projects, artwork or school work on the school website in accordance with clear policies and approval processes regarding the content.
- The publication of students work will be coordinated by a teacher.
- Pupil's work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express permission.
- Digital photographs, audio or video clips of individual students will not be published on the school website without parental permission. Parental permission is sought via a permission form upon enrolment to the school (Appendix A). Instead photographs, audio and video clips will focus on group activities. Video clips may be password protected.
- Personal pupil information including home addresses and contact details will be omitted from school web pages.
- Students will continue to own the copyright on any work published.

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

LEGISLATION

This Acceptable Usage Policy is informed by the following legislation:

- Child Protection Legislation (Children First), 2017
- Data Protection Act 2018 and General Data Protection Regulation 2016
- Child Traffic and Pornography Bill 1997
- 1993 Interception Act
- Video Recordings Act 1989

SCHOOL POLICIES

This Acceptable Usage Policy is linked with the following school policies:

- Child Protection Policy and Safeguarding Statement
- Admissions Policy
- Code of Behaviour Policy
- Anti-Bullying Policy
- Homework Policy
- Data Protection Policy
- Health & Safety Policy
- Suspensions/Expulsions Policy

SUPPORT STRUCTURES

- The school will inform students and parents as necessary of key support structures and organisations that deal with illegal material or harmful use of the Internet.
- The school holds a 'friendship week', a 'wellbeing week' and an 'Internet safety week' yearly, where much time is devoted to online safety.

- Speakers are sought by the school to hold sessions with students, parents and staff on Internet usage and safety.
- Where a parent/guardian has a concern about his/her child's online safety at school, they should discuss this with the Deputy/Principal.

SANCTIONS

- Misuse of the Internet may result in disciplinary action, in line with the school's Code of Behaviour, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion.
- The school reserves the right to report any illegal activities to the appropriate authorities.
- Misuse of a student Microsoft 365 account will result in suspension of the account pending investigation. Students will be sanctioned according to the school's Code of Behaviour and Anti-Bullying policies where necessary.

REVIEW AND RATIFICATION

This policy and its implementation will be reviewed bi-annually by the Board of Management, Staff, Parents Association and Student Council.

This policy has been developed by a working group including: Principal, Deputy Principal, Digital Learning Team (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.
- Internal monitoring data for network activity.
- Surveys and/or questionnaires of pupils, parents, and teaching staff.

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

The implementation of this Internet Acceptable Use policy will be monitored by the school's Digital Team and the Deputy Principal and Principal.

This Policy was reviewed by staff, students and parents in April 2020 and ratified by the Board of Management on 23rd April 2020.

Signed by Chairperson of the Board: *Malachy Molloy*

Coláiste Muire

Ballymote, Co Sligo

Telephone: 071 9183086   *Fax: 071 9189210*
Email: office@cmbm.ie   *Website:* www.cmbm.ie
Principal: Ms. Michelle McDermott   **Deputy Principal: Ms. Fiona McNamee**

Appendix A

Parental Permission Form – Acceptable Use Policy

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 Signature:	
Parent/Guardian Signature:	
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.

Parent/Guardian Signature:	
Date:	

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

Photographs (please tick one):
I consent to the use of my child's photograph on the school website and/or in school newsletters

I do not consent to the use of my child's photograph on the school website and/or in school newsletters

Parent/Guardian Signature:	
Date:	