



Internet Acceptable Use Policy

St Aidan's Community College

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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.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 St Aidan's Community College and for any online or blended learning that is used as part of Teaching & Learning. It also applies to members of staff, volunteers, parents, carers and others who access the internet and learning platforms of St Aidan's 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 or inappropriate activities to the relevant statutory authorities i.e. Gardaí, TUSLA, Office of the Data Commissioner etc.

St Aidan's C.C. cannot be responsible for student online behaviour that arises outside of the school environment. However, the school will cooperate and support parents/guardians in so far as is possible in dealing with reports of inappropriate online incidents that impact on the wellbeing of students and/or staff within the school setting. St Aidan's C.C. will inform parents/guardians of any reported incidents of inappropriate online behaviour and such incidents will be dealt with where deemed necessary in accordance with the school's Code of Behaviour and Anti Bullying Policies.

This policy is linked to the following school policies/procedures:

- Child Safeguarding & Protection
- Code of Behaviour
- Anti Bullying
- Data Protection
- Mobile Device procedures

St Aidan's 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 and CSPE curriculum.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.

Content Filtering

St Aidan's Community College has chosen to implement level 4 of content filtering on the Schools Broadband Network.

This level allows access to millions of websites including games and YouTube but blocks 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.

Web Browsing and Downloading

- Pupils should not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Pupils should report accidental accessing of inappropriate materials in the classroom/school to a teacher.
- Pupils and staff must 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 should use the school's internet connection only for educational and career development activities.
- Pupils and staff must 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 and staff must not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Downloading by pupils of materials or images not relevant to their studies is not allowed.
- Changing screensavers on school devices is not allowed.

E-mail and Messaging

- Students & Staff should use e-mail accounts assigned to them by Cork ETB for all school related business and access to Teams.
- Pupils will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Pupils and staff should avoid opening emails that appear suspicious. If in doubt, pupils should ask their teacher before opening emails from unknown senders.

Online Teaching

Where online teaching has to occur the Acceptable Use Policy applies. This includes the use of Teams for online classes or sharing of notes, assignments etc between teachers and students.

Students must follow instructions given by teachers in relation to use of camera, microphone, chat functions during any online teaching sessions.

If online teaching is sanctioned due to school closures, students are expected to engage as per their timetable and instructions provided by the school. Classes that are held online will not be repeated after the school closure.

Social Media

The following statements apply to the use of messaging, blogging and video streaming services in St Aidan's Community College:

- Use of instant messaging services and apps including Snapchat, G Chat etc. is not allowed in St Aidan's Community College.
- Use of What's App is allowed at certain times in St Aidan's Community College.
- Use of video streaming sites such as YouTube and Vimeo etc. is allowed at certain times in St Aidan's Community College.

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 or other members of St Aidan's Community College.

Staff and pupils must not discuss personal information about pupils, staff and other members of St Aidan's Community College on social media.

Staff and pupils must not engage in activities involving social media which might bring St Aidan's Community College into disrepute.

Staff and pupils must not represent their personal views as being those of St Aidan's Community College on any social medium.

School Devices

St Aidan's Community College may provide staff and students with mobile computers, digital recorders or other devices to promote learning both inside and outside of the school.

Staff and students should abide by the same expected use policies, when using school devices off the school network, as on the school network.

Staff and students are expected to treat these devices with respect. They should report any loss, damage, or malfunction to the relevant IT personnel or their teacher as appropriate. Staff or students may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued devices will be monitored.

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 St Aidan's Community College:

- Pupils are allowed to bring personal internet-enabled devices into St Aidan's Community College.
- Pupils are only allowed to use personal internet-enabled devices during lessons with expressed permission from teaching staff.
- Pupils are only allowed to use personal internet-enabled devices during social times before 8.55am and between 11.00 -11.10 and 1.10 - 1.45pm.

Images & 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 St Aidan's 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 allowed once care is taken that no harm is done to staff or pupils of St Aidan's Community College and with expressed permission from staff.

Consent to use photographs of students on school publications, website, Facebook etc. is discussed with students when photos are being taken. Students who do not wish their photographs to be published may be excluded from photos. Parents who do not wish their child's photo to be published must make the school aware of this upon registration of students.

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 and/or possible exclusion as a sanction.

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 St Aidan's 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.

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

School 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.

St Aidan's 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 consent from students.

Personal student information including home address and contact details will not be published on St Aidan's Community College web pages.

Permission Form

The following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with is available on line:

- 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. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

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. I also understand this policy applies to the use of online learning and access to Teams.

Student's Signature: _____ Class: _____

Parent/Guardian: _____ Date: _____

This policy was reviewed by the Board of Management of St Aidan's Community College on 21st November 2022

It is available to all members of the school community.

The policy will be reviewed on an annual basis, and/or as deemed necessary.

Signed: Eamon Breen

Date: 21/11/22

Chairperson BOM