



SALESIAN COLLEGE

CELBRIDGE

2021-2022

Acceptable Internet & ICT Use Policy

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Introduction & Rationale:

This policy addresses all rights, privileges & responsibilities associated with the school use of Internet and Digital Technologies. It is informed by our school mission statement.

Salesian College with support from the Department of Education has made the use of ICT and integration of ICT in to teaching and learning a priority for the school. Our Digital Strategy has been the focus of our School Self Evaluation process for the last 3 years. Salesian College will continue to improve the school facilities and ICT resources.

Salesian College uses MS Office 365 as its main teaching and learning platform along with VS Ware for student and teacher management system.

Salesian College has a designated ICT support service which regularly maintains the ICT system in the school.

As we move forward with new educational changes namely in Junior Cycle practice, the Digital Learning Framework, blended learning due to COVID19 restrictions, we move towards embedding digital technologies to create meaningful student learning experiences.

By encouraging positive student engagement, we hope to realise and maximise the potential of digital technologies as a valuable resource for assessment and e-learning purposes in a safe and effective manner to enhance teaching and learning.

Legislation & School Policy that Govern and Guide Schools AUP:

1. The Interception of Postal Packets and Telecommunications Messages Regulation Act, 1993:
This Act stipulates that telecommunication messages can be intercepted for the purpose of an investigation of a serious offence.
2. The Video Recordings Act, 1989: This prohibits the distribution of videos, which contain obscene or indecent material, which may lead to the depravation, or corruption of the viewer.
3. The Child Trafficking and Pornography Act, 1998: This Act legislates against anyone who knowingly produces, prints, publishes, distributes, exports, imports, shows, possesses or sells child pornography.
4. The General Data Protection Regulation (GDPR) 2018: This Act was passed to deal with data processing, privacy issues arising from the increasing amount of Information kept on computer about individuals.

School Policies that link to Acceptance Use Policy:

1. Child Safeguarding Statement (including Risk Assessment):
2. Health & Safety Policy
3. Anti- Bullying Policy
4. Code of Behaviour:
 - This outlines all school rules and sanctions in the event of breaches to school rules. Students are expected to follow the same rules for good behaviour and respectful conduct online as offline.
 - Misuse of school resources may result in disciplinary action. We make a reasonable

effort to ensure students' safety and security online but will not be held accountable for any harm or damages that result from misuse of school technologies.

- Students are expected to alert their teacher immediately of any concerns for safety or security.

Acceptable Internet Use Policy:

1. Internet Use:

- Students can only use the Internet when supervised by a teacher.
- Students will use the Internet for educational purposes only.
- Online shopping is prohibited.
- Access to instant messaging services is forbidden.
- Students cannot use Online Gaming Apps.
- Students cannot use school computer equipment for commercial gain.

2. In-Appropriate Content:

No user shall visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that relate to the promotion of: illegal acts, racist materials, pornography, child sexual abuse images, promotion of any kind of discrimination, threatening behaviour, including the promotion of physical violence or mental harm, or any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school.

3. E-Safety Education:

Students will be provided with information in the area of Internet safety. First years have a digital awareness class and outside speakers including the Junior Liaison Officer of An Garda Síochána also address other year groups on the importance of internet safety.

4. National Centre for Technology in Education:

Salesian College's computer network is intended for educational purposes only. All activity over the network may be monitored and retained. Access to online content via the network is

restricted in accordance with this AUP, our policies and the Department of Education and Skills through its agency, the National Centre for Technology in Education.

5. **Web Filter:**

Students are expected to respect that the web filter is a safety precaution and should not try to circumvent it when browsing the Web. Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material. If a site is blocked and a student believes it shouldn't be, the student can ask his/her teacher to submit a request to the site for review.

6. **Blocked Sites:**

Although access to social media sites like Facebook, Instagram and Twitter are currently blocked, the school will regularly monitor students' Internet usage.

7. **Personal Storage devices:**

The use of personal USB memory keys, CD's or DVD's in school requires a teacher's permission and is not advised. The school reserves the right to read all memory devices/disks and to check them for viruses.

8. **Software Installation:**

Uploading and downloading of non-approved software will not be permitted.

9. **Downloading:**

Downloading by students of materials or images not relevant to their studies is in direct breach of the school's acceptable use policy and will incur a sanction.

10. **Virus protection:**

Software will be used and updated on a regular basis.

11. **Copyright:**

Students must be aware of and comply with copyright issues relating to online learning. E.g. Especially in the areas of music or other media, and will refrain from distributing these in a manner that violates copyright licences.

12. **Copyright downloads:**

Students cannot upload, download or transmit commercial software or any copyrighted materials belonging to third parties, without necessary licensing permissions.

13. Viruses:

Students must not create or propagate computer viruses or other harmful files.

14. Networks:

Students must not carry out sustained or instantaneous high volume network traffic (downloading/uploading files) that causes network congestions and hinders others in their use of the internet.

15. Plagiarism & Copyright Infringement:

Students will not copy information into assignments and fail to acknowledge the source. Students will not copy work from other students.

16. School Security:

Students are to be aware that usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity for school security and/or for network management purposes.

17. Digital Citizenship:

When using the internet, no one will undertake any actions that may bring the school into disrepute.

E-mail:

1. Permission:

Students will use approved class Email accounts with the permission and the supervision of a teacher. Students are provided with their own school email account, name@salesianscelbridge.com. Students will note that sending and receiving Email attachments is subject to permission from their teacher.

2. School: Students should only use school E-mail accounts for all school related communication.

3. **Respect:**

Students will only use appropriate language, showing respect to teachers and peers at all times.

4. Appropriate Content:

No one will send or receive any material that is illegal, obscene, and defamatory or that is intended cause upset or intimidate another person.

5. Reporting:

Students should report any aggressive or inappropriate behaviour directed at them or others.

6. Account Privacy:

Students must not reveal their own or other people's personal details such as addresses or telephone numbers or pictures when communicating via email.

7. Face-to Face Meeting:

Accessing instant messaging chats is forbidden. Students will never use Email or other internet communication methods to arrange a face-to-face meeting with someone outside of school.

Social Media & Digital Citizenship:

1. Students will only have access to sites, discussion forums or other electronic communication forums that have been approved by the school.
2. These forums will only be used for educational purposes and will always be supervised. Usernames will be used to avoid disclosure of identity.
3. The school cannot control what Social Media Sites/Social Networking sites students access in their own personal time and for their own personal use, however students should be mindful to behave responsibly at all times as inappropriate online behaviours outside school can often affect the school community. In cases that are deemed necessary, disciplinary measures may be taken against a student in breach of our school policy.

Digital Citizenship & Social Media:

1. Students should only use appropriate language and image on the internet or on any school virtual learning environment.

2. Students should not post inappropriate personal information about her own (or any other persons) life, experiences or relationships.
3. Students should ensure that anything they post online will not put them at risk.
4. Students should never publish full contact details, a schedule their activities or inappropriate personal details in public spaces.
5. Students should report any aggressive or inappropriate behaviour directed at them.
6. Students should not share their passwords or account details with anyone else.
7. Students should show respect to others and not use electronic mediums to upset, intimidate, harass, or stalk other people.

School Social Media Accounts:

1. All official school social media accounts are used to promote the school within the wider community and facilitate parents, teachers and students with easy access to the most up to date information about school events and activities.
2. All Accounts will be monitored by a named teacher and the author of this account must liaise with this teacher on a regular basis.

6. School-Student Social Media Accounts & Acceptance Usage Policy:

Student Leadership & Student Voice:

1. Members of the Student Council and Ceangail and Cinnirí leadership teams must seek permission from the Principal before setting up any social media accounts.
2. They must liaise with the Principal to ensure they have a clear understanding of school AUP.
3. All Accounts will be monitored by a named teacher and the author of this account must liaise with this teacher on a regular basis.
4. Content uploaded is for educational purposes only to promote student achievement.
5. Students will not post material that is illegal, obscene, and defamatory or that is intended to cause upset or intimidate another person.

6. Students will not post content online that may breach copyright regulations or bring the school into disrepute.

Student Personal Devices

1. Tablets/laptops/Phones:

Students using their own technology in school should follow the rules set out in this agreement. Students should only use personal handheld/external devices in school if they have permission. Students may use their own laptop/ tablet in after-school study with the permission of the supervising teacher and the management of the school. If there is a significant concern about inappropriate usage of their device during this class/study time, a student may be asked to submit their personal device to a teacher, who will in turn hold it and may, if necessary, hand to Management to inspect the search history.

Salesian College has an Assistive Technology Policy which issues guidelines for school use of specialist equipment which has been recommended by the National Council for Special Education {NCSE}.

Students are responsible for looking after their own devices. In the event of theft, loss or damage the school cannot accept liability.

2. Mobile Phones

The use of mobile phones has caused significant disruption, and stress, to teachers, in recent years. Calls being made to students when they are in class and texting in class are some of the difficulties. Consequently, the school has put the following directive in place:

- The use of mobile phones is not permitted between 8.30am and 6.15 p.m. (Following afterschool study). All mobile phones must be turned off in school. ***The following can constitute use of a mobile phone on the school premises: accessing the phone in any way for information, check the time, calendar, text messages, taking photographs, making a recording (video, voice, making a note), using any apps or other mobile phone functions.***
- Breach of this rule will result in immediate confiscation of the phone for the rest of the day.

- The phone will be returned at the day and a sanction of either a €45 fine or 1 day suspension will be imposed.
- Students will have five days to arrange payment of this fine through the school Easy Payments on-line electronic payment system. If the fine is not paid within this five-day limit, a suspension will automatically be applied.

3. School Website:

1. The purpose of the school website is to promote the school within the wider community. It will also facilitate ease of access to parents, students, staff, and others to the most up to date information on recent events and activities in the school.
2. Material intended for the web site will be gathered, read and approved by the relevant school personnel. An appointed member of staff will gather the materials for use on the school web site, which will then be updated regularly.
3. Photographs, audio and visual clips will focus on group activities and not on individual students.
4. Personal student information including, home address and contact details, will be omitted from the school web pages.
5. Students, staff or others in the school community or associated with it, who publish work on the website will continue to own the copyright on their own work.

Online learning from home

The same standards of behaviour and appropriate usage will apply to use of the internet or electronic devices to access school materials or classes online from home or other locations outside of the school.

In particular, recording audio or video of classes, taking images during class is strictly forbidden and is a serious breach of the AUP. Students may not disrupt or interfere with online classes in anyway.

Blended Learning and Online Classes

General guidelines for Online classes:

- Ensure that the background visible for the video call is appropriate and does not contain personal aspects. Anything unsuitable should be removed from the background setting for both teachers and pupils/students when calls are taking place for both parties. Blurring functionality and the use of a static image are features of some of these tools.
- The teacher should always invite the pupils/students to the call and act as hosts/disables co-host function
- The teacher is always first in the room (deploy waiting room where possible) and the last to leave the online meeting to ensure that pupils/students can't re-join the room afterwards. Maintain a log of calls and a record of attendance as you would do in general practice

General guidelines for live lessons:

- The video conference room is a classroom and the same school behaviour and codes of conduct apply to this environment.
- Students must follow the protocols set out by teachers in advance with your students, e.g. using the chat feature for questions, raising hands if they wish to ask a question, asking students to mute mics at the beginning of a lesson in order to improve sound quality. This list is not exhaustive and will vary depending on the tool being used and the age of students
- The teacher always invites the students to the call and acts as host. If a co-host function is available on the chosen platform, this should be disabled for students.
- Teachers must turn on necessary security settings before allowing students to join the call e.g. chat feature, waiting room, etc. where applicable
- Pre-set the video meeting to mute participants' microphone automatically upon entry (if possible).
- The chat feature can be used by students to ask questions and by teachers to share links with pupils/students.
- It is crucial that the teacher is always the last to leave the online meeting room to ensure that pupils/students can't re-join the room afterwards
- A log of calls and a record of attendance will be retained.

General Guidance for students and parents

- Students should be aware when their class will be live and be present for these classes. They should log in, on time and remain for the length of the lesson.
- It must be noted that not all classes will be live at all times. Some teachers will use a number of approaches including live classes, record classes and the updating MS teams and the class Onenote with assigned work. It would be feasible to expect students to attend live classes all day every day. Salesian College endeavours to maximise the online learning experience through a selection of platforms and approaches.
- Teachers should only be contacted during school hours.
- Recording or forwarding any content within a Teams meeting to anyone else without the permission of the teacher is prohibited.

- The unauthorised sharing of links/invitations to classes/meetings with anyone is not permitted under any circumstances. This would be in breach of the school's Child protection Policy.
- Parents should ensure their son is attending live classes and is aware of any assigned work through the online platforms.
- Parents should make every effort to ensure their son has a quiet space to attend live classes and that the live class is viewed by your son only.
- The class / lesson cannot be recorded by any other than the teacher.

Child Protection

Salesian College's Child Protection Policy (which can be found on our website, (www.salesianscelbridge.com), must be adhered to at all times when engaging with online learning.

The Board of Management recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, procedures, practices and activities.

This includes online learning and teaching. Online contact between students and teachers should be related to school business only.

If a teacher becomes aware of any child welfare issues involving the students, they are engaged with online they should immediately inform the Designated Liaison Person (Ms Brenda Kearns) or the Deputy Designated Liaison Person(s) (Mr. Martin Kerins and Mr John Leonard).

Further Support Advice & Guidance on Internet Safety

www.webwise.ie

www.education.ie

www.pdsttechnologyineducation.ie

Support structures:

Where appropriate, the school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the internet.

Reporting on Inappropriate Online Activity:

Students should report all inappropriate activity to the supervising teacher in the room without delay and/or to the respective year head of the student's year group.

Sanctions for Misuse of Digital Technologies and Internet Usage:

1. Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases suspension or expulsion.
2. The school also reserves the right to report any illegal activities to the appropriate authorities.
3. Misconduct will be investigated and the principal will make recommendations on any report of misconduct with regard to digital technologies and online activity. These recommendations will reflect on whether the incident is considered to be a mild or serious breach and may come with either a mild sanction or heavy penalty respectively.

This policy was ratified by the Board of Management on 11-10-2021

This policy will be reviewed on an annual basis to take into account the constantly changing and developments in ICT.