



# **Glanmire Community College**

## **Acceptable Use Policy**

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## 1. General

- The aim of this Internet Acceptable Use Policy (AUP) is to ensure that students 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. Therefore, if the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.
- This version of the AUP was created in April 2018. This policy has been developed by a core working group in consultation with teachers, students, parents and the Board of Management.
- The school will monitor the impact of the policy using:
  - Logs of reported incidents.
  - Monitoring logs of internet activity (including sites visited).
  - Internal monitoring data for network activity.
  - Surveys and/or questionnaires of students, parents, and teaching staff.
- Should serious online safety incidents take place, teachers and school management should be informed.
- This Acceptable Use Policy applies to students who have access to and are users of the internet in Glanmire Community College.
- It also applies to members of staff, volunteers, parents, carers and others who access the internet in Glanmire Community College.
- When using the internet students, parents and staff are expected:
  - To treat others with respect at all times.
  - To avoid any actions that may be harmful to themselves and others.
  - To avoid 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.
- 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.
- Glanmire Community College will deal with incidents that adversely impact on the wellbeing of students or staff under this policy and the associated code of behaviour and anti-bullying policies. In such cases Glanmire Community College will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

- Glanmire Community College employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the internet.
  - Students will be provided with education in the area of internet safety as part of our implementation of the SPHE and CSPE curriculum. A specific module will also be provided as part of our 1<sup>st</sup> Year Computer Curriculum. Internet safety and responsible digital citizenship will also be reinforced as part of our Transition Year Computer Curriculum.
  - Internet safety advice and support opportunities are provided to students in Glanmire Community College through our induction programme and reinforced periodically through our weekly class tutorial.
  - Teachers will be provided with continuing professional development opportunities in the area of internet safety.

## 2. Content Filtering

- Glanmire Community College has chosen to implement the following level on content filtering on the Schools Broadband Network:
  - **Level 4:** 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.
- Students 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.

## 3. Web Browsing and Downloading

- Students will not intentionally visit internet sites, or use applications, that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will report accidental accessing of inappropriate materials in the classroom to their teacher.
- Students will report accidental accessing of inappropriate materials in school but outside the classroom to their Class Teacher or Year Head
- Students and staff who copy information from the internet will acknowledge the creator and must reference the source of the content.
- Students 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.

- Students will use the school's internet connection only for educational and career development activities.
- Students will avoid engaging in online activities such as uploading or downloading large files that result in heavy network traffic which may impair the service for other internet users.
- Students and staff will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person. (see relevant legislation section)
- Use of legal file sharing and torrent sites is allowed with staff permission.
- Downloading by students of materials or images not relevant to their studies is not allowed.

#### **4. Email and Messaging**

- The use of personal email accounts is only allowed at Glanmire Community College with expressed permission from members of the teaching staff.
- Students should not under any circumstances share their email account login details, or their unique system login details, with other students.
- Students will not send, or store, any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- If provided with a school email account, students will not use it for personal emails.
- Students 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. If in doubt, students should take a screen shot of the communication and report to their Class Teacher/Year Head to support any further inquiry
- Students should avoid opening emails that appear suspicious. If in doubt, students should ask their teacher before opening emails from unknown senders.

#### **5. Social Media**

- In general, the use of instant messaging services and apps such as Snapchat, WhatsApp, GChat etc. is not allowed in Glanmire Community College The exception is when a group messaging service is used for organisational and educational purposes, such as team training, communication when on school outings etc. and is administered by the relevant teacher.

- Use of blogs such as Word Press, Tumblr etc. is allowed in Glanmire Community College only with the expressed permission from teaching staff.
- Use of video streaming sites such as YouTube and Vimeo etc. is allowed only with the expressed permission from teaching staff.
- Staff and students must not use social media and the internet in any way to harass, insult, abuse or defame students, their family members, staff or other members of the Glanmire Community College community
- Staff and students must not discuss personal information about students, staff and other members of the Glanmire Community College community on social media.
- Staff and students must not use school email addresses for setting up personal social media accounts or to communicate through such media.
- Staff and students must avoid activities involving social media which might bring Glanmire Community College into disrepute.
- Staff and students must not represent your personal views as those of Glanmire Community College on any social medium.

## **6. Personal Devices**

- Students 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 Glanmire Community College:
  - Students are allowed to bring personal internet-enabled devices into Glanmire Community College.
  - Students are only allowed to use personal internet-enabled devices during lessons with expressed permission from teaching staff.
  - Students are not allowed to use personal internet-enabled devices during social time. In some instances, students may be allowed to use their personal internet-enabled devices during social time, but only with the expressed permission from relevant staff.

## **7. Images & Video**

- Care should be taken when taking photographic or video images to avoid embarrassing or harming others. When taking photographic or video images care should also be taken to ensure students are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- At Glanmire Community College students 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 expressed permission from staff. Any such photos or videos must only be used for valid educational purposes.
- Written permission from parents or carers will be obtained before photographs of students are published on the school website.
- Students 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 students and/or minors is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved. Sharing explicit images of other students automatically incurs suspension and/or expulsion as a sanction.

## **8. Cyberbullying**

- When using the internet students, 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 student or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.
- Measures are taken to ensure that staff and students 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 cyberbullying 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 cyberbullying is an integral part of the anti-bullying policy of our school.

## **9. School Websites**

- Students will be given the opportunity to publish projects, artwork or school work on the internet in accordance with clear approval processes regarding the content that can be loaded to the internet and on the school's website.
- The publication of student work will be coordinated by a designated member of staff with responsibility for curating materials for publication.
- The school website will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff.
- Glanmire 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 parental permission.
- Personal student information including home address and contact details will not be published on Glanmire Community College web pages.

## **10. Legislation**

- Glanmire Community College will provide information on the following legislation relating to the use of the Internet, which teachers, students and parents should familiarise themselves with:
  - General Data Protection Regulations 2018
  - Data Protection (Amendment) Act 2003
  - Child Trafficking and Pornography Act 1998
  - Interception Act 1993
  - Video Recordings Act 1989
  - The Data Protection Act 1988

## **11. Ratification:**

- The implementation of this Internet Acceptable Use policy will be monitored periodically by members of the e-Learning working group. This policy will be reviewed periodically by representatives of the Board of Management, staff, students and parents of the College.

Signed: Ms Linda Skillington  
(Chairperson of Board of Management)

Date: 14 May 2018

Signed: Mr Ronan McCarthy  
(Principal)

Date: 14 May 2018

Date of next review: May 2020



# Appendix A: Acceptable Use Policy

## Permission Form – Glanmire Community College

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

### Student

- I agree to follow the school's Acceptable Use Policy on the use of the Internet and the use of mobile internet-enabled devices. I will use the Internet and digital devices in a responsible way and obey all the rules explained to me by the school.

Print Name: \_\_\_\_\_ Year Group: \_\_\_\_\_ Class Name: \_\_\_\_\_

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 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 accept the above paragraph  I do not accept the above paragraph

- 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.

I accept the above paragraph  I do not accept the above paragraph

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

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