



Acceptable Use Policy

School Name: Coláiste Íosagáin

Address: Portarlinton, Co.

Laois

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by the school's computer and internet resources in a safe and effective manner. Computers, 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 and parent representatives will revise the AUP at regular intervals in keeping with any technological changes and innovations. 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 use of computers and the internet. These strategies are as follows:

General

- Computer and internet 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.
- The school will regularly monitor pupils' computer and internet usage within the allowable methods as outlined in legislation.
- 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 memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.
- Please see Appendix 1 in relation to the use of ICT and recording devices in the context of the



new Junior Cycle Framework



Computer Room(s) and Equipment

- No student or students are allowed into the computer room or have access to any computer without the presence of a supervising teacher.
- *Eating and drinking is not permitted in the computer rooms at any time.*
- Anyone found to have interfered with, or damaged, any of the computer equipment in the School environment may have to pay for replacement/repair of said equipment and also experience a sanction.
- Students and teachers are advised that they must check their computers before start of class and students must report any irregularities to their teacher before commencing work.
- All computer equipment must be switched off fully before each class exits the room.
- Attempts should not be made to by-pass any security measures provided by Coláiste Íosagáin.

Passwords and Access

Students have a responsibility to safeguard any passwords granted to them by Coláiste Íosagáin. Students will not:

- Share their usernames
- Give their passwords to other users
- Seek to impersonate other users
- Leave their computer unattended without logging out or unlocking.

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 procedures.
- Students will use the school's computers and 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 online.
- Downloading 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.



Email

- Students will not send or receive any material that is illegal, obscene, 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.
- 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 meetings with someone organised via Internet chat will be forbidden.

Internet and Email Communications

Communications on the network are often public in nature. The school's Code of Behaviour governs such behaviour and communications. A content filter also controls internet access in the school. This filter is designed to protect students from harmful material as well as preventing frivolous internet access during school time.

Students using the internet and email are expected to abide by the generally accepted rules of network etiquette.

The use of the internet to harass or bully other members of the school community will result in sanctions outlined in the school's code of behaviour and anti-bullying policy.

The following are not permitted:

- Posting, displaying or approving of offensive messages or pictures on social networking sites
- Using obscene language in emails or on social networking sites
- Harassing, insulting or attacking others via email/social networking sites
- Using another's id/password
- Illegal use of data in folders or work files
- Intentionally wasting limited resources
- Employing the network for commercial purposes including gambling sites

During school teachers will guide students toward appropriate materials. Outside of school



parents/guardians bear the same responsibility for such guidance.



School Website/Twitter

- *Please note that the following points apply to the school's web site and social media profiles, including but not limited to Twitter.*
- **The school has a website (colaisteiosagainport.ie) and twitter account (@ciosagain)**
- Pupils may be given the opportunity to publish projects, artwork or school work on the school website or Twitter account in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website
- The website and twitter account will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- The publication of student work will be co-ordinated by a teacher.
- Pupils' 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 focusing on group activities. Content focusing on individual students will not be published on the school website or school twitter account without the parental permission. Video clips may be password protected.
- Personal pupil information including home address and contact details will be omitted from school web pages and the twitter account
- The school website and twitter account will avoid publishing the first name and last name of individuals in a photograph without given permission from parents or guardians.
- The school will ensure that the image files are appropriately named – will not use pupils' names in image file names or ALT tags if published on the web.
- Pupils will continue to own the copyright on any work published.

Personal Devices

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 unauthorized taking of images with a mobile phone camera, still or moving, is in direct breach of the school's acceptable use policy.

1. **If students bring a mobile phone to school, it will be switched off during class time. However there may be occasions when students with their teachers permission may use their phones for educational purposes, research for example.**
2. Students will not use their phones/mobile devices to take photos/videos of people without their permission
3. Students will not upload any photos/videos without getting permission.
4. Each user is responsible for his/her own device and should use it responsibly and appropriately. Colaiste Iosagain takes no responsibility for stolen, lost or damaged devices including lost or corrupted data on those devices. While school employees will help **students** identify how to keep personal devices secure, students will final responsibility for securing their personal devices.

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

Support Structures

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet. Coláiste Íosagáin has adopted the Child Protection Procedures for Primary and Post Primary Schools as part of its child protection policy. This policy has been made to the Parents' Council and is available to the Parents' Council and is available to all parents on request.

Designated Liaison Person (DLP) : Seamus Bennett

Deputy Designated Liaison Person (DDL's) Siobhan Higgins

Indecency, Libel and Privacy

1. It is not acceptable to view, download, transmit or store any offensive, indecent images or material. Nor is it acceptable to attempt to access any systems, data or records for which you are not authorised.
2. You may not use the school's information systems to publish or transmit anything that is libellous or defamatory or is damaging to another computer system. Neither may you deliberately misrepresent your views as those of the school or any other person or organisation. Such action will be regarded as a serious disciplinary matter.

Cyber Bullying

Harassing, flaming, denigrating, impersonating, outing, tricking, excluding and cyber-stalking are all examples of cyber-bullying.

1. Such bullying will not be tolerated in Coláiste Íosagáin
2. Don't be mean. Don't send emails or post comments or photos with the intent of scaring, hurting or intimidating anyone else
3. Engaging in any online activities intended to harm (physically or emotionally) another person



will result in severe disciplinary action and loss of privileges





4. In some cases, cyber bullying is a crime
5. Remember that your activities are monitored and retained in accordance to Data Protection and the GDPR.

Sanctions

Misuse of the Computers and/or the Internet may result in disciplinary action, including verbal/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

Updates to AUP

The school and the Board of Management reserves the right to change the Acceptable User Policy in line with overall school policy.

To be reviewed _____

Appendix 1 – Junior Cycle Framework

Classroom-Based Assessments (CBAs)

As part of the new Junior Cycle students will undertake two Classroom-Based Assessments facilitated by their teacher, generally one in second year and one in third year. Classroom-Based Assessments in all subjects will be specified at a common level.

The assessments associated with CBAs will cover a broad range of activities, including oral tasks, written work of different types, practical or designing and making tasks, artistic performances, scientific experiments, projects or other suitable tasks, depending on the subject in question.

To support teachers in assessing students' Classroom-Based Assessments, teachers will engage in Subject Learning and Assessment Review meetings (SLARs). At these meetings, teachers will share and discuss representative samples of students' work and build a common understanding about the quality of their students' learning.

(Circular 15/2017 p. 16)

As part of the CBA and subsequent SLAR review meeting students may be recorded to aid the assessment process. The personal devices of staff/students cannot be used for this purpose. In these situations, recordings will only take place on school issued devices. The recordings will be deleted once the assessment process is complete and will only be used and viewed by staff within the subject department concerned and/or school management.



Permission Form

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

School Name: Coláiste Íosagáin, Portarlinton, Co. Laois.

Pupil

Name of Pupil: _____ (Block Capitals)

Class/Year: _____

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

Pupil's Signature: _____ **Date:** _____

Parent/Guardian

As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Computers and the Internet. I understand that Computer and 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 pupils access unsuitable websites.

I understand that Colaiste Iosagain may from time to time in the course of pursuing its rights and obligations as an educational organisation process personal data in relation to students. Coláiste Íosagáin will process data in accordance with the applicable data protection legislation including the Data Protection Acts 1998 and 2003 and when effective the General Data Protection Regulation 2018.

I accept the above paragraph ☐

I do not accept the above paragraph ☐

(Please tick as appropriate)

In relation to the school website, I accept that, if the school considers it appropriate, my child's schoolwork, photograph and school related videos may be chosen for inclusion on the school website and twitter account. 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 ☐

(Please tick as appropriate)

In relation the new Junior Cycle Framework I accept that, if the school considers it appropriate my child's schoolwork may be recorded as part of the Classroom Based Assessment (CBA) and subsequent Subject Learning Assessment and Review meeting (See Appendix 1)

I accept the above paragraph ☐

I do not accept the above paragraph ☐

(Please tick as appropriate)

Please confirm if you are happy for us to contact you by SMS/text message, to call you on the telephone numbers provided and to send you emails to notify you of :

- school business, events and closures.
- of your child's non-attendance or late attendance or any other issues relating to your child's conduct in school.
- to communicate with you in relation to your child's social, emotional and educational progress and to contact you in the case of an emergency.

Please note: Coláiste Iosagáin reserves the right to contact you in the case of an emergency relating to your child, regardless of whether you have given your consent

Signature

Parent(s)/Guardian(s): _____ Date: _____

Address: _____

Telephone: _____

Email: _____