

Bunclody Community College



Acceptable Use Policy

Ratified 7th November 2023



wwetb

Bord Oideachais agus Oiliúna
Phort Láirge agus Loch Garman
*Waterford and Wexford
Education and Training Board*

Abbreviations

CBA	Classroom Based Assessment
CC	Creative Commons
DES	Department of Education and Skills
DLP	Designated Liaison Person
DDLDP	Deputy Designated Liaison Person
GDPR	General Data Protection Regulation
IAUP	Internet & Acceptable Usage Policy
ICT	Information Communication Technology
WWETB	Waterford Wexford Education and Training Board
PPSN	Personal Public Service Number
SEC	State Examinations Communication
SPHE	Social, Personal and Health Education
TORRENT	It can be just about any type of file, such as a movie, song, game, or application that is downloaded
UNESCO	United Nations Educational, Scientific and Cultural Organisation
VLE	Virtual Learning Environment

Mission Statement

Bunclody Community College endeavours to provide a quality education to all our students in a caring, disciplined and respectful environment. We aim to prepare students for life and responsible citizenship and motivate them towards the achievement of their full potential".

Scope

This policy applies to the students, Parents/Guardians and staff of Bunclody Community College. The IAUP has been developed in line with best practice, with guidance from Department of Education and Skills documents underpinned by relevant legislation including;

- Bunreacht na hEireann
- Education Act 1998
- Education Welfare Act 2000
- Education for Persons with Special Educational Needs 2004
- Equal Status Act 2004
- Digital Strategy for schools 2015-2020
- Data Protection Act 2018

Bunclody Community College Policies

This Internet Acceptable Usage Policy operates in conjunction with the following Bunclody Community College Policies

- Code of Positive Behaviour
- Special Educational Needs (Inclusion) Policy
- Anti-Bullying Policy
- Homework Policy
- Health and Safety Policy
- School Tours, Field Trips Policy
- Child Protection Policy – Child Safeguarding Statement
- Anti-Bullying Policy
- Substance Abuse Policy
- Critical Incident Policy
- GDPR

Overview

Bunclody Community College is a post-primary school providing post-primary education to pupils from Junior First Year to Leaving Certificate Year. Bunclody Community College recognises the importance of the *Digital Strategy for Schools 2015-2020 Enhancing Teaching, Learning & Assessment* through the adaption of the *UNESCO ICT Competency Framework* for the Irish context. This means that access to Information and Communication Technology (ICT) gives our students enhanced opportunities to develop skills that will equip them for 21st century life. For this reason, Bunclody Community College provides access to ICT for student use.

The aim of this Internet Acceptable Use Policy (IAUP) is to ensure that pupils will benefit from the learning opportunities offered by the school's internet resources in a safe and effective manner. This Internet & Acceptable Use Policy (IAUP) outlines the guidelines and behaviours that our students are expected to follow when using school technologies or when using personally owned devices inside Bunclody Community College campus or at Bunclody Community College organised events.

Internet use and access is considered a school resource and privilege. If the school IAUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed. This Acceptable Use Policy applies to pupils who have access to and are users of the internet in Bunclody Community College.

Failure to read, sign and return Permission Form (Appendix 1) to the relevant personnel will result in a denial of service to a range of offerings.

This policy and its implementation will be reviewed annually by the following stakeholders: Board of Management, teaching staff, support staff, pupils, and parents. This policy has been developed by a working group including: Principal, Deputy Principal, teachers, pupils, parents/carers/guardians, and representatives of the Board of Management.

The school will monitor the impact of the policy using Logs of reported incidents. Should serious online safety incidents take place, DLP or DDLP should be informed. See section on Child Protection below.

The implementation of this Internet Acceptable Use policy will be monitored by Digital Strategy Team and management.

During SPHE and ICT classes students are learning about staying safe online. It is also a target in our digital strategy plan to teach students how to be safe online.

Remote Teaching and Learning Protocols for Students (in the event of a forced school closure).

In circumstances where teaching cannot be conducted on the school premises, teachers may use Microsoft 365, including Class Notebook, Teams and *student @bunclodyvc.ie* email addresses, and this will be the platform used by teachers to upload work and assignments. Students are trained on this platform in school. Please note that while emails may be sent by staff and students, and work may be uploaded at any time, direct communication may only take place during normal school hours. Teachers will check email, Teams and Class Notebook at least twice a day. The normal school calendar will apply.

The school Code of Behaviour is applicable to remote teaching and learning including Anti- Bullying Policy, Homework Policy and Child Protection Policy. This applies to student-to-student communications.

Students are reminded to use their schoolbooks, where possible, to complete assignments (as is the normal expectation)

Teaching and Learning best practice will continue to apply with students expected to present all assignments to the best of their ability and on time, where this evolving and unprecedented situation allows you to do so.

Parents/guardians must also agree to monitor their child's participation in any such lessons conducted on the Online Platforms.

Students will also use this platform for accessing work when at home for checking homework resources uploaded or if out sick for whatever reason.

As per protocols for in person learning where a class is cancelled online the teacher will endeavour to post work for students to continue their learning. Students who are absent from the online class are also expected to access the work that they missed once it is posted on Microsoft Teams.

Guidelines for online/remote learning for Parents and Guardians:

- Support and encourage their son's/daughter's participation in online and live lessons.
- Continue to revise and reinforce online safety measures with students. A useful website for all members of the school community on Internet Safety is www.webwise.ie
- Having a copy of the student's timetable in the home would be beneficial so that parents/guardians can be fully aware of the student's daily schedule.
- Support teachers by encouraging their children to log in and participate in online lessons.
- Shall not record any live lessons under any circumstances.

- Parents and Guardians shall not initiate conversations with teachers before, during or after any live lessons.
- If Parents and Guardians wish to discuss the students' progress with a teacher, this should be arranged via the appropriate avenue, as it would be in a school setting i.e. contact the school office by email or telephone.
- If the student is unable to engage with online/remote learning, the parent/guardian should notify the school via the school secretary, relevant subject teacher, Year Head, HSCL coordinator, Deputy Principal or Principal.

Technologies Covered:

Bunclody Community College may provide students with filtered internet access through local area network and/or WiFi, access to desktop computers, digital imaging equipment, laptop or tablet devices, video-conferencing capabilities, Virtual Learning Environments (VLEs such as Office 365), online collaboration capabilities, online discussion forums, online Surveys & assessment tools (such as Kahoot), email and more.

As new technologies emerge, Bunclody Community College may provide access to them also. The policies outlined in this document are intended to cover all online and offline technologies used in the school, not just those specifically mentioned. As new technologies are incorporated into Bunclody Community College, this policy may be updated accordingly.

The use of mobile data on a phone/device or tethering of same is strictly prohibited while on school grounds. Pupils are not allowed to use personal internet-enabled devices in Bunclody Community College, unless given permission by a teacher. Accessing the internet in such fashion is outside the filtering applied to protect all our students and staff. Therefore, it is compulsory on parents/guardians to ensure that students respect this arrangement while attending school. We also recommend parents/guardians use the official line of communication through the school office for early departures etc. The office phone number is 0539377590. School Email bunclodyvocationalcollege@wwetb.ie

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.

Bunclody Community College may deal with incidents that take place outside the school and on-line that impact on the wellbeing of pupils or staff under this policy and associated codes of behaviour and anti-bullying policies. In such cases will, where known, inform parents/carers/guardians of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions. If the behaviour involved is of a

sexualised nature or regarded as being particularly abusive, then the matter will be referred to the DLP.

Child Protection

This school policy has been developed in line with national laws and guidelines. Where a student is considered at some risk of any type of abuse or in breach of the law, the mandated person (eg class teacher/ SNA) must refer this immediately to Mr. Murphy the Designated Liaison Person and school Principal. If he is not available, the information will be disclosed to Ms. Sandra O'Toole Deputy Designated Liaison Person and Deputy Principal. If neither are on site staff do not disclose information to any other member of staff instead, they must send a message titled URGENT to Mr. Murphy and Ms. O Toole. respond. He/she will respond at the earliest opportunity.

Mandated persons must act in accordance with Child Protection Procedures outlined in the Child Protection Procedures for Primary and Post-Primary Schools 2017 which arose from the enactment of the Children First Act 2015.

For more see the Bunclody Community College Child Protection and Safeguarding Statement

Content Filtering

Bunclody Community College computer network is intended for educational purposes. Access to ICT is considered a school resource and a privilege. Therefore, if the school IAUP is not adhered to, this privilege will be withdrawn and appropriate sanctions, as outlined in this IAUP, will be imposed. All activity over the network may be monitored and retained.

Students are expected to respect that the web filter is a safety precaution and should not try to circumvent it when browsing the web. If a site is blocked and a student believes it shouldn't be, the student can ask his/her teacher and/or the School IT Department to submit the site for review. This can be done by asking the ICT Co-ordinator and he can follow this up.

Bunclody Community College has chosen to implement a level 5 filtering on the Schools Broadband Network. This level allows access to millions of websites and also allows access to personal websites category, and other similar types of websites, such as blogs. The filtering software 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. Any attempt to circumvent the internet filtering system is a serious breach of this IAUP and will be dealt with by the IT Department and School Management.

Web Browsing and Downloading

Pupils are not permitted to visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

Pupils will report accidental accessing of inappropriate materials in the classroom to their teacher. "Filtering Levels are designed to block content of an illegal or pornographic content".

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. A student is expected to alert his/her teacher immediately of any concerns for safety or security.

Pupils 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.

Pupils will use the school's internet connection for educational and career development activities.

Pupils will 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 will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

Use of torrent sites is not allowed.

Downloading by pupils of materials or images not relevant to their studies is allowed with staff permission. Where permission is granted it is for the specific purpose, if recurrent access is needed permission should be sought on each occasion.

Email, Messaging and Plagiarism

The use of personal email accounts is only allowed at Bunclody Community College with expressed permission from members of the teaching staff. All students have Bunclody Community College email accounts and will use these in school. Email accounts should be used with care. WWETB emails are available for teachers and this email address can be given to students for school related work. Staff are reminded that emails are subject to FOI requests.

It is up to the teacher to get their WWETB email from the ICT Co-ordinator. It will not be automatically sent to teachers. Email usage may be monitored and archived.

Bunclody Community College recognises that online collaboration is essential to education and may provide students with access to a variety of online tools that allow communication, sharing, and messaging among students. Students are expected to communicate with the same appropriate, safe, mindful and courteous conduct online as offline.

- Pupils will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- 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.
- Pupils should avoid opening emails that appear suspicious. If in doubt, pupils should ask their teacher before opening emails from unknown senders.
- Students are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes, but is not limited to, not opening or distributing infected files or programmes and not opening files or programmes of unknown or untrusted origin.
- Students are expected to use common sense: if a student thinks a website does not look right, he/she must inform a teacher. If a student believes a computer or mobile device might be infected with a virus, he/she must alert a teacher (in school) or a parent/guardian (at home). The student should not attempt to remove the virus him/herself or download any programmes to help remove the virus.
- Students should not download or attempt to download or run .exe programmes over the school network or onto school resources. Students may be permitted to download other file types, such as images or videos. For the security of the school network, such files should only be downloaded from reputable sites and only for educational purposes.

The use of external storage devices, such as memory sticks etc, are strictly forbidden under GDPR Guidelines as each student has their own Bunclody Community College/WWETB OneDrive cloud-based storage solutions in Office 365.

Plagiarism

Students should not plagiarise (copy or use as your own without citing the original creator) content, including words, images, music etc. from the internet. Students should not take credit for things they didn't create themselves or misrepresent themselves as an author or creator of something found online. Research conducted via the internet should be appropriately cited, giving credit to the original author. The school recommends students

check for Creative Commons licensing when sourcing information, images, music etc from the internet. Search engines, like Google, have Tools that will filter accordingly.

Social Media

The following statements apply to the use of messaging, blogging and video streaming services in Bunclody Community College. Use of instant messaging services and apps including Snapchat, WhatsApps, G Chat etc (this list is not exhaustive) is not allowed in Bunclody Community College.

Use of blogs such as Word Press, Tumblr etc. is allowed with permission from teaching staff. Use of video streaming sites such as YouTube and Vimeo etc. is also allowed with permission from teaching staff.

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 community.

Staff and pupils must not discuss personal information about pupils, staff and other members of the 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 should not share any information that is available on any social media site about a student, or students, in Bunclody Community College, on their own personal social media site. If they do so, they are in breach of GDPR guidelines. (www.dataprotection.ie)

Staff and pupils must not engage in activities involving social media which might bring BVC into disrepute.

Students should never share personal information about themselves or others, including phone numbers, addresses, PPS numbers and birthdates over the internet without Parent/Carer/Guardian permission. Any breach of this will be seen as a serious breach of school rules and will carry with it appropriate sanctions. Students should never agree to meet someone they meet online in real life without parental permission.

Critical Incident:

When dealing with a critical incident it is advised that the school act quickly and with caution. A message will be placed on the school website and on any other school social media account along the following lines: *'You may be aware of a recent event within the school community. We ask you to respect the family's privacy and sensitivities by considering if you should post any comments, especially on social media. We will inform you through the normal channels of any relevant developments.'*

No staff should make a comment on the school social media pages or their own personal social media pages if a critical incident occurs.

School can use social media to provide up to date information for all concerned throughout the various stages of the incident. Positive messages and appropriate advice for young people and their parents/guardians can be provided. One important message would be to remind parents/guardians to discuss social media use with their children and monitor use more actively following a crisis.

The school will monitor messages to the school social media pages and support those who are emotionally affected.

See the Bunclody Community College Critical Incident Policy for more.

Images and 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.

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 only allowed with expressed permission from staff. All files should be submitted for approval prior to use.

Permission from parents or carers will be obtained before photographs of pupils are published on the school website.

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 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 as a sanction. See BVC Code of Behaviour.

Should a teacher become aware of inappropriate posts by students or inappropriate images of students, they should inform the DLP and encourage them to request that it is deleted. The easiest way to have a post removed is for the person who originally posted it to delete it from their account, or request its removal.

The management and staff at Bunclody Community College, through the use of Digital Technologies for Teaching, Learning, Assessment, Leadership and Management will be required to take photos and/or video footage of students for both official and other appropriate purposes. Official use may include, but shall not be limited to, the publication of photos and/or video footage for assessments including, but not limited to, Classroom Based Assessments (CBA's), recorded Interviews for the State Exams Commission for Junior & Leaving Cert examinations, or the school management information system (currently VSware), the official school website, official social media accounts, and any official Bunclody Community College or WWETB publication(s).

All information and material relating to students, including pictures and/or footage recorded of them, will be filed, stored and disposed of in keeping with the Department of Education (DES) and Waterford and Wexford Education and Training Board (WWETB) guidelines, the State Exams Commission (SEC) regulations, the Data Protection Act (2018) as well as all relevant and subsequent circulars and legislation.

Cyberbullying

When using the internet pupils, parents and staff are always expected to treat others with respect.

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 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. Bullying behaviour will be addressed under our Anti-Bullying Policy.

School Websites

Pupils will be given the opportunity to publish projects, artwork or schoolwork on the internet in accordance with clear policies and approval processes regarding the content that can be loaded to the school's 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.

Webpages allowing comments or user-generated content will be pre-moderated and checked frequently to ensure that they do not contain any inappropriate or offensive content.

The publication of student work will be coordinated by a teacher.

Personal student information including their home address, and contact details, will not be published on web pages. The school will avoid publishing the first name and last name of pupils in video or photograph captions published online

The Child Safeguarding statement has been published on the school's website and has been provided to all members of school personnel, the Parents' Association and the Patron. It is readily accessible to parents and guardians on request. The various procedures referred to in this Statement can be accessed via the school's website, the DES website or will be made available on request by the school.

This policy was adopted by the Board of Management on _____ [date].

Signed: _____
Chairperson of Board of Management)

Signed: _____
Principal and Secretary of the Board of Management

Date: _____

Date: _____

Appendix 1 Permission Form

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 and The Data Protection Act 1988/2018.

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's Signature: _____

Parent/Guardian: _____

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 is taken by the school to provide for online safety, but the school cannot be held responsible for issues, matters and/or events which subsequently arise if students access unsuitable websites.

Signature: _____

Date: _____

Address: _____

In relation to the school website and social media I hereby grant permission to management of Bunclody Community College to publish content and photographs which refer to /include my child if the school considers it appropriate.

Parent/Guardian Signature _____
Date _____

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

School Name: Bunclody Community College

Name of Student: _____

Class/Year: _____

Student Signature: _____

Appendix 2 Sample Letter to Parents/Guardians

Dear Parent/Guardian,

Re: Internet Permission Form

As part of the Bunclody Community College's education programme we offer pupils supervised access to the Internet. This allows students access to a large array of online educational resources that we believe can greatly enhance students' learning experience.

However, access to and use of the Internet requires responsibility on the part of the user and the school. These responsibilities are outlined in the school's Acceptable Use Policy (enclosed). It is important that this enclosed document is read carefully, signed by a parent or guardian and returned to the school.

Although Bunclody Community College takes active steps to promote safe use of the Internet, it recognises the possibility that students may accidentally or deliberately access inappropriate or objectionable material. The school respects each family's right to decide whether or not to allow their children access to the Internet as defined by the school's Acceptable Use Policy.

Having read the terms of our school's Acceptable Use Policy, you may like to take a moment to consider how the Internet is used in your own home and see if there is any way you could make it safer for your own family.

Yours sincerely

Principal
Bunclody Community College