



Presentation Secondary School Internet Acceptable Use Policy

General Approach

The aim of this Internet Acceptable Use Policy is to ensure that students will benefit from learning opportunities offered by the school's digital resources in a safe and effective manner. The responsible use of internet and digital technologies, both online and offline and access is considered an integral part of teaching and learning. Therefore, if the school AUP is not adhered to, agreed sanctions will be imposed.

It is envisaged that school and parent representatives will revise the AUP regularly. The AUP should be read carefully to ensure that the conditions of use are understood.

When using the internet students, parents and staff are expected:

- To always treat others with respect.
- 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.

The school employs several strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- Uploading and downloading of non-approved software will not be permitted.
- The use of personal external digital storage media in school requires school permission.
- Virus protection software will be used and updated on a regular basis.
- Internet use during class time should only be used to support teaching and learning.

This Internet Acceptable Use Policy applies to students who have access to and are users of the internet in Presentation Secondary School.

- It also applies to members of staff, volunteers, parents, carers and others who access the internet in Presentation Secondary School.

Misuse of the internet will be dealt with in accordance with our Code of Behavior. The school also reserves the right to report any illegal activities to the appropriate authorities.

Presentation Secondary School will deal with incidents that take place outside the school that impact on the wellbeing of students or staff under this policy and associated codes of behaviour and anti-bullying policies. In such cases Presentation Secondary School will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place outside of school and impose the appropriate sanctions.

The school authorities reserve the right to exercise their discretion and interpretation of above. Their decision is final.

Presentation Secondary School implements the following strategies on promoting safer use of the internet:

- Students will be provided with education around internet safety as part of our implementation of the SPHE and other curriculum areas.
- Internet safety advice and support opportunities are provided to students in Presentation Secondary School through our Induction, digital literacy classes, Peer mentoring programmes and workshops from outside agencies.
- Teachers will be provided with continuing professional development opportunities around internet safety.
- Presentation Secondary School participates in Safer Internet Day activities to promote safer more effective use of the internet.

This policy and its implementation will be reviewed regularly by the following stakeholders:

Board of Management, teaching staff, parents and students.

This policy has been developed by a working group including the Principal, Deputy Principal, teachers, students, parents/carers, and representatives of the Board of Management.

The school will monitor the impact of the policy using:

- Surveys and/or questionnaires of students, parents, and teaching staff.

Should serious online safety incidents take place, the principal should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by all staff members.

Content Filtering

Presentation Secondary School has chosen to implement the following level on content filtering on the Schools Broadband Network:

Split Level - This level allows different filtering levels for separate groups of users; staff/students etc.

Students taking steps to bypass 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.

Internet Use

Students will not intentionally visit internet sites that contain obscene, illegal, hateful, or otherwise objectionable materials.

Students will be encouraged to report accidentally accessing inappropriate materials in accordance with school procedures.

Students will report accidental access of inappropriate materials in school but outside the classroom to the Principal.

Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).

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 Internet for educational purposes only.

Students 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.

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

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

Students will never disclose or publicise personal information or passwords.

Students will be aware that any usage of the internet and school's digital platform, including distributing or receiving information, school-related or personal, will be monitored.

Use of file sharing and torrent sites is only allowed at certain times and with express permission of the owner of the files, be it teachers and/or students. Intentional interference of another's work will not be permitted.

Email and Messaging

Downloading by students of materials or images not relevant to their studies is not allowed.

The use of personal email accounts is only permitted in exceptional circumstances with express permission from their teachers at the Presentation Secondary School. Students will use approved school email accounts.

- Students should not under any circumstances share their Office 365 account login details with other pupils.
- Students should not use school email accounts to register for online services such as social networking services, apps, and games.
- Students will use approved class email accounts with permission from a teacher.
- Students should be aware that school email communications are monitored.
- Students will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- 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.
- Students should avoid opening emails that appear suspicious. If in doubt, students should ask their teacher before opening emails from unknown senders.
- 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 not forward digital communications or screenshots of emails without permission.
- Students should 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 report any such communications to a teacher.
- All emails and opinions expressed in email are the responsibility of the author and do not reflect the opinion of the school.

Social Media and messaging services for Staff and Students

The internet provides a range of social media tools that allow us to interact and keep in touch. While recognising the benefits of these media for new opportunities for communication, this policy sets out the principles that members of your school community are expected to follow when using social media.

The principles set out in this policy are designed to help ensure that social media is used responsibly so that the confidentiality of students and other staff and the reputation of the school is protected.

This policy applies to personal websites such as social networking sites (for example Instagram and TikTok), blogs, microblogs such as Twitter, chatrooms, forums, podcasts, free access online encyclopedias such as Wikipedia, social bookmarking sites such as del.icio.us and content sharing sites such as Flickr and YouTube. The internet is a fast-moving technology, and it is impossible to cover all circumstances or emerging media.

The following statements apply to the use of messaging, blogging and video streaming services in Presentation Secondary School:

- Use of blogs such as WordPress, Tumblr etc. is allowed in Presentation Secondary School with express permission from teaching staff.
- Use of video streaming sites such as YouTube and Vimeo etc. is with express permission from teaching staff.
- All members of the school community must not use social media, messaging services and the internet in any way to harass, impersonate, insult, abuse or defame others.
- Staff and students must not discuss personal information about other students, staff and other members of the Presentation Secondary School 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, or to consume goods and services online.
- Staff and students must not engage in activities involving social media which might bring Presentation Secondary School into disrepute.
- Staff and Students must not represent your personal views as those of bring Presentation Secondary School on any social medium.
- Students will be supported with guidance on etiquette regarding social media.
- The use of the school's name or any associated images (e.g. crest, school building etc) on any social media site is strictly prohibited.

Teachers can read further information about the use of social media and Electronic Communication here: <https://www.teachingcouncil.ie/en/news-events/latest-news/2021/guidance-for-registered-teachers-about-the-use-of-social-media-and-electronic-communication.html>

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, laptops and mobile phones in Presentation Secondary School:

- Senior and Junior students are allowed to bring personal internet-enabled devices into Presentation Secondary School and are required to store them securely in their school locker during the school day.
- Junior students are not permitted to use personal internet-enabled devices at anytime during the school day (only permitted following the express permission of a teacher for teaching and learning purposes.)
- Senior students may use personal internet-enabled devices at break and lunch time.
- Personal internet enabled devices may only be used during lessons with expressed permission from teaching staff to support teaching and learning.
- Students who use assistive technological devices to support their learning throughout the school day are permitted to have their assigned/identified devices throughout the school day.

Digital Learning Platforms (including video conferencing)

- Presentation Secondary School digital learning platform is owned and managed by the school.
- Only school devices should be used for the purposes of capturing and storing media.
- All school-related media and data should be stored on the school's platform.
- The use of digital platforms should be used in line with the school's data protection plan (GDPR).
- Each user of the platform will be provided with their own unique login credentials.
- Passwords for digital platforms and accounts should not be shared.
- Prior acceptance from parents should be sought for student usage of the schools' digital learning platform.

Images and Video

- Care should be taken when taking photographic or video images that students are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- At Presentation Secondary School 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.
- Written permission from parents/guardians will be obtained before photographs of students are published on the school online platform and social media.
- Students must not share images, videos, or other content online 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 may incur suspension as a sanction.

Inappropriate Digital Activities

- Promotion or conduct of illegal acts, e.g. under the child protection, obscenity, computer misuse and fraud legislation
- Racist material
- Pornography
- Promotion of any kind of discrimination
- Promotion of racial or religious hatred
- Harmful content or threatening behaviour, including promotion of physical violence or mental harm
- Any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute
- Use systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the school.
- Uploading, downloading, or transmitting commercial software or any copyrighted materials belonging to third parties, without the necessary licensing permissions
- Revealing or publicising confidential or proprietary information (e.g. financial / personal information, databases, computer / network access codes and passwords)

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- Creating or propagating computer viruses or other harmful files
 - Carrying out sustained or instantaneous high volume network traffic (downloading / uploading files) that causes network congestion and hinders others in their use of the internet
 - Online gambling
 - Child sexual abuse material
 - Any other activity considered questionable by school management

School Online platforms

- Students 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 online platform.
- Students will continue to own the copyright on any work published.
- All online platforms 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 home address and contact details will not be published on Presentation Secondary School web pages.
- The Presentation Secondary School will avoid publishing the first name and last name of pupils in video or photograph captions published online.
- The school will ensure that the image files are appropriately named and will not use students' names in image file names or ALT tags if published online.

Cyberbullying

This type of bullying is increasingly common and is continuously evolving. It is bullying carried out through the use of information and communication technologies such as text, social media, e-mail, messaging, apps, gaming sites, chatrooms and other online technologies. Being the target of inappropriate or hurtful messages is the most common form of online bullying. As cyberbullying uses technology to perpetrate bullying behaviour and does not require face to face contact, cyber-bullying can occur at any time (day or night). Many forms of bullying can be facilitated through cyber-bullying. For example, a target may be sent homophobic text messages or pictures may be posted with negative comments about a person's sexuality, appearance etc.

Access to technology means that cyberbullying can happen around the clock and the students' home may not even be a safe haven from such bullying. Students are increasingly communicating in ways that are often unknown to adults and free from supervision. The nature of these technologies means digital content can be shared and seen by a very wide audience almost instantly and is almost impossible to delete permanently. While cyberbullying often takes place at home and at night, the impact can also be felt in school.

In accordance with the Anti-Bullying Procedures for Schools, Presentation Secondary School considers that a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as cyberbullying.

- When using the internet students, parents and staff are expected to always treat others with respect and kindness.
- 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 by Presentation Secondary School 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. In addition, the Department of Education Anti-Bullying Procedures, 2013 defines cyberbullying as "placing a once-off offensive or hurtful public message, image or statement on a social network site or another public forum where that message, image or statement can be viewed and/or repeated by other people" will be regarded as bullying behaviour.

Education around cyberbullying is an integral part of the anti-bullying policy of our school.

Legislation

Staff, students and parents should familiarise themselves with the following legislation and any subsequent amendments, relating to use of the Internet:

- Data Protection Acts 1988 to 2018 and General Data Protection Regulations (GDPR)
- Copyright and Related Rights Act 2000
- Child Trafficking and Pornography Act 1998 and Criminal Law (Sexual Offences) Act 2017
- Children First Act 2015
- Harassment, Harmful Communications and Related Offences Act 2020 (Coco's Law)
- Criminal Damage Act 1991

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.

Presentation Secondary School organises a variety of workshops and presentations throughout the school year on cyberbullying, on-line safety and other relevant areas to help educate and support the students in all year groups with a wealth of knowledge to keep themselves safe on-line. The school also, through TY Digital Assistants leading events and activities, engages annually with Safer Internet Day.

Sanctions

Misuse of the Internet and digital technologies and related sanctions is referred to in the school's Code of Behaviour and Anti-Bullying Policy. The school also reserves the right to report any illegal activities to the appropriate authorities, including An Garda Síochána.

Ratification of Policy

This policy was adopted by the Board of Management on Monday 15th May 2023

Signed: Michael Cunnan Date: 15-05-2023

Chairperson of the Board of Management

Signed: Orla Bolger Date: 15-05-2023.

School Principal