



# **ACCEPTABLE USE POLICY FOR INTERNET USAGE**

## **St. Munchin's College**

The aim of this Acceptable Use Policy is to ensure that students will benefit from 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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions - as outlined in the AUP - will be imposed.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 annually.

### **School's Strategy**

The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

#### **General**

- 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 students Internet usage.
- Students will be issued with their own User Account and Password which should not be made available to any other person
- Students and teachers will be provided with training in the area of Internet safety.
- 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 personal floppy disks, memory sticks, CD-ROM's, or digital storage media in school requires a teacher's permission.
- Students will treat other with respect at all times and will not undertake any actions that may bring the school into disrepute.

### World Wide Web

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will not use the 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.
- Downloading by students of material 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 use approved class email accounts under supervision permission from a teacher.
- 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.

## Protocols for Online Classes

These protocols are designed to help and protect both students and teachers to engage with distant/remote learning.

### Protocols for Online Classes for students:

- On time and fully prepared for class.
- Quiet working area free from distractions- Where live classes are being run, all students should ensure they are in an area of the house that is quiet and free from distractions. Please be mindful of Child Protection Guidelines, for example, bedrooms should not be used for live classes
- Desk and full class materials and books on hand
- Full uniform (Full working mode)
- Mute sound until asked specifically by teacher to unmute
- Disable camera unless asked by teacher to show image
- Raise hand if you wish to ask a question (Use raise hand icon)
- Do not message teachers after 3.30

### Protocols for Online Classes for Teachers

- Teachers will only record the class after explicitly warning students that they are about to do so (GPDR)
- Teachers will change or cancel background if working from home (for the sake of privacy)
- Only teachers will have presenter rights
- Teachers will always end the meeting when the class is finished. Teachers will not let students continue the meeting when the teacher has left the online class.
- All work will be distributed through assignments in Teams

## School Website

- Students will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with clear policies and approval processes regarding the content that may be loaded to the school's website.
- The website will be regularly checked out to ensure that there is no content that compromised the safety of students or staff.
- Notice boards will be checked frequently to ensure that they do not contain personal details.
- The publication of student work will be co-ordinated by a teacher.
- Students 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 which focus on group activities. content focusing on individual students will not be published on the school website without parental permission. video clips may be password protected.
- Personal student information including home address and contact details will be omitted from school web pages.
- the school website will avoid publishing the first name and last name of individuals in a photograph.
- The school will ensure that the image files are appropriately named - will not use

- students' names in image files or ALT tags if published on the web.
- students will continue to own the copyright on any work published.

### Personal Devices

Students 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 .

### 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

Links to the full text of these acts are available in the Resources for Schools section of [www.webwise.ie](http://www.webwise.ie)

### 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.

### Sanctions

Misuse of the Internet may result in disciplinary action, including 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.

**This policy was adopted by the Board of Management on 29<sup>th</sup> September 2020**

**Signed:** \_\_\_\_\_  
**Chairperson of Board of Management**

**Signed:** \_\_\_\_\_  
**Principal**

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date of next review: Sept 2022**