Athy College ,
Athy, Co. Kildare.
Coláiste Áth-Í,
Áth-Í, Cho. Chill Dara.

Principal: **Richard Daly**
Deputy Principal: **Patrick Maguire**

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Athy College Kildare

Internet Acceptable Usage Policy

Signed: _____ **Approval Date:** _____

Chairperson of Board of Management

Signed: _____ **Approval Date:** _____

Principal

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MISSION STATEMENT

In a caring school we are dedicated to fostering educational excellence empowering all students to reach their full potential – academic and social, physical and spiritual. Through partnership and cooperation, we openly respect and nurture the dignity and uniqueness of each individual'.

ETHOS

Athy College is a caring school. The staff are dedicated to fostering educational excellence and earnestly endeavour to empower all students to reach their full potential – academic and social, physical and spiritual. Through partnership and cooperation, the staff of Athy College respect and nurture the dignity and uniqueness of everyone.

Athy College defines education as the on-going development of all students so that they may realise their true and best selves. The college motto is "Fas agus Foghlaim" (Lifelong Learning). From the outset students are taught they are partners in their own education. The school aims to prepare students for public examinations, in an age when academic qualifications are indispensable for admission to further education and entry into employment. The school recognises that its students are of varying cultural and social backgrounds and have a wide variety of aspirations and abilities.

The school embraces the vital role that parents, and guardians play in the overall education for their children. The school also recognises the importance of the community in which the student lives. For this reason, every effort is made to ensure that the student is aware of his/her role in the community and is encouraged to be positively involved in the wider community.

Rationale

The aim of this Internet Acceptable Use Policy (IAUP) is to ensure that students will benefit from learning opportunities offered by the college's Internet resources in a safe and effective manner. Internet use and access is considered a college resource and privilege.

Scope

This policy applies to the students, Parents/Guardians and staff of Athy College. The IAUP has been developed in line with best practice, with guidance from Department of Education and Skills.

Overview

Athy College is a post-primary school providing post-primary education to students from Junior First Year to Leaving Certificate Year. Athy College recognises the use of ICT and digital technology to importance enhane teaching, learning & assessment. For this reason, Athy College provides all students with access to ICT and is a google reference school.

The aim of this Internet Acceptable Use Policy I(AUP) 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

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behaviours that our students are expected to follow when using school technologies or when using personally owned devices inside school grounds or at 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 students who have access to and are users of the internet in Athy College.

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, students, parents/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.

The implementation of this Internet Acceptable Use policy will be monitored by school management and staff.

Strategy

Athy College employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

- Internet sessions will always be supervised by a teacher. A student may not access the internet without a teacher's permission.
- Every student is provided with a G Suite account with a unique username and password which they must keep private. Only the student himself/herself and the network administrator can access the account. The network administrator will continuously monitor the students' use of the Internet and the files that are stored in the students' accounts.
- Students will be provided with guidance 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 memory sticks, CDs, 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.
- 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 without the parental permission.
- Personal pupil information including home address and contact details will be omitted from college web pages

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Online Teaching & Learning

In circumstances where teaching cannot be conducted on the school premises, teachers may use G suite, including classroom, gmail, docs, slides and sheets, Google classroom will be the platform used by teachers to upload work and assignments. Students are expected to have chromebooks and are trained on this. Students are reminded to use their schoolbooks, where possible, to complete assignments. Teaching and Learning will follow the normal school day timetable and the timetable is available on VSWare.

Technologies Used

Athy College may provide students with filtered internet access through local area network and/or WiFi, access to chromebooks desktop computers, laptop or tablet devices, digital learning environments (google), online collaboration, online discussion forums, online surveys & assessment tools, email and more.

As new technologies emerge, Athy 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 Athy 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. Students are not allowed to bring personal internet-enabled devices into school. 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. by telephone the school office or via email.

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.

Athy College may deal with incidents that take place outside the school and on-line that impact on the wellbeing of students 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

It is school policy in line with national laws and guidelines that 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 Daly the Designated Liaison Person and school Principal. If he is not available the information will be disclosed to Mr Maguire, the Deputy Designated Liaison Person and Deputy Principal.

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Content Filtering

Athy 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.

Web Browsing and Downloading

Students are not permitted to visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials. Students will report accidental accessing of inappropriate materials in the classroom to their teacher. 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. 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 for educational and career development activities. 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. Use of torrent sites is not allowed. Downloading by students 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.

Emails & Messaging

All students have access to Athy College email accounts and all students will use these in school. Email accounts should be used with care. All staff should not give their school email to students as a means of transmitting information.

Athy College emails are available for teachers and this email address can be given to students for school related work.

Athy 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.

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, pupils should ask their teacher before opening emails from unknown senders. Students are expected to take

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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

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). Student should not attempt to remove the virus him/herself or download any programmes to help remove the virus.

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

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.

Social Media

Staff and students 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 students must not discuss personal information about students, staff and other members of the 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 should not share information any information that is available on any social media site about a student or students in Athy College on their own personal social media site. If they do so they are in breach of GDPR guidelines. Staff and students must not engage in activities involving social media which might bring 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/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.

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Images & 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. 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. All files should be submitted for approval prior to use. Written permission from parents/guardians 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 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 pupils automatically incurs suspension as a sanction. Should a teacher become aware of inappropriate posts by students or inappropriate images of students, they could inform the DLP. and encourage them to request that it is deleted.

Cyberbullying

When using the internet students, 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 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 and the uploading of student activities will be coordinated by a teacher. Personal student information including 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.

Review

This policy will be reviewed on an annual basis or when required.