



# Coláiste Iognáid S.J.

Bóthar na Mara, Gaillimh

Tel: (091) 501550

Fax: (091) 501 551

admin@colaisteiognaid.ie

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## **Internet Acceptable Use Policy**

### **LINK TO MISSION STATEMENT**

Coláiste Iognáid aspires to be a community wherein mutual respect, cooperation and justice are integral features. The school's ethos seeks to develop each student's religious, moral, social, intellectual and cultural sensibilities. Our Ignatian Vision guides procedures and processes within the school. Cura personalis is one of the defining features of the ethos of the college where each student will be cared for. The unique character of each person is acknowledged and valued. One of the central aspirations of the college is that we should be "people for others". All our policies are informed and guided by these principles.

### **INTRODUCTION BY THE BOARD OF MANAGEMENT**

The Board of Management recognises the importance of safe access to the internet and is fully committed to following the key principles of best practice in implementing this policy. In developing this policy, we have given serious consideration to the democratic and child-centered principles of the school. The establishment of a sound learning environment at school and classroom level is critical to effective teaching and learning.

This policy document sets out procedures to be applied to support students and staff in the school.

### **RATIONALE**

The aim of this 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 annually. The AUP should be read carefully to ensure that the conditions of use are accepted and understood.

### **Content**

- General Approach
- Content Filtering
- Internet Use

- Email and Messaging
- Social Media and messaging services for Staff and Students
- Personal Devices
- Digital Learning Platforms (including video conferencing)
- Images and Video
- Inappropriate Activities
- School Websites
- Cyberbullying
- Permission Form

### **General Approach**

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

- To treat others with respect at all times.
- 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 a number of 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.
- Regular education initiatives for students and staff promoting responsible internet use.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.

This Acceptable Use Policy applies to students who have access to and are users of the internet in Coláiste Iognáid. It also applies to members of staff, volunteers, parents, carers and others who access the internet in Coláiste Iognáid.

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.

Coláiste Iognáid 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 Coláiste Iognáid will, where known, inform parents/guardians of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

Coláiste Iognáid implements the following strategies on promoting safer use of the internet:

- Pupils will be provided with education in the area of internet safety as part of our implementation of the SPHE and other curriculum areas.
- Internet safety advice and support opportunities are provided to pupils in Coláiste Iognáid through our SPHE modules, Guest Speakers, Year group assemblies.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.

This policy and its implementation will be reviewed annually by staff, parents and students. 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.
- Surveys and/or questionnaires of pupils, parents, and teaching staff.

Should serious online safety incidents take place, the principal and/or deputy principal must be informed.

The implementation of this Internet Acceptable Use policy will be monitored by the School Self-Evaluation team and the ICT Staff coordinators.

#### **Content Filtering**

Coláiste Iognáid has chosen to implement the following level on content filtering on the Schools Broadband Network:

##### **Level 4**

This level allows access to millions of websites including games and YouTube but blocks access to websites belonging to the personal websites category and websites such as Facebook belonging to the Social Networking category.

Students 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.

#### **Internet Use**

- Students will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will be encouraged to report accidental accessing of inappropriate materials in accordance with school procedures.
- Students will report accidental accessing of inappropriate materials in school but outside the classroom to their Head of Year.
- 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.
- Microsoft Teams is used in the school for the sharing of information and classwork. Use of other file sharing and torrent sites is not allowed.

## **Email and Messaging**

The use of personal email accounts is not allowed at Coláiste Iognáid.

- Students will use approved school email accounts.
- Students should not under any circumstances share their email account login details with other pupils.
- Students may use their school email account to register for educational or guidance related services at the direction of a teacher.
- Students should not use school email accounts to register for online services such as social networking services, apps, and games.
- Students should be aware that 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, pupils 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 email messages or screenshots of emails or "reply all" without the permission of the originator
- Students must only use their school email for school related activities and for registering on school based activities only. The use of personal email addresses is not allowed for school based work.
- Students should not use school email accounts to register for online services, social networking, apps or games.

- 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 the 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 pupils 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, mircoblogs such as Twitter, chatrooms, forums, podcasts, open access online encyclopaedias 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 Coláiste Iognáid:

- Use of instant messaging services and apps including Snapchat, WhatsApp etc. is only allowed during lunch and break times in Coláiste Iognáid.
- Use of video streaming sites such as YouTube and Vimeo etc. is allowed at certain times in Coláiste Iognáid.
- 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 pupils, staff and other members of the Coláiste Iognáid 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 and students must not engage in activities involving social media which might bring Coláiste Iognáid into disrepute.
- Staff and Students must not represent your personal views as those of Coláiste Iognáid on any social medium.
- Students will be provided with guidance on etiquette regarding social media.

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 phones, tablets, gaming devices, smartwatches, in Coláiste Iognáid:

- Students are only allowed to use personal internet-enabled devices (e.g. laptops and mobile phones) during lessons with expressed permission from teaching staff. Otherwise, they should remain in school bags or locked in lockers for the duration of class time. Non-adherence to this guideline will result in the following actions:
  1. First Offense – the teacher will immediately confiscate the device. The teacher will warn the student and return the phone at the end of the class.
  2. Subsequent offences. The phone will be confiscated and presented to the Principal/Deputy Principal. A parent will need to call into the school to collect the phone at the end of the next school day.
- Students recording or taking images in class time will have their phones confiscated for one school week (5 school days). Other sanctions may also apply.
- Students should never record or take images of other students or staff without permission of those involved.
- Personal devices should never be used to record in-class activities, for example Classroom Based Assessments.
- Students must adhere to advice around technology free zones in the school. All stairwells and bathrooms are technology free.

### **Digital Learning Platforms (including video conferencing)**

Coláiste Iognáid digital learning platform (Microsoft Teams) is owned and managed by the school. This platform should enable two-way communication.

- Students must only use their school email for accessing the school digital learning platform.
- Only school devices should be used for the purposes of capturing and storing media.
- All school-related media and data should be stored on Compass or Microsoft Teams.
- The use of Compass and Microsoft Teams should be in line with considerations set out in 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.
- Personal email addresses should not be used when creating accounts on school digital platforms.

## Online Teaching and Learning Policy

Coláiste Iognáid will make every effort to support students to access work remotely through the Microsoft Teams platform.

<https://colaisteiognaid.ie/storage/policies/Online%20Teaching%20Policy.pdf>

## 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 Coláiste Iognáid 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 in very limited circumstances and under the direction of a member of staff.
- Written permission from parents or guardians will be obtained upon enrolment. This permission covers the publishing of images on social media pages or 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 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 automatically incurs suspension as a sanction.

## Inappropriate 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
- Using school systems to run a private business
- 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)
- 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 gaming
- Online gambling
- Online shopping
- Use of social networking sites, instant messaging and online forums
- Child sexual abuse material
- Any other activity considered questionable

### **School Website & Twitter Account**

Students may be given the opportunity to publish projects, artwork or school work on the internet in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website or twitter page.

- Students will continue to own the copyright on any work published.
- The website and twitter page 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.
- Coláiste Iognáid will use only digital photographs, audio or video clips of focusing on group activities. Content focusing on individual students will only be published on the school website or Twitter page with parental permission.
- 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 Coláiste Iognáid web pages.

### **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, chat-rooms 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 student's 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, Coláiste Iognáid 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 bullying behaviour.

When using the internet students, parents and staff are expected to treat others with respect at all times.

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 Coláiste Iognáid 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.

The prevention of cyberbullying is an integral part of the anti-bullying policy of our school.

### **Legislation**

Teachers, students and parents should familiarise themselves with the following legislation:

- 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.

### **Sanctions**

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

Sanctions include the following:

- a. Confiscation of a device for a period of time.
- b. Denial of access to ICT resources within the school.
- c. Removal from certain activities and/or trips.
- d. Sanctions coordinated with parental support including denial of ICT access in the home.
- e. Suspension
- f. Expulsion.

### **POLICY PUBLICATION**

This policy was adopted by the Board of Management on 23<sup>rd</sup> February 2023.

### **REVIEW**

This policy has been made available to school personnel. The policy is published on the school website and is available to parents and pupils on hardcopy upon request. A copy of this policy will be made available to the Department and the patron if requested.

### **RATIFICATION**

This policy and its implementation will be reviewed by the Board of Management once in every school year. Written notification that the review has been completed will be made available to school personnel, published on the school website and will otherwise be readily accessible to parents and pupils on request. A record of the review and its outcome will be made available, if requested, to the patron and the Department.

Signed:

  
Principal

Signed:

  
Chairperson of Board of Management

Date:

23/02/23



### Permission Form

I agree to follow the school's Acceptable Use Policy on the use of the internet and digital technologies. I will use the internet and digital technologies in a responsible way and obey all the procedures outlined in the policy.

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and I understand that 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 students access unsuitable websites.

In relation to the school website, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing students' work on the school website.

Parent / Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

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

School Name: Coláiste Iognáid

Name of Student: \_\_\_\_\_

Class/Year: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

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