St. Columba's College Stranorlar

Acceptable Use Policy (AUP)

December 2020

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1. Mission Statement and Ethos

St. Columba's College, Stranorlar is a Mercy Catholic Voluntary Secondary School under the Trusteeship of CEIST and is committed to 'The pursuit of excellence in a caring environment.'

Characteristic Spirit and Ethos

Inspired by the vision of Catherine Mc Auley, Mercy education is committed to the holistic development and to the achievement of the full potential of each student, particularly those who are disadvantaged or marginalised. It is a process informed by the teachings of Jesus Christ and is conducted in an atmosphere guided by the core values of CEIST –

Promoting – *Spiritual and Human Development*
We believe a knowledge of, and a personal relationship with, Jesus Christ give meaning and purpose to our lives.
Achieving – *Quality in Teaching and Learning*
We are committed to excellence and to continually improving the quality of teaching and learning.
Showing – *Respect for Every Person*
We respect the unique and intrinsic value of every person.
Creating *Community* – Our schools are faith communities of welcome and hospitality where Gospel values are lived and where there is special care for those most in need.
Being *Just and Responsible* – We seek to act justly and responsibly in all our relationships.

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2. Aim of Policy

The aim of the AUP is to ensure that pupils 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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP will be imposed.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. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

3. The school 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:

3.1 General

- Internet sessions will always be supervised by a teacher familiar with network management.
- Filtering software systems employed by the HEAnet are used to minimize the risk of exposure to inappropriate material.
- Users will be provided with awareness training in the area of internet safety, our AUP and additional updates as required.
- The school will regularly monitor pupils' internet usage and staff will inform Principal/Deputy Principal of sites which may need to be blocked.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis by I.T. support.
- The use of personal digital storage media in school requires permission of a teacher.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

3.2 Internet Access

- All student internet access from St. Columba's College will be made using the school's network only.
- Users will not visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will use the internet for educational purposes only.
- Users will be familiar with copyright issues relating to online learning.
- Users will never disclose or publicise personal information.
- Students may not conduct any financial transactions using online facilities, without a teacher's permission.
- Students may not place any data on to a personal data storage device e.g. cd-roms, iPod type devices, MP3 players, memory cards/sticks, mobile phones or any other digital storage media, without a teacher's permission.
- Users should 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 not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).

3.3 Google Classroom

Google Classroom is a free web service, developed by Google for schools which allows online teaching to take place. Students will use their Google Classroom account as part of Google Suite

– a set of educational tools including Gmail, Docs and Calendar in order to communicate with their teachers, access learning material and complete assignments. St. Columba's College is a strong advocator of online learning platforms and their enhancement and benefit to students' learning, therefore, the following should be adhered to in any communication online between teachers and students:

- Online communication between a teacher and a group of students must be done through the teacher's school email address or on the class stream on Google Classroom
- In relation to communication on an online platform, the school Acceptable Usage Policy will be enforced.
- Both students and parents have access to Google Classroom codes, however, these should not be shared with anyone else, nor should the learning materials given to them by the teacher.
- Students will be expected to alert their teacher over any concerns for safety and security on any online learning platforms such as inappropriate images or comments.

3.4 Social Media

St. Columba's College recognises how the internet and social media can offer educational benefits for students as well as showcasing their achievements. However, students should be aware when using any forms of social media:

- The school uses appropriate security solutions to minimise the risk of exposure to inappropriate material.
- The school uses virus protection systems on school supplied equipment.
- Students and teachers will be provided with training in online privacy, security and safety.
- Use of school provided internet access may be monitored by the school for unusual activity, security and/or network management reasons
- Students will be taught about and be aware of copyright law, licensing agreements and intellectual property rights, and what is considered a violation of those rights.
- Students will treat others with respect at all times, on- and off-line.
- All students will be encouraged and given guidance on how to model respectful, kind, useful and true use of communication tools and note: Once online, always online: Consider carefully and be selective about what you share online, by email, text or voice message. Everything online happens in front of a vast, invisible, and often anonymous audience. Online communication is never entirely private. Once something is out there, it doesn't go away. Think of it as part of a permanent record. Remember that it can be copied, shared and forwarded easily and quickly. Everything leaves a digital footprint
- Consider carefully who you connect with or make friends with online. In general it is better to restrict friends to your peers and to those you know and trust in the real world.
- Do not reply to or get engaged in online arguments.

- Fact check material before you share it. Do not knowingly plagiarise material online. Give credit to the original author or creator or state that you do not know the source.
- All students will be encouraged and given guidance on how to consider carefully their online privacy and security:
- You should never post personal details such as your phone number, email address or home address, schedule, passwords or pin numbers.
- You should never post private information about your life, experiences or relationships.
- Be familiar with and use strict privacy settings. Review all of the options in your privacy settings. Default settings tend to keep information public until a user makes it private.
- Consider blocking unwanted interactions that you receive on your Social Media interactions.
- Report any aggressive or inappropriate behaviour directed at you online.
- Protect your online identity and access: Do not share your login credentials and passwords with anyone, even your close circle of friends.
- If your profile is linked to your mobile phone, you should use the website's privacy settings to ensure that your phone number is not visible
- If you receive or become aware of any inappropriate use of Social Media by any member of the school community or connected to the school community, tell your class tutor, year head, the Deputy Principal or the Principal. Such reports will be fully and confidentially investigated.
- Take a screenshot of, keep and save any bullying materials you have been sent or in which you have been tagged or included and show them immediately to your class tutor/teacher or another teacher who will deal with the matter in accordance with the Anti-Bullying Policy.
- Any comments on the school Facebook or Twitter accounts which are defamatory or abusive will be removed as will the account from which they came.

3.5 Email Usage

- Users will use approved class email accounts under supervision by or permission from a teacher.
- Where an individual student contacts a teacher through their email, a one off query may be answered but prolonged individual communication with a student **is not advised.**
- Users will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Users will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Users will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Users will note that sending and receiving email attachments is subject to permission from their teacher.

3.6   Internet Chat

- Users will only have access to chat rooms, discussion forums 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 is forbidden.

3.7   School Website

The school website is located at stcolumbascollege.ie. St. Columba's College is committed to using our website in order to promote our school, showcase student work and to provide information for our students, their parents/guardians and the general public.

- Pupils will be given the opportunity to publish projects, artwork or schoolwork on the school website
- The publication of student work will be co-ordinated by the designated teacher.
- Subject teachers will approve and submit student work for publication.
- All published work will appear in an educational context on web pages with a copyright notice prohibiting the copying of such work without express written permission.
- Digital photographs, audio or video clips of individual students will not be published on the school website without prior parental permission.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- Pupils will continue to own the copyright on any work published.
- The Principal has editorial right on all content to be published.

3.9 Personal Devices

- Pupils using their own technology in school, such as leaving a mobile phone turned on or using it in school, sending nuisance text messages, or the unauthorised taking of images with a mobile phone/ camera, still or moving, is in direct breach of the school's Acceptable Use Policy and Code of Behaviour
- In some cases students may be allowed to use their mobile phone for educational purposes. In such cases, parents will be informed of the scope of the work and the duarion of the proposed project/assignment.

3.10   Intellectual Property Rights

Subject specific educational resources designed by St. Columba's College staff remain the property of the school teaching staff that authored them. Students will be allocated a license to use them for as long as they are taking that subject or up to Leaving Certificate level. It is strictly

forbidden to share school developed educational resources with another person not associated with St. Columba's College or download them for any other use.

4.   Legislation, Support Structures and Sanctions

The school will provide information on the following legislation relating to use of the internet which teachers, users and parents should familiarise themselves with:

- Data Protection (Amendment) Act 2018.
- Child Trafficking and Pornography Act 1998.
- Interception Act 1993.
- Video Recordings Act 1989.
- The Data Protection Act 2018

The school will inform users and parents of key support structures and organisations that deal with illegal material or harmful use of the internet.

5.   Ongoing Review

The school will monitor, review on a regular basis, and evaluate the policy and all related work and procedures to ensure legal compliance and the maintenance of best practices.

This Acceptable Use Policy was formally adopted by the Board of Management on 9th December 2020.

Signature: ……………………………………..   Date: ………………………
(Chairperson, St. Columba's Board of Management)

Signature: ……………………………………..   Date: ………………………
(Principal)

Date for Review: December 2022

St. Columba's College
Stranorlar,
Co. Donegal.

Phone (074) 9131246 Fax (074) 9132528

Permission Form

Please review the attached school Internet Acceptable Use Policy, sign and return this permission form to the Class Teacher/Year Head

Name Of Pupil:_____

Year Group/Class:_____

Pupil

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.

Pupil's Signature:_____Date:_____

Parent/Guardian

As the parent or legal guardian of the above pupil, I have read and accept 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 has been taken by the school to provide for online safety but the school cannot be held responsible if pupils 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 in relation to publishing children's work on the school website

I **allow** my son/daughter's work to be published on the school website ☐

 (Please tick appropriate box)

I **do not** allow my son/daughter's work to be published on the school website. ☐

Signature:_____ Date:_____

I have read the St. Columba's College ICT Acceptable Usage Policy and I agree with both the word and spirit of the document. In addition to the St. Columba's ICT Acceptable Usage Policy, I agree to:

- Use school technologies for school-related activities and research.
- Follow the same guidelines for respectful, responsible behaviour online that I am expected to follow when offline.
- Treat school resources carefully, and alert teachers if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher if I see threatening/bullying, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits only.
- Cite sources when using online sites and resources for research; ensure there is no copyright infringement.
- Recognise that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and other students
- Help to protect the security of school resources

Furthermore, I will not:
- Use school technologies in a way that could be personally or physically harmful to myself or others.
- Search inappropriate images or content.
- Engage in cyber-bullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail. • Plagiarise content (copy, use as their own, without citing the original creator) I find online.
- Post personally-identifying information, about myself or others.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to access sites, servers, accounts, or content that isn't intended for my use.

(The above lists are not intended to be an exhaustive list and students should use their own good judgment when using school technologies.)

_____   _____

Student's signature   Date

_____   _____

Parent/Guardian signature   Date