Digital Acceptable Use Policy

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School Name	Scoil Phobail Bhéara
Date of Commencement	16/04/2018.

General Approach

Scoil Phobail Bhéara recognises that access to Information and Communication Technology (ICT) gives our students enhanced opportunities to learn, engage, communicate, and develop skills that will prepare them for many aspects of life.
Scoil Phobail Bhéara may provide access to new emerging technologies as they arise. The policies outlined in this document are intended to cover all technologies, online and offline, that may be used in the school, not just those specifically mentioned.
The aim of this Internet Acceptable Use Policy (AUP) is to ensure that students and staff will benefit from the 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. If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

Objectives of using ICT:

● That every student develops the necessary ICT skills and understanding to make their contribution to the economy and society of their future.
● That students' learning in all areas is enhanced and enriched.
● That the range of teaching strategies is broadened, to increase effective teaching, and particularly in providing better access to the curriculum for students with Special Educational Needs.
● That students take more responsibility for their own learning.
● That students develop positive attitudes towards ICT.
● That students learn the basic computer applications.
● To allow access to the wealth of Positive and appropriate resources on the Internet.
● To use all available hardware and software resources to ensure the effective and efficient administration of the school.
● That staff develop necessary ICT skills and understanding to make their contribution to teaching, learning and the development of the school academically and administratively.

Technologies
Office 365 is available for all staff and students in the school. Students and staff will use Office 365 to access their email accounts and as a Virtual Learning environment.
Office 365 for Education This is a collection of services that allows teachers and students to collaborate and share schoolwork. Every staff member and student in the school has their own Office365 account. This allows for 1TB of cloud storage, access to the office programs online, school E-mail and the facility to download the full version of the latest Microsoft office products onto up to five personal devices.
Each student is assigned an Office 365 account accessed using a school email address and password.

Students will use this account when engaging in schoolwork or collaborating with teachers/students during schoolwork for a blended learning approach and if there are

circumstances where there is a need for remote learning. As this account can be accessed through a web browser, students will have access both in school and at home. The school does not accept responsibility for students' use of Office 365 outside of school time.

- Students are responsible for having their login details available during school hours
- Students should report any account issues – locked out, no access…to their class teacher. Parents are requested to monitor the student's use of the account outside of school

Cloud Storage
- This facility is designed to allow teachers/students to store school related work/projects, making it accessible to use from home or elsewhere.
- Students should only upload course-related documents/work.
- Students should not allow anyone else to access their OneDrive.
- Students are not permitted to access or modify another student's OneDrive
- Students should not reveal their password to anyone

The responsibility for what is stored and uploaded to OneDrive lies with the students and parents.

Student Accounts:
These are set up for each student in first year. These accounts stay with the students until they leave the school. All students have their own log in and password that gives them access to these accounts. Their login details for the computer system are the same as those for logging in to Office 365.
No other student has access to any other student's material.
It is the responsibility of each student to ensure that their password is kept secret.
 Student's individual team member logo should only be the school logo or your school vsware image. No other images should be used.

Student Shared Accounts/files:
A suitable use for this might be for a teacher to upload documents or resources to it for all their students to use or students can upload work on their class notebook or drive for the teacher to access.
Students may not use this shared space to post personal messages of any sort or interfere with any material uploaded to it that is not theirs.

 As part of a blended learning environment, Scoil Phobail Bhéara may provide students and staff with internet access, desktop computers, digital imaging equipment, laptop, tablet or mobile devices, video-conferencing capabilities, virtual learning environments (VLEs), online collaboration capabilities, online discussion forums, email, various appropriate educational software and applications, and more.

Digital learning environment use DLE

When using the DLE 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.

Misuse of the DLE 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.

Scoil Phobail Bhéara 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 Scoil Phobail Bhéara will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

Scoil Phobail Bhéara implements the following strategies on promoting safer use of the internet:

- Students will be provided with education in internet safety as part of our implementation of the SPHE and CSPE curriculum.
- Internet safety advice and support opportunities are provided to students in Scoil Phobail Bhéara through our Induction, Pastoral Care, ICT, programmes.
- Teachers will be provided with continuing professional development opportunities in internet safety.

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

- Board of Management, teaching staff, support staff, students, and parents

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

The school will monitor the impact of the policy using:

- Logs of reported incidents.
- Monitoring logs of internet activity (including sites visited).
- Internal monitoring data for network activity.

Should serious online safety incidents take place, The Principal/ Deputy Principal should be informed.

The implementation of this Acceptable Use policy will be monitored by The Principal/ Deputy Principal

Content Filtering

Scoil Phobail Bhéara 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.

Web Browsing and Downloading

Students will not intentionally 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.

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

Students and staff will not copy information from the internet without acknowledging the creator and referencing the source of the content.

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 only 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 and staff 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 not allowed.

Communication

Office 365 will be available for all staff and students in the school. Students and staff will use Office 365 to access their email accounts and as a Virtual Learning and communication environment.

Staff and students have usernames and passwords, for access to electronic resources and email facilities, which should not be given to anyone else. Users are responsible for safeguarding their passwords and are responsible for all actions made using their user account. If a user suspects that the security of an account has been compromised, this should be reported to the ICT Co-ordinator immediately.

- The use of personal email accounts is only allowed at Scoil Phobail Bhéara with expressed permission from members of the teaching staff.
- Students should not under any circumstances share their email account login details with other students.
- 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 only under supervision by or permission from a teacher.
- 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 will not use of school email accounts or personal emails.

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.

Social Media

The following statements apply to the use of messaging, blogging and video streaming services in Scoil Phobail Bhéara:

- Use of instant messaging services and apps including Snapchat, WhatsApp, and Instagram etc. is only allowed in Scoil Phobail Bhéara with express permission from teaching staff.
- Use of blogs such as only Word Press, Tumblr etc. is allowed in Scoil Phobail Bhéara with express permission from teaching staff.

- Use of video streaming sites such as YouTube and TikTok, Vimeo etc. is with express permission from teaching staff.

Staff and Students must not use social media and the internet in any way to harass, insult, abuse or defame students, their family members, staff, and other members of the Scoil Phobail Bhéara community

Staff and Students must not discuss personal information about students, staff and other members of the Scoil Phobail Bhéara 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 put Scoil Phobail Bhéara into disrepute.

Staff and students must not represent your personal views as those of bring Scoil Phobail Bhéara on any social medium.

Personal Devices

Students and staff 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 laptops, netbooks, tablets, and smart phones in Scoil Phobail Bhéara:

- Students are only allowed to use personal internet-enabled devices during lessons with expressed permission from teaching staff.
- Students are allowed to use personal internet-enabled devices during lunch time.
- Students and staff must ensure that their device is password protected and has up to date antivirus software.
- **Smart glasses** are not allowed in school, during any school related activities or on school grounds at any time.

   Bring Your Own Device (BYOD) Acceptable Usage Policy
   Rationale
   To ensure students will be prepared for the possibility of remote learning, Scoil Phobail Bhéara will be allowing students to use a personal device in the classroom with their teacher's permission.
- Scoil Phobail Bhéara has the right to protect its network and technical resources. Thus, any network user who brings his/her own personal device into the school building is required to adhere to the School Internet AUP, the school Code of Behaviour and Anti-Bullying Policy. This Policy along with the three policies mentioned above must be signed by the student and parent / guardian.

- Definition of mobile learning devices under this policy:
- For this policy, a 'mobile learning device' refers to a student owned device such as a tablet, laptop, netbook, smartphone. Personal gaming devices are not allowed. The school reserves the right to decide on the type of device allowed.

BYOD Acceptable Use Policy (AUP)
- 1. Students always take responsibility for appropriate use of their personal device. The school is not responsible in any way for personal devices.

- 2. Students/parents/guardians are responsible for their devices, including any breakages, costs of repair, or replacement.

- 3. The school reserves the right to inspect and/or confiscate student mobile devices during school hours if there is reason to believe that the student has violated school policies, has used such devices in connection with any inappropriate conduct, or in any way poses a danger to himself, herself, them, or others.

- 4. Violations of any school policies or rules involving a student device may result in a student not being allowed continue using the device during school hours and/or disciplinary action, for a period to be determined by the school in line with the Code of Behaviour.

- 5. During school hours students are allowed use their device for learning related activities in a classroom with the teacher's permission only. Use of the personal devices is not permitted between classes, or morning break

- 6. Students must comply with teachers' instructions regarding use of devices during school hours, and classes.

- 7. Mobile devices must be charged prior to bringing them to school to be usable during school hours. Charging devices in the school is not permitted.

- 8. Students may not use the devices to record, transmit or post photos or videos of staff or other students. Nor can any images, audio and/or video recorded at school be transmitted or posted at any time without being reviewed by staff and with the permission of the administrator (principal) at the school.

- 9. Students are not permitted to call, text message, email, or electronically communicate with others from their personal device, including other students, parents, guardians, friends, and family during the school day unless instructed to do so by the teacher.

- 10. Student may only use the school wireless network and content filtered broadband. Use of other 'unfiltered' public wireless connections, such as mobile networks, is not allowed during school hours. Personal devices used in school are not permitted to connect to the Internet through 3G, 4G, or other content service providers. Devices used in school must access the Internet via the school's content filtered wireless network and without the use of VPN's or proxy servers.

- 11. The school reserves the right to change the Acceptable Use Policy (AUP) in line with overall school policy.

- 12. Each user is responsible for her/his own device and should use it responsibly and appropriately. Scoil Phobail Bhéara takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices. While school employees will help students identify how to keep personal devices secure, students will have the final responsibility for securing their personal devices.
- 13. Scoil Phobail Bhéara is not responsible for any device charges to your account that might be incurred during approved school-related use

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.

At Scoil Phobail Bhéara 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 when given permission by a teacher, once care is taken that no harm is done to staff or students of Scoil Phobail Bhéara

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 or carers 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 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.

Photographs, videos, and audio

Students should not store personal photographs on school devices or show such photos to others in school (including those on their phones). Photographs, video, or audio are often taken as part of class activities. However, they should not be taken in school without a teacher's permission and must be supervised by a teacher.

If a device has been used to take unauthorised photographs/audio or video footage:
- The device will be confiscated until the matter can be resolved.
- The school will contact Parents / Guardians
- Depending on the nature of the content viewed, the school reserves the right to contact relevant outside bodies (Gardai, legal advice, HSE, etc) to determine the appropriate course of action.
- The sanction applied will depend on a number of factors, including:
    - Where the photographs/audio/video footage was taken.
    - Whether the subject(s) consented to the photographs/audio/video footage being taken.
    - The content of the photographs/audio/video footage.
    - If a teacher is included in the photographs/audio/video footage.
    - If the material was shared with others or posted on social media.
- Sanctions can range from detention to expulsion, depending on the nature of the incident.

Responsibilities while partaking in Remote or blended Learning

Remote learning may occur in the following circumstance
The school closes due to circumstances beyond its control
A Student or group absent for a few days for medically certified COVID-19 related reasons.

These provide ways for teachers to share the lesson content and provide the student with access to the materials engaged with during the lesson.

For staff and teachers:

- Teachers have the overall control of the online interaction of their class
- Disruptive students will be removed to allow those who wish to partake a fair chance to do so. Repeatedly disruptive students may receive a temporary ban from all online access.
- Teachers will do their utmost to be available at the identified time on their timetable, through Teams chat or by e-mail.
- Teachers are to communicate through their @bearacs.ie account only.

For students:

- Students are to communicate through their @bearacs.ie account only. The use of any other account or e-mail address is expressly prohibited
- Students are not to engage in communications with any account other than an @bearacs.ie account and report any such activity to your teacher or year-head's @bearacs.ie e-mail account
- Students must always be civil and respectful to your teachers and fellow students
- Student should be dressed appropriately for all remote learning sessions.

- Students are not to record or forward any content within a Teams group – such as worksheets, exam papers, answers, solutions, videos, notes, or links – to anyone else without the permission of the creator of that content.
- Students should understand that all online activity is recorded. This includes anything you send or say via e-mail, Teams, and OneNote, and whether you are checking regularly for assigned work.

For parents/guardians:

- Parents/ guardians should ensure that their son/daughter is checking in regularly for assigned work
- Where live classes are being run parents/ guardians should ensure their son/daughter is 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.
- Live online classes should be viewed by students of the relevant class only.

Microsoft Teams
Teams are only to be created by teachers. Students are not permitted to create Teams accounts at any time.

Teachers may deliver some of the course "live" using Teams. This will use varying combinations of audio, video, virtual whiteboards, and screencasts.

In the use of Teams meetings:

Student's individual team member logo should only be the school logo or your school vsware image. No other images should be used

- Students must always follow the direction of their teacher just as in the classroom
- Students are not to turn on their video at any time without the permission of their teacher.
- Students are not to turn on their microphone unless the teacher invites them to do so. In any case, all microphones should be on mute when a person is not speaking to avoid distracting background noise being broadcast to everyone.
  Sessions may be recorded, so these recordings may be made available by the teacher to the class to watch back again later. This recording includes any video, screenshares, whiteboards and audio from the class.

- Only the teacher is allowed record a session. No-one else is permitted to record.

Cyberbullying

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

Engaging in any online, social media, or communication activities by Students or staff with the intention to mock, 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 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 cyber-bullying even when it happens outside the school or at night.

Measures are taken by Scoil Phobail Bhéara 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 cyber-bullying even when it happens outside the school or at night.

Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and will be dealt with, as appropriate, in accordance with the school's code of behaviour.

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

School Websites

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 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 will be coordinated by a teacher.

Scoil Phobail Bhéara 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 with parental permission.

Personal student information including home address and contact details will not be published on Scoil Phobail Bhéara web pages.

The Scoil Phobail Bhéara will avoid publishing the first name and last name of students in video or photograph captions published online.

Permission Form

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.

Student's Signature: _____

Parent/Guardian: _____

Date: _____

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my child or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that the school has taken every reasonable precaution 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.

Signature: _____   Date: _____

Address: _____

           _____

           _____

           _____

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

School Name: Name of Student: _____

Class/Year: _____

Student: _____