



ROSEMONT
SCHOOL

Rosemont School - Internet Acceptable Use Policy

Reviewed: 2019

Next Review: 2021

Aim of Policy

The aim of this Acceptable Use Policy (AUP) is to ensure that students will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner and to promote good practice, and responsible and safe use of the Internet. At all times, the wellbeing and dignity of all students and staff in our school are at the heart of this policy.

Digital Citizenship

Respect Yourself: I will show respect for myself through my actions. I will only use appropriate language and images on the Internet or on the school website / virtual learning environment. I will not post inappropriate personal information about my life, experiences or relationships.

Respect Others: I will show respect to others. I will not use electronic mediums to bully, harass or stalk other people. I will not visit sites that are degrading, pornographic, racist or that the school would deem inappropriate. I will not abuse my access privileges and I will not enter other people's private spaces or work areas. I will respect my peers and school staff by not using technology inappropriately in or out of class.

Protect Yourself: I will ensure that the information I post online will not put me at risk. I will not publish full contact details, a schedule of my activities or inappropriate personal details in public spaces. I will report any aggressive or inappropriate behaviour directed at me. I will not share my password or account details with anyone else.

Protect Others: I will protect others by reporting abuse. I will not forward any materials (including emails and images) that the school would deem inappropriate.

Respect Copyright: I will use and abide by the fair use rules. ("Fair use" is the right to use portions of copyrighted materials without permission for purposes of education, commentary, or parody) I will not install software on school machines without permission. I will not steal music or other media, and will refrain from distributing these in a manner that violates their licenses.

Respecting Technology: I will take all reasonable precautions to protect my mobile devices from damage. I will always keep them with me or in secure storage when appropriate. I will not tamper with software or jailbreak it. I will not interfere with school ICT systems or attempt to bypass school restrictions.

Everything in this policy is subject to the School's Smartphone Usage Policy as follows:

Smart phone usage policy:

- *Students must switch off their mobile phones before entering the school campus and keep them locked in their own locker. Students are not permitted to use their mobile phones for any purpose during school hours, including break and lunch time.*
- *Phones may only be used again when they leave the school campus at the end of the day*
- *All communication with parent must go through the office*
- *Any phone that is seen (whether in use or not) by any member of staff will be confiscated and handed in to the office in a sealed envelope with the following info:*
 - *name of student*
 - *name of staff member*
 - *date phone taken*
- *Mobile phones will be locked into the fireproof filing cabinet by the Principal or Deputy Principal. Phones will only be returned directly to the student's parent or guardian. Parents/Guardians will make an appointment in advance of reclaiming the phone to ensure the availability of either the Principal or Deputy Principal.*
- *Phones will be confiscated if seen either in the building or in the grounds.*

Policy Content

General

- Acceptable use of the Internet is the responsibility and duty of each student.
- Student Internet sessions in class will always be authorised by a teacher.
- Filtering software and/or equivalent systems as provided by the Department of Education will be used in order to minimise the risk of exposure to inappropriate material on student wifi

- Students and staff will be provided with training in the area of Internet safety. First year students will be given a session on safety on the internet on their induction day.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection/malware software will be used and updated on a regular basis. Software updates will be checked at midterms and holidays.
- Students and Staff will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.
- When laptops are being used in supervised study, students sit so that supervisor has a view of the device screen at all times.
- In all cases, the School adheres to and promotes the Code of Professional Conduct for Teachers, as outlined by the Teaching Council.

Internet

- Students and staff will not search for nor intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
 - Students will report to Year Head and staff to the Principal any accidental accessing of inappropriate material.
 - Students will use the Internet for educational purposes only during class time
 - Students will not copy information into assignments and fail to acknowledge the source (This is called 'plagiarism').
 - Students will never disclose or publicise personal information about themselves or others.
 - 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.
 - Students and staff will not electronically send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
 - Students will never arrange a face-to-face meeting with someone they only know through electronic/on-line communications.
 - During class times, Chat rooms, discussion forums, social networking and other electronic communication forums will only be used for educational purposes and will always be supervised
- Rosemont School Planning – Internet Acceptable Use Policy 2019

- Appropriate Usernames will be used to avoid disclosure of identity when posting on a public forum for educational purposes

School Website

- 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.
- The website will be regularly checked to ensure that there is no content that compromises the safety of students or staff.
- The school may use digital photographs, audio or video clips focusing on group activities on the website. Content or photos focussing on individual students will not be published on the school website without the parental permission.
- Personal student information including home address and contact details will be omitted from school web pages.
- Copyright on any work published resides with the school.

Personal devices

For the purpose of this policy, a 'mobile device' refers to a student owned device such as a tablet, laptop, netbook, iPod touch, etc. Mobile phones may not be used in school, as per the *Smart phone usage policy*. Personal gaming devices are not allowed under the 'Bring Your Own Device' (BYOD) programme. The school decides on the type of allowed device. When the subject teacher allows the use of any personal device in the classroom the following BYOD AUP must be adhered to.

BYOD Acceptable Use Policy (AUP) Summary:

1. Any student who wishes to use a personally owned mobile device within school must read and sign the AUP. It must also be signed by their parent /guardian.
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 or monitor student mobile devices when being used in the course of teaching and learning
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 School Code of Behaviour.

5. During class time, students are allowed use their device for learning related activities only, and only with the teacher's permission.
6. Students are responsible for bringing their mobile devices to school appropriately charged so as to be usable during school hours. Charging devices in the school is not allowed, and any devices found charging will be confiscated
7. Students and staff may not use the devices to record, transmit or post photos or video of staff or students except when authorised by their teacher or school management to do so for educational purposes. No images or video recorded at school in the context of an educational activity can transmitted or posted at any time without the permission of their teachers or school management. All photos taken will only be used for the purpose for which they were intended and authorised.
8. Student may 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.
9. The school reserves the right to change the AUP in line with overall school policy. In addition to the policy above dealing with the use of devices in class, at all times students using their own technology in a unacceptable way, such as leaving a mobile phone turned on during the school day or using it to send nuisance messages, sending any inappropriate material or the unauthorized taking of still or moving images with a mobile device is in direct breach of the school's acceptable use policy. This is directly contrary to the Rosemont Anti-Bullying Policy and will be dealt with appropriately.

Staff use of School Provided Laptops and Tablets

At all times school devices remain the property of Rosemont and are subject to the IT acceptable usage policy. The school reserves the right to require the return of a device at any time. Staff devices will have Virus protection/malware software installed and staff will ensure this is updated on a regular basis. Lending a tablet to any third party is strictly prohibited. Staff will only download software for educational reasons, and will always ensure that the software is (i) virusfree and (ii) appropriately licensed, including paid for when applicable.

Legislation

The school will provide information on the following legislation relating to use of the Internet which staff, students and parents should familiarise themselves with:

- Data Protection Act 1988 (and Amendment Act 2003)
- <http://www.dataprotection.ie/>
- <http://www.irishstatutebook.ie/1988/en/act/pub/0025/index.html>
- <http://www.irishstatutebook.ie/2003/en/act/pub/0006/index.html>
- Child Trafficking and Pornography Act 1998
- <http://www.irishstatutebook.ie/1998/en/act/pub/0022/index.html>
- Interception Act 1993
- <http://www.irishstatutebook.ie/1993/en/act/pub/0010/print.html>
- Video Recordings Act 1989
- <http://www.irishstatutebook.ie/1989/en/act/pub/0022/index.html>

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.

Steps in case of breach of policy:

1. A verbal warning will be given in the case where it is deemed that the inappropriate behaviour/action was unintentional
2. A note may be sent home to parents/guardians about any breach of the AUP
3. Students may be prohibited from using their own and/or a school mobile device or laptop during school hours
4. Students may have other privileges withdrawn, or the right to attend trips or other activities
5. Any behaviour linked with internet use which is deemed to be bullying or cyber-bullying will be dealt with in accord with Rosemont's Anti-bullying policy
6. Serious abuse of the IT AUP may be dealt with through the school Suspension and Expulsion policy

Board of Management

- Oversee and approve policy
- Review changes as evaluated by staff
- Facilitate ongoing pursuit of best practice

Monitoring Procedures

- Teachers supervise students' use of Internet when used in the course of teaching and learning, and report any breaches in AUP to Management.
- Sanctions may be applied on students for lack of co-operation with AUP as a result of which Class teacher, Parent and Management will be notified

Review Procedures

- Teacher, parent and Student Council representatives will revise the AUP annually to update policy with developments in ICT, legislation etc.

This AUP is based on the work of the PDST - Technology in Education <http://www.pdsttechnologyineducation.ie/en/> and www.webwise.ie We would like to especially thank Celbridge Community School for sharing their 'Digital Citizenship' model, which we have adopted in our IT AUP policy.

Appendix

Student:

As a student I have read, understand and will abide by this AUP. I accept that my role is to use the computer system, the internet and Virtual Learning Environment in a responsible way and I will follow the policies laid out in this document. I understand that any violation of this AUP may result in not being able to use my mobile device in school, and could mean other disciplinary action.

Student Name: _____ (in capitals)

Student signature: _____

Date: _____

Parent/Guardian :

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my daughter or the child in my care to access e-Learning facilities such as the internet and Virtual Learning Environment. I understand that that the school will take all reasonable precautions to ensure that students cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the internet. I agree that the school is not liable for any damages arising from the use of the eLearning facilities.

I **accept** the above paragraph

I do **not accept** the above paragraph

(Please tick as appropriate)

Parent/Guardian Signature: _____

Date: _____

Print name _____