

## **Internet Acceptable Use Policy**

The aim of this Acceptable Use Policy (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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed. This policy applies to all ICT equipment which is school property or which is accessed within the school.

It is envisaged that the Schools Development Planning Committee and the ICT Department will revise the AUP annually.

This version of the AUP was created in January 2014 and reviewed in June 2018.

**School's Strategy** Our school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

### General

- Internet sessions will always be supervised by a teacher. No unsupervised access to either computer room is permitted.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- Our school will regularly monitor pupils' Internet usage history.
- Students and teachers will be provided with information/training in the area of Internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software is used and updated on a regular basis.
- The use of personal floppy disks, memory sticks, CD-ROMs, or other digital storage media for school work requires the teacher's permission.
- Uploading and downloading music, movies, pictures, games or non-approved software is not permitted.
- Students will treat others with respect at all times, they will use network equity 'netiquette' and will not undertake any actions that may bring the school into disrepute.

## **World Wide Web**

- Students will use the Internet for educational purposes only.
- 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 accordance with school procedures.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Students will never disclose or publicise personal information.
- Copying/Printing/Downloading materials or images not relevant to their studies, is indirect breach of the school's acceptable use policy.
- Students are not permitted to print directly from the Internet, instead they will copy and paste the information into a text editing application.
- 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.

## **Email**

- Students may use approved class email accounts under supervision by or permission from a teacher.
- Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- 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 note that sending and receiving email attachments is subject to permission from their teacher.

## **Contact with parents and students via email**

It is not appropriate for a parent to make direct contact with a staff member via their school email account. If a parent wishes to speak to a member of staff they can arrange to do so by phone through the school office or by emailing [info@tullowcs.ie](mailto:info@tullowcs.ie). A mutually convenient time can be arranged for the staff member to contact them by phone, or if deemed necessary a meeting can be arranged. Staff will not engage with parents via email.

Students are not to make contact directly with members of staff via email unless requested to do so, and it is agreed with the staff member e.g. for the submission of coursework, assignments etc. Students should make sure they are using staff's school email addresses at all time, not their personal ones.

## **Social Media**

The following statements apply to the use of messaging, blogging and video streaming services in Tullow Community School :

- Use of instant messaging services and apps including Snapchat, Whats Apps, G Chat etc. is not allowed in Tullow Community School.
- Use of blogs such as Word Press, Tumblr etc. is allowed in Tullow Community School with express permission from teaching staff.
- Use of video streaming sites such as YouTube and Vimeo etc. is with express permission from teaching staff.

Staff and pupils must not use social media and the internet in any way to harass, insult, abuse or defame pupils, their family members, staff and other members of the Tullow Community School community

Staff and pupils must not discuss personal information about pupils, staff and other members of the Tullow Community School community on social media.

Staff and pupils must not use school email addresses for setting up personal social media accounts or to communicate through such media.

Staff and pupils must not engage in activities involving social media which might bring Tullow Community School into disrepute.

Staff and pupils must not represent your personal views as those of bring Tullow Community School on any social medium.

## **School Website**

- Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with our schools policies and approval processes regarding the content that can be loaded to the school's website.
- The publication of student work will be co-ordinated by a teacher.
- Pupils' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
- Our website is monitored to ensure no content that compromises the safety of pupils or staff.
- Our school will use digital photographs, audio and video clips focusing on group activities. Content focusing on individual students will not be published

on the school website without the parental permission. Video clips may be password protected.

- Personal pupil information including home address and contact details will be omitted from school web pages.
- Our school website will seek parent/guardian permission to include student photographs on our school website.
- Our school will ensure that the image files are appropriately named – will not use pupils' names in image file names or ALT tags if published on the web.
- Pupils will continue to own the copyright on any work published.

## **Personal Devices**

Students using their own technology in school without authorisation, such as leaving a mobile phone turned on or using it in class without permission, sending nuisance text messages, or the **unauthorized** taking of images with a mobile phone camera or device, still or moving is in direct breach of the school's acceptable use policy.

Care should be taken when taking photographic or video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.

At Tullow Community School pupils 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.

Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.

Pupils 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 pupils 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.

## **Legislation**

Our school website provides links to information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988
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- Personal pupil information including home address and contact details will be omitted from school web pages.
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## **Support Structures**

Our 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 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.

# Cyberbullying

When using the internet pupils, 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 and another pupil or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

Measures are taken by Tullow Community School 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.

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.

Signed: Mr P. Thornton. Secretary Board of Management. June 2018.