Internet Acceptable Use Policy

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Date of Commencement	05/25/2021
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General Approach

The aim of this Internet Acceptable Use Policy (AUP) is to ensure that students 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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

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.

This Acceptable Use Policy applies to students who have access to and are users of the internet in Carrick-on-Shannon Community School.

- It also applies to teachers, SNAs, members of staff, volunteers, parents/guardians and others who access the internet in Carrick-on-Shannon Community School.

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.

Carrick-on-Shannon Community School 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 Carrick-on-Shannon Community School will, where known, inform parents/guardians of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

Carrick-on-Shannon Community School implements the following strategies on promoting safer use of the internet:

- Students will be provided with education in the area of internet safety as part of our implementation of the SPHE, CSPE and Digital Wellbeing programmes.
- Internet safety advice and support opportunities are provided to students in Carrick-on-Shannon Community School through our Induction, Pastoral Care, ICT, Peer Mentoring and Digital Champions programmes.
- Teachers are encouraged to avail of continuing professional development opportunities in the area of internet safety.
- Carrick-on-Shannon Community School participates in Safer Internet Day activities to promote safer more effective use of the internet.

This policy and its implementation will be reviewed annually by the Board of Management.

The school will monitor the impact of the policy using:

- Logs of reported incidents.
- Internal monitoring data for network activity.
- Surveys and/or questionnaires of students, parents, and teaching staff.

Should serious online safety incidents take place, the relevant Year Head should be informed immediately.

The implementation of this Internet Acceptable Use policy will be monitored by all the staff.

Content Filtering

Carrick-on-Shannon Community School has chosen to implement Level 4 content filtering on the Schools Broadband Network:

- 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 their Year Head.

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 will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

- Use of file sharing and torrent sites is allowed with staff permission.

- Downloading by students of materials or images not relevant to their studies is not allowed.

Email and Messaging

- The use of personal email accounts is not allowed at Carrick-on-Shannon Community School. Each student receives a school email address, ending with @carrickcs.ie. This email can be used for all communications within the school.

- Students should not under any circumstances share their email account login details with other pupils.
- 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 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 Carrick-on-Shannon Community School.

- Use of instant messaging services and apps including TikTock, Snapchat, Whats App etc. is not allowed in Carrick-on-Shannon Community School.
- Use of blogs such as Word Press, Tumblr etc. is allowed in Carrick-on-Shannon Community School with express permission from teaching staff.
- Use of video streaming sites such as YouTube and Vimeo etc. is allowed 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 pupils, their family members, staff, other members of the Carrick-on-Shannon Community School community

Staff and students must not discuss personal information about pupils, staff and other members of the Carrick-on-Shannon Community School 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 Carrick-on-Shannon Community School into disrepute.

Staff and pupils must not represent thei personal views as those of bring Carrick-on-Shannon Community School on any social media platform.

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 mobile phones, tablets, and laptops in Carrick-on-Shannon Community School :

- Students are only allowed to use personal internet-enabled devices during lessons with expressed permission from teaching staff.
- Mobile phones and tablets are to be placed on desks, with cameras facing down.
- Cameras should be disabled on laptops. No recording of other students or staff may occur.
- Students not allowed to use personal internet-enabled devices during social time in the GP Area only.

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 Carrick-on-Shannon Community School 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 with expressed permission from staff.

Written permission from parents/guardians 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.

Cyberbullying

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 and another students or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

Measures are taken by Carrick-on-Shannon Community School 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

The website, along with our social media platforms will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff.

Carrick-on-Shannon Community School will use only digital photographs, audio or video clips of focusing on group activities. Students' faces will not be shown. 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 Carrick-on-Shannon Community School web pages.

Carrick-on-Shannon Community School will avoid publishing the first name and last name of students in video or photograph captions published online.

Permission Form

Legislation
The school will provide 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](#)
[Trafficking and Pornography Act 1998](#)
[Interception Act 1993](#)
[Recordings Act 1989](#)
[Protection Act 1988](#)

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: _____
Date: _____

As the parent or legal guardian of the above student, I have read 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 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 signature : _____
Date: _____
Address: _____

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Please review the attached school Internet Acceptable Use Policy, and sign and return this permission form to the Principal.
Name of Student:_____
Class/Year:_____
Student's signature:_____