Mohill Community College Internet Acceptable Usage Policy

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School Name	Mohill Community College
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Introduction

With learning and education going online our Acceptable Usage Policy has been updated to ensure a safe learning experience for students and teachers. Along with technical considerations, safeguarding students is an essential consideration in advance of any changes/updates to learning environments.

The school community – teachers, students and parents/guardians will be consulted in this present update of our Acceptable Usage Policy and in the future. Updates will be made to take account of new learning environments such as previous periods of Online Teaching and Learning in 2020 and 2021 or the inclusion of additional tools which may be used to facilitate distance learning.

Issues related to Child Safeguarding, Privacy, Age requirements and the appropriateness of platform(s) being used will be key considerations at all times.

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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.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 Mohill Community College.

- It also applies to members of staff, volunteers, parents, carers and others who access the internet in Mohill Community College.

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.

Mohill Community College will deal with incidents that take place outside the school that impact on the wellbeing of pupils or staff under this policy and associated codes of behaviour and anti-bullying policies. In such cases Mohill Community College will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

Mohill Community College 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 and CSPE curriculum.
- Internet safety advice and support opportunities are provided to students in Mohill Community College through our INDUCTION, PASTORAL CARE, ICT programmes.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- Mohill Community College will participate 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 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, IT CoOrdinator, teachers, pupils, parents/carers, and representatives of the Board of Management.

The school will monitor the impact of the policy using:

- Logs of reported incidents.
- Surveys and/or questionnaires of pupils, parents, and teaching staff.

Should serious online safety incidents take place, School Principal should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by the school's IT Co-Ordinator.

Content Filtering

Mohill Community College has chosen to implement the following level on content filtering on the Schools Broadband Network:

- Level 6 - This is the widest level of content filtering available. This level allows access to millions of websites including games and YouTube and allows access to personal websites category, and other similar types of websites, such as blogs. It allows 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 School 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 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 not allowed.
- Downloading by student 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 Mohill Community College.
- 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 not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

- Student 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.
- Staff and 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 Mohill Community College:

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, other members of the Mohill Community College community

Staff and student must not discuss personal information about students, staff and other members of the Mohill Community College 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 Mohill Community College into disrepute.

Staff and students must not represent your personal views as being those of Mohill Community College on any social medium.

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 tablets, gaming devices, and digital music players in Mohill Community College:

- Students are only allowed to bring personal internet-enabled devices into Mohill Community College with expressed permission from staff.
- Students are only allowed to use personal internet-enabled devices during lessons with expressed permission from teaching staff.
- Students are not allowed to use personal internet-enabled devices during social time.

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 Mohill Community College 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 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.

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

Measures are taken by Mohill Community College 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 Website

Students will 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 publication of student work will be coordinated by a teacher.

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.

Mohill Community College 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 Mohill Community College web pages.

The Mohill Community College will avoid publishing the first name and last name of students in video or photograph captions published online.

Permission Form

Legislation

The school highlights 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

I agree to follow the school's Acceptable Usage 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 Usage 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 Usage Policy relating to publishing students' work on the school website.

Signature: _____ Date: _____

Address: _____

Please review the attached school Internet Acceptable Usage Policy, and sign and return this permission form to the IT Co-Ordinator.

School Name: Mohill Community College

Name of Student:_____

Class/Year:_____

Student:_____

Approved by the Board of Management: 4th October 2021

This Policy will be reviewed regularly.