

**St. Ailbe’s School**

**Internet Acceptable usage policy**

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Contents

[Aims 3](#_Toc95744973)

[School’s Strategy 3](#_Toc95744974)

[General 3](#_Toc95744975)

[World Wide Web 4](#_Toc95744976)

[Communications – Email 4](#_Toc95744977)

[Communications – Chat / Messaging / Conversations 4](#_Toc95744978)

[School Website 5](#_Toc95744979)

[Student Personal Devices 5](#_Toc95744980)

[Sanctions/Supports 5](#_Toc95744981)

[Internet Acceptable Use Policy and Anti Bullying Policy 5](#_Toc95744982)

## Aims

The aim of this Acceptable Use Policy 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 version of the AUP was created on November 9th, 2021 by: - *Sean Fitzpatrick, Bob Cullen, Eoin Kennedy, Noel Clancy, Claire Long*

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## School’s Strategy

The school will employ 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 be supervised by a teacher.
* Content filtering is provided by PDST. We have chosen to use Level 6, which has the least level of filtering.
* Each student has a personal user logon to the system. It is his/her responsibility to log off their computer after use to prevent others using their account.
* Students will be provided with training in the area of Internet safety.
* This committee will liaise with our Wellbeing Committee, our School Completion Program and other stakeholders in formulating this policy.
* Uploading and downloading of non-approved software will not be permitted.
* The virus protection software used is the build in Windows Defender. We use Bitdefender on management Windows machines.
* Students will observe good “netiquette” (i.e., etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute.
* Students will not engage in any activity that will cause offence to any other student or teacher.

## World Wide Web

* Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
* Students will use the Internet for educational purposes only.
* Students will be familiar with copyright issues relating to online learning.
* Students will never disclose or publicise personal information.

## Communications – Email

* Students are provided with school email addresses.
* Students should use their school email accounts for school purposes only and for all communication with school authorities.
* Students will not send or receive any material that is illegal, obscene, and 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.
* All email sent or received in school is subject to scrutiny by the teacher.
* Chat rooms, discussion forums and other electronic communication forums will only be used for educational purpose.
* Promote the use of Teams as the primary medium for communication.
* We acknowledge that students will use other forms of social media to showcase some of their school-based projects.
* Face-to-face meetings with someone, organised via Internet chat will be forbidden.

## Communications – Chat / Messaging / Conversations

Microsoft Teams is our primary digital, learning/communication platform. It is an extremely useful tool for sharing, collaboration, assessment, and communication. Each Teacher will use it to different degrees, depending on their subject and teaching methodologies. Students are expected to engage with this when requested by their teacher. We do acknowledge that some students/teachers may have connectivity issues when working from home. Teams introduces extra communication structures such as chat/messaging and conversations which have the following protocols associated with them:-

* Do not use words or share content that is offensive or inflammatory (this includes, but is not limited to, language, names or content that is sexist, racist, homophobic, sexually explicit, abusive, contains swearing or is otherwise likely to cause offence).  If you would not say it to someone’s face, do not say it online either.
* Do not “spam” other learners by posting the same comment multiple times or by adding comments that are unrelated to the class.
* Be aware of strong language, all caps and exclamation points: It is easy for written text to be misread and misunderstood. Yes, grammar and spelling matter. In an educational setting, keep communication formal.
* Be careful with humor and sarcasm: You should not avoid being funny, (humor is always appreciated), just make sure that it is clear you are being funny and not being rude.
* Chat function used for school purposes only.
* Contacting Teachers outside normal hours should be minimised.
* Teachers cannot be expected to respond in their private time.

## School Website

Our school website is [www.stailbes.ie](http://www.stailbes.ie) is constantly updated with information on curriculum, school policies, events, forms, School Self Evaluation, etc.

## Student Personal Devices

* Students’ personal devices, unless authorised by a teacher, are not to be used on school premises. Each student must ensure all his devices are SWITCHED OFF in the school building. Devices in ‘Silent’ or ‘Vibrate’ mode are not considered ‘off’.
* The unauthorised capture of images, video or audio is in direct breach of the school’s AUP.
* Students have access to school Wi-Fi.

## Sanctions/Supports

Misuse of the Internet may result in disciplinary action. These will all be in line with the school code of behavior and anti-bullying policies.

The school is also obliged to report any illegal activities to the appropriate authorities.

Any students adversely impacted by internet activities will be supported by school management, Guidance, SCP and our Pastoral Care Team.

## Internet Acceptable Use Policy and Anti Bullying Policy

This policy links in with the cyber bullying aspect of the anti-bullying policy:-

1. ‘Do not use words or share content that is offensive or inflammatory (this includes, but is not limited to, language, names or content that is sexist, racist, homophobic, sexually explicit, abusive, contains swearing or is otherwise likely to cause offence).  If you would not say it to someone’s face, do not say it online either.’ – This part of the internet policy links in with the harassment and other aspects of the anti-bullying policy. Here it is stated that continually sending vicious, mean or disturbing messages to an individual is prohibited, along with posting or sharing confidential or compromising images or information.
2. The internet policy also mentions that ‘the school is also obliged to report any illegal activities to the appropriate authorities’. In the anti-bullying policy these appropriate authorities are outlined as being the principal, deputy principal, year heads and relevant teachers.
3. Appendix 6.6 in the anti-bullying policy mentions prevention and awareness raising measures will also deal explicitly with cyber bullying through educating students on how to be safe while online and appropriate online behavior. Several points in the internet accessibility policy reference appropriate language use, that students should not reveal personal details and ‘students will be provided with training in the area of Internet safety’.