

Internet Acceptable Use Policy

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General Approach

The aim of this Internet Acceptable Use Policy (AUP) is to ensure that pupils 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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.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, pupils, parents and staff are expected:

- To treat others with respect at all times
- Not undertake any actions that might 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 pupils, who have access to and are users of the internet in Boherbue Comprehensive School. It also applies to members of staff, volunteers, parents, carers and others who access the internet in Boherbue Comprehensive School.

Misuse of the Internet may result in disciplinary action; including written warnings, withdrawal of school privileges, detention and in extreme cases, suspension or expulsion. The school also reserve the right to report any illegal activities to the appropriate authorities.

Boherbue Comprehensive School 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 Boherbue Comprehensive School will, where known, inform parents / guardians of incidents of inappropriate online behaviour that take place out of school and may impose appropriate sanctions.

Boherbue Comprehensive School implements the following strategies on promoting safer use of the internet:

- Students will be expected to observe good netiquette at all times and will not undertake any actions that may bring the school into disrepute.
- Class teachers will monitor student use of internet in the classroom.
- Up to date antivirus software will be used in the school.
- Uploading and downloading of non-approved software will not be permitted.
- Personal memory sticks may only be used with the permission of the class teacher.
- ICT classes (Raising Awareness)
- Signage in relation to the safe use of the internet (Raising Awareness)
- Regular whole school assemblies (Raising Awareness)
- SPHE Programme + Wellbeing Programme (Raising Awareness)

This policy has been developed by the Digital Strategy team in consultation with the Principal, teachers, students, parents and Board of Management.

This policy will be reviewed annually by the Digital Strategy team and the Board of Management.

The implementation of this Internet Acceptable Use policy will be monitored by the Digital Strategy Committee.

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

Content Filtering

Boherbue Comprehensive School has chosen to implement the following level on content filtering on the School's Broadband Network:

- Level 4: This level allows access to millions of websites including games and You Tube, but blocks access to websites belonging to the personal websites category and websites such as Facebook belonging to the Social Networking category.

Pupils 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

- Pupils will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Pupils will report accidental accessing of inappropriate materials in the classroom to their teacher.
- Pupils will report accidental accessing of inappropriate material in school but outside the classroom to the School Principal.
- Pupils and staff will not copy information from the internet without acknowledging the creator and referencing the source of the content.
- Pupils will not disclose or publicise personal information using the school network.
- Pupils 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.
- Pupils 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 network users.
- Pupils will not download, upload 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 or Uploading by pupils of materials or images not relevant to their studies is not allowed.
- Parents/Guardians will be required to complete an Internet Use Permission form to allow their children access to the school's network. **Students over 18 may sign the consent form on their own behalf.**

Email and Messaging

- The use of personal email accounts by pupils is not allowed at Boherbue Comprehensive School.
- Every teacher and pupil is given a school based gmail address through G Suite. These addresses are monitored and are the only email accounts to be used for school based activities.
- Pupils will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Pupils 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 such communication.
- Pupils should not open emails that appear suspicious. If in doubt, pupils should ask their teacher before opening emails from unknown senders.
- Parents/Guardians will be required to complete a G Suite permission form to allow their children access to the School's G Suite system. **Pupils over 18 may sign the consent form on their own behalf.**

Social Media

The following statements apply to the use of messaging posts, blogging and video streaming services from Boherbue Comprehensive School related social media.

- Staff and pupils must not use social media and the internet in any way to harass, insult, abuse or defame pupils, their family, staff or other members of the Boherbue Comprehensive School community.
- Staff and pupils must not discuss personal information about pupils, staff and other members of the Boherbue Comprehensive 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 Boherbue Comprehensive School into disrepute.
- Staff and pupils must not represent their personal views as those of Boherbue Comprehensive School on any social medium.
- Photos recognising achievements by individuals will always be in a group setting where the individual will not be clearly identified. The school will never intentionally identify any student by name on any of its social media platforms.
- Only designated members of staff can update the school's social media platforms.
- Parents/Guardians/Pupils will be required to complete a Social Media permission form to allow their children's image or work etc. to be posted on the school's social media. Pupils over 18 may sign the form on their own behalf.

Personal Devices

- Pupils are not allowed to use mobile phones on the school premises unless given permission to do so by a teacher for educational purposes. Student mobile phones are not given access to the school wifi system.
- SEN pupils who have been provided with and granted the use of mobile devices such as iPads and laptops by the Dept of Education are allowed to use these devices for educational purposes only. They have access to the school's wifi network. Parents/Guardians of these pupils are required to sign a *Students ICT Equipment* form before the student can take the device home.

Images and Video

- 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 Boherbue Comprehensive School pupils must not take, use, share, publish or distribute images of others without their permission.
- Pupils taking photos or videos on school grounds using personal devices is not allowed under any circumstances.

- Pupils taking photos or videos on personal devices of school activities, such as school tours, outside of the school premises may do so with the expressed permission of the teaching staff and providing no harm is done to the staff or pupils of Boherbue Comprehensive School.
- Pupils taking photos or videos on school grounds or when participating in school activities using school devices may be allowed with expressed permission from teaching staff.
- 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.
- Photos recognising achievements by individuals will always be in a group setting where the individual will not be clearly identified. The school will never intentionally identify any student by name on any of its social media platforms.
- Sharing explicit images, and in particular explicit images of pupils and/or minors, is an unacceptable and absolutely prohibited behaviour. Sharing explicit images of other pupils automatically incurs suspension as a sanction.

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 another pupil or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.
- Measures are taken 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 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 cyberbullying is an integral part of the anti-bullying policy of our school.

School Website

- Pupils will be given the opportunity to publish projects, artwork or school work on the internet in accordance with the 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 checked regularly to ensure that there is no content that compromises the safety, privacy, or reputation of pupils or staff.

- Personal information including home address and contact details will not be published on the School webpages.
- Digital photographs, audio or video clips will focus on group activities
- Digital photographs, audio or video clips of individual pupils will not be published online. When reporting on an individual's achievement a photograph of them with other pupils may be used.
- Photos recognising achievements by individuals will always be in a group setting where the individual will not be clearly identified. The school will never intentionally identify any student by name on any of its social media platforms.
- Only designated members of the school's staff can update the school website.
- Parents/Guardians will be required to complete the website section of the Internet Permission form to allow their child's image, achievements or project work to be published on the school website. Students over 18 may sign the consent form on their own behalf.

Sanctions

As outlined previously pupil's misuse of the Internet may result in disciplinary action, including 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.

Permission Forms

The following forms may be obtained directly from the school:

- Internet Use Permission Form (includes section on website)
- G Suite Permission Form
- Social Media Permission Form

This Policy was ratified by the Board of Management on 26/2/2019.

Signed: Pat Fawcett
Chairperson, Board of Management

Date: 26/2/2019

Boherbue Comprehensive School, Boherbue, Mallow, Co. Cork.

INTERNET USE PERMISSION FORM

Dear Parent/Guardian,

To allow your son/daughter supervised access to the Internet at school **please sign and return this permission form to the office**. Copies of the school's Internet Acceptable Use Policy are available on the school website www.boherbuecs.com or can be obtained from the school.

Students over 18 can sign consent forms on their own behalf.

Name of Pupil: _____

Class / Year: _____

Pupil

I agree to follow the School's Acceptable Internet 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.

Pupil's Signature: _____ Date: _____

Parent / Guardian

As the parent or legal guardian of the above pupil, I grant permission for my son or daughter to access the Internet. I understand that Internet access is designed 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 pupils access unsuitable websites.

Signature: _____ Date: _____

School Website

In relation to the School website, I understand that, if the School considers it appropriate, my child's school project work, image or achievements (sporting or academic) may be chosen for inclusion on the School's website. I understand and accept the terms of the Internet Acceptable Use Policy relating to publishing children's work, image or achievements on the School website.

Parent's Signature: _____ Date: _____

Boherbue Comprehensive School G Suite Permission Form.

Dear Parent/Guardian,

As part of the schools education programme we now offer students and teachers access to a G Suite gmail account using the school's domain name "@bcs73.com". This school domain enables the school administrator to create and manage student accounts. The student account will be in the form username@bcs73.com. Detailed information on the privacy policies associated with the use of G Suite is available at:

<http://www.google.com/a/help/intl/en/edu/privacy.html>.

The student accounts set up by the school will only work within the school domain and cannot communicate with other accounts outside the schools domain. All use of the gmail account must be limited to legitimate educational purposes consistent with the School's curriculum. The administrator will have access to the student accounts and can suspend them with immediate effect if they are not being used appropriately. As per all internet use, parents should also monitor home use of G Suite by their children. Teachers will be able to email on class notes, educational resources etc, if they wish. Students can also share educational resources with each other and may also be required to submit some work for correction via email and google classroom to their teachers.

To allow your son/daughter access to the schools email accounts **please sign and return this permission form to the office.**

(Students over 18 can sign on their own behalf)

Name of Pupil: _____

Class / Year: _____

Pupil

I agree to use the G Suite gmail account given to me by the school for educational purposes only and I am aware that the account is monitored by the school administrator and may be suspended if deemed necessary. I agree not to allow any other student use my account.

Pupil's Signature: _____

Date: _____

Parent/Guardian

As the parent/guardian of the above pupil, I/We grant permission to our child to be given a gmail account by the school. I/We understand that the use of this account is for educational purposes only, and that the account may be suspended by the school administrator for inappropriate use. I/We are aware of the privacy policies associated with the use of G Suite and agree to assist in monitoring students' home use of G Suite.

Signature: _____

Date: _____

Boherbue Comprehensive School

Social Media Permission Form

As part of the schools ICT strategy it is felt that in the modern world the use of social media, in addition to the school website is an essential tool in promoting the school, its activities and recognising the achievements of our pupils. It is a great means of communicating with students, parents and the wider community. The content of the social media will be subject to strict guidelines including the following:

- Updating will only be done by designated members of the school staff.
- Social media used can be viewed by members of the public and is linked to the school website.
- Privacy settings will be at the highest level.
- Photos recognising achievements by individuals will always be in a group setting where the individual will not be clearly identified. The school will never intentionally identify any student by name on any of its social media platforms.

The school may use additional forms of social media in the future. Parents will always be kept informed of any changes.

Please complete sign and return the permission form below to indicate your preference

Name of Pupil: _____
Year of Enrolment: _____
Class/Year: _____

Parent / Guardian (Yes option)

As the parent or legal guardian of the above pupil I/We **grant** permission that, if the School considers it appropriate, my/our child's school project work, image or achievements (sporting or academic) may be chosen for inclusion on the School's social media platforms or public print media. This permission may be withdrawn by informing the school in writing. I understand and accept the terms of the Internet Acceptable Use Policy relating to publishing children's work, image or achievements online.

Signature: _____

Date: _____

Parent/Guardian (No option)

As the parent or legal guardian of the above pupil I/We **do not grant** permission that any image of my child or their work be included on the School's social media platforms.

Signature: _____

Date: _____

Students over 18 may sign the form on their own behalf.