

ACCEPTABLE USE POLICY

School Name : Scoil Ruain

Address : Killenaule, Thurles, Co.Tipperary

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

It is envisaged that school and parent representatives will review the AUP regularly. Before signing, the AUP should be read carefully to indicate that the conditions of use are accepted and understood.

The use of computing resources, is subject to the regulations and guidelines outlined in this document. It is the responsibility of the individual to be aware of the regulations and guidelines.

Ignorance of the regulations and guideline is not acceptable as an excuse or defence, and each user is responsible for their internet usage.

Staff and students are advised that using their own devices in school are governed by this policy. In addition, the unauthorised connection of personally owned devices to the school network is strictly prohibited. Unregistered devices may be confiscated. Any attempt to access the network from a smartphone or digital device will be deemed a violation of this policy

Computer resources are not unlimited. Network bandwidth and storage capacity have finite limits, and all users connected to the network have a responsibility to conserve these resources. As such, the user must not deliberately perform acts that waste computer resources or unfairly monopolise resources to the exclusion of others. These acts include, but are not limited to, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, uploading or downloading large files (including music and video), accessing streaming audio and/or video files, or otherwise creating unnecessary loads on the network unless deemed necessary as part of normal classwork. When a user's device does not require a connection they should consider having their wi-fi turned off.

The following AUP is relevant to all permanently installed school computers, laptops, surfaces, I-Pads or similar, mobile phones, and any other devices capable of internet access and use as a computer, in or in the environment of Scoil Ruain.

(A computer may be defined as an electronic device which is capable of receiving information (data) in a particular form and of performing a sequence of operations in accordance with a predetermined but variable set of procedural instructions (program) to produce a result in the form of information or signals.)

This version of the AUP was created by the School Planning group in conjunction with the Principal and the school's ICT coordinator between November 2016 and February 2017.

Why is Internet use important?

- The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and business administration systems.
- Internet access is an entitlement for students who show a responsible and mature approach to its use.
- The Internet is an essential element in 21st Century life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience.

Benefits of using the Internet in Scoil Ruain include:

- access to world-wide educational resources including museums and art galleries;
- cultural, vocational, social and leisure use in libraries, clubs and at home;
- access to experts in many fields for pupils and staff;
- staff professional development through access to national developments, educational materials and good curriculum practice;
- communication with support services, professional associations and colleagues.

School's Strategy

The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. Our school reserves the right to modify our policy at any time. These strategies are as follows:

General

- Internet sessions will always be supervised by a teacher.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The ICT co-ordinator will ensure that regular checks are made to ensure that the filtering methods used are appropriate, effective and reasonable.
- The school will regularly monitor pupils' Internet usage.
- Students and teachers will be provided with training, where possible, in the area of Internet safety.
- Uploading and downloading of non-approved software will not be permitted, including games and games cheats, ring tones, apps and mobile phone wallpaper.
- Virus protection software (AVAST) will be used and updated on a regular basis. It is the responsibility of the user to inform the ICT coordinator when their AVAST software needs re registration.
- While virus protection software is used and updated on a regular basis, the School accepts no responsibility for any corruption to personal devices.
- The use of personal floppy disks, memory sticks or CD-ROMs, e.g memory keys or external drives, in school requires a teacher's permission. Storage devices should then be scanned before use.
- 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.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location and retrieval.
- Files held on the school's network will be regularly checked.
- Adult users will need to sign the acceptable use policy.
- A "Responsible Internet Use Statement" will be clearly posted in all areas where Internet connectivity is available.
- It is up to the individual to be aware of regulations. Ignorance of the regulations is not acceptable as an excuse or defence and each user is responsible for their internet usage.

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he school may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of web-sites, the interception of E-mails and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for storing text or imagery which is unauthorised or unlawful.

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orld Wide Web

- Students will not attempt to 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 and will be taught to acknowledge the source of information and to respect copyright when using Internet material in their own work.
- Students will never disclose or publicise personal information.
- 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.

merging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.DD

Social networking sites e.g. Facebook, are blocked under the schools internet filtering software.

E-mail

- Students will only use approved class email accounts under supervision by or with 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 or bring the school into disrepute.

- 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.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- The use of personal e-mail addresses will not be allowed. Access in school to external personal e-mail accounts may be blocked.
- Excessive social e-mail use can interfere with learning and may be restricted.
- E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper. The forwarding of chain letters is banned.

Internet Chat

- Students will only have access to chat rooms, discussion forums or other electronic communication forums that have been approved and deemed worthwhile by the school.
- Students will not be allowed access to public or unregulated chat rooms.
- Students should use only regulated educational chat environments. This use will always be supervised and the importance of chat room safety emphasised.
- Newsgroups will not be made available unless an educational requirement for their use has been demonstrated.
- Usernames should be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via Internet chat will be forbidden.

School Website

- The point of contact on the Web site should be the school address, school e-mail and telephone number. Staff or pupils' home information will not be published.

- Pupils will be given the opportunity to publish projects, artwork or schoolwork online where deemed acceptable by a teacher.
- The publication of student work will be co-ordinated by a designated teacher.
- Written permission from parents or guardians will be obtained before photographs of pupils are published on the school Web site.
- 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.
- Digital photographs, audio or video clips of individual students will not be published where possible, on the school website. Instead photographs, audio and video clips will focus on group activities. Video clips may be password protected. Photographs will be selected carefully and will not enable individual pupils to be identified.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- Pupils will continue to own the copyright on any work published.
- The website editor will take overall editorial responsibility and ensure content is accurate and appropriate.

Sanctions:

Usage of technology within the school is a privilege and not a right. Students may lose the privilege of using technologies if they abuse their responsibilities or breach this or other School policies. Failure to cooperate with school's investigations into technology related issues will be seen as a breach of this AUP and the school behaviour policy. Relevant sanctions will apply in these situations.

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

Violation of this policy will be seen as violations of school behavioural expectations and the general code of conduct.

Social Media:

Scoil Ruain reserves the right to investigate and deal with incidents and activities that happen outside school time and which impact on the welfare or education of students of the School. This often applies in the case of misuse of social media sites which can lead to unfortunate online nastiness or cyber-bullying. Students shall be advised that they need to think carefully about possible serious repercussions of anything they post online, as well as the hurt it can cause.

Any offensive material published online can be viewed repeatedly, and by multiple users and therefore formally constitutes bullying.

Circulating, publishing or distributing on the internet, material associated with School activities, including, but not limited to, material in relation to staff and students, where such circulation undermines, humiliates or causes damage to the School or another person, is considered a serious breach of School discipline. It is essential in such situations that the staff member, student and/or their parents contact the school Principal so that the matter can be addressed. The school can offer advice and counselling to students on appropriate ways in dealing with upsetting online material.

IPad Initiative

iPad AUP

Increasing sophistication of technology presents a number of issues for the School including:

The high value of many iPads, phones and devices.

Integration of cameras into phones leading to child protection, data protection and teacher harassment issues.

Potential to use iPads and phones at inappropriate time for phoning, texting, checking time using as a calculator or stop watch, surfing the net, taking photos or videos, playing games, listening to music.

There is also the potential for text and cyber-bullying.

Scoil Ruain operates an iPad initiative. The school has formed a team with our education partner Wriggle, to provide a digital learning environment for students. Scoil Ruain acknowledges the support of parents for the iPad initiative.

Equipment:

All parents and students participating in the iPad initiative will be required to sign the Scoil Ruain iPad initiative contract.

Parents are responsible for purchasing the iPad and Apps for their son/daughter.

Parents are also responsible for the safe-keeping, repair and insurance of their son/daughter's iPad.

Parents retain ownership and possession of the iPad and agree to grant to teachers and school management the right to collect and/or inspect and/or confiscate (for a limited period) the iPad at any time and the right to alter, add or delete installed software or hardware.

Usage, within the school is a privilege and not a right. Students may lose the privilege of using the iPad or to have it in their possession if they abuse their responsibilities or breach this or other School policies.

Extended use of the iPad should be avoided by taking frequent breaks when using for long periods of time.

Damage or Loss of equipment.

Students must report any damage or loss to their class teacher, Year Head or the ICT coordinator, who will determine the necessary action required.

All iPads are covered by a manufacturer's warranty of one year. The warranty covers manufacturer's defects.

If an iPad is lost or damaged by neglect or misuse it is the family's financial responsibility to replace the iPad. Failure to replace the iPad will necessitate a return to the standard book rental scheme for which a separate fee will be required.

If an iPad is damaged while under warranty, the school will work with the student and supplier to resolve any warranty issues.

Substitution of Equipment

In the event that a student's iPad is inoperable, the school will try to provide a spare iPad for use while the student's machine is repaired or replaced. This agreement remains in effect for the substitute iPad. However, only one substitute iPad will be provided to a student at any one time. If a student damages, forgets to bring this replacement iPad to school, or comes to school with it uncharged, a substitute will not be provided.

Best Practice Standards for personal iPad Use and care:

Students whose choose to use iPads should arrive to school each day with it fully charged.

Students should keep the iPad within a protective case, and in their locker or school bag when not in use.

Students should not let anyone use the iPad other than their parents, teacher or another school-appointed person.

Students should report any problems, damage or theft immediately to their class teacher, Year Head or the ICT coordinator.

Students should report any issues and interference created by any other student because of mobile device possession, use or ownership.

If students return home from school without reporting any damage or interference that may have occurred during the school day, the School will have to assume that the damage and/or interference took place outside of school time.

Students must ensure that the iPad is clean and in working order.

Students may not alter the iPad in any way on a temporary or permanent basis.

Students may not remove any serial numbers, identification or school labels placed on the iPad.

Parental Responsibilities:

Parents should inspect the iPad on a regular basis to ensure that it is in good working order, charged and ready for use.

Parents should report, immediately, any damage, interference or issues relating to ownership, possession or use of the iPad to school management.

Parents should inspect the iPad, its installed Apps and internet browsing history on a regular basis to ensure no inappropriate use of the device. In keeping with the iPad initiative contract, parents should instruct their child to remove any unauthorised Apps or material from the device.

Parents are responsible for repairing/replacing damaged iPads. It is expected that parents will effect suitable insurance to ensure this eventuality is covered.

Scoil Ruain's Responsibilities

Scoil Ruain will ensure that students comply with the iPad initiative contract and this AUP.

The School will make every effort to ensure the most effective use of the iPad by all students.

The School will make every effort to resolve any reported issues relating to ownership, possession or use of the iPad.

Sanctions:

Students who breach the school's AUP on iPad use will be subject to sanctions.

A student may have their iPad confiscated or subject to restricted use for a limited period of time because of misuse. This does not remove the responsibility of completing homework assignments and participation in classroom activities while their iPad is unavailable. During the confiscation period, text books will be provided in lieu of the student's iPad. Student's may be required to rent books if the iPad is removed for a longer period of time.

Reasons for placing a student on restrictive use or confiscation, include, but are not limited to the following:

- Breach of internet and iPad AUP
- Inappropriate use of Apps, including the camera and sound recording App.
- The downloading or use of an App which is prohibited by the school
- Inappropriate, inaccurate, defamatory, obscene or illegal material found on a student's iPad
- **Material which may bring the school or any of the staff into disrepute. Staff photos.**
- Failure to cooperate with school's investigations of iPad misuse
- Repeated failure to bring iPad to class
- Repeated failure to have the iPad in full working order as required by the iPad initiative contract.

General

Scoil Ruain accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to iPads or other devices. The safety and security of such devices is wholly a matter for students, parents and guardians.

Scoil Ruain will not be responsible for any possible charges that might be incurred during approved school-related use.

While virus protection software is used and updated on a regular basis, the School accepts no responsibility for any corruption of personal devices.

It is strictly forbidden for students to share login names or passwords or to use another person's account.

The School reserves the right to investigate suspected incidents of misbehaviour by accessing the personal devices or social media pages of students. Where there is a suspicion of inappropriate content being stored on a device the presumption of privacy does not apply.

Mobile Phone Policy

There is considerable and growing evidence that mobile phone usage in school is impacting negatively on the health and well-being of students and may constitute a threat to personal safety and individual privacy. Given the capacity of camera phones to send and store "inappropriate material", we find it difficult to justify their inclusion as a necessary accessory for students and therefore **Scoil Ruain has banned the use of mobile phones in the school and, near or on the approach to the school grounds.**

Any student who displays a mobile phone (regardless of whether the phone is powered on or off) will have the phone confiscated. Furthermore the Department of Education and Skills does not recognise mobile phones as appropriate for use as calculators or clocks. The school endorses this policy and so mobile phones should not be produced by students using this as a pretext.

In order to assist the school in implementing this policy, parents / guardians are asked **not to contact students by mobile phone at any time during the school day**, which would result in the student breaking the school rules. Contact may be made through the office on (052) 9156332.

In relation to field trips and other out of school activities, special arrangements will be outlined in regard to mobile phones, by the relevant teacher and school management prior to the trip.

Under NO circumstances should a parent contact a student or should a student contact a parent via phone call or text via a mobile phone while the student is on school grounds and associated areas covered by this policy.

Any student, whose phone is seen by a staff member, whether or not the phone is switched on, will have their phone confiscated. Phones that are confiscated will be kept in a secure place within the school.

The following guidelines shall be in place for breaches of the above rules on mobile phones:

First Offence: Mobile Phone will be confiscated and will be returned to the student after a period of 3 school days.

Second Offence: Mobile Phone will be confiscated for a period of 5 consecutive school days, after which time parents will be asked to come into the school to collect the phone. The student must attend with the parent in order to collect the phone. *Phones will not be returned until the period of 5 consecutive school days has expired and parent has attended.*

Third and Subsequent Offence: The Mobile Phone will be confiscated for 10 consecutive school days and a €20 fine will apply. After the confiscation period has expired parents must attend an interview with the student to discuss a resolution to the persistent breach of the mobile phone policy. The phone will only be returned after the parent attends interview and the fine has been paid in full.

Failure to hand up a phone for confiscation, when asked by a staff member to do so will be treated as a serious offence. Any student refusing to hand up a phone will have an additional 10 school days added to the offence regardless whether it is First, Second or Third offence. A €20 fine will also apply. The phone will only be returned when a parent attends an interview with the student and the fine has been paid in full.

Use of mobile phones on out-of-school activities: Phones may only be used in a manner which has been permitted by the teacher-in-charge

PHOTOGRAPHS/VIDEO

Please note it is an offence for any student to use a phone or other device to take photographs or video footage while on school grounds or on school related activities. Any

student in breach of this rule will face an automatic 3 day suspension and may be referred to the Scoil Ruáin Board of Management for further disciplinary procedures