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**St Kilian’s Community School Acceptable Usage Policy**

***(Ratified by the Board of Management on 19/12/2017)***

**General Approach**

**Aim of St Kilian’s CS’s AUP**

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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.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, staff and parents are expected:

* To treat others with respect at all times.
* Not to 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 pupils who have access to and are users of the internet in St Kilian's Community School.

It also applies to members of staff, volunteers, parents, carers and others who access the internet in St Kilian's Community School.

Misuse of the internet may result in withdrawal of access privileges and disciplinary action in line with the school’s Code of Behaviour.

The school also reserves the right to report any illegal activities to the appropriate authorities.

St Kilian's Community School implements the following strategies on promoting safer use of the internet:

* Students are provided with education in the area of internet safety as part of the school’s implementation of the National Curriculum.
* Internet safety advice and support opportunities are provided to pupils in St Kilian's Community School through workshops facilitated by agencies such as An Garda, Bully4U and the ISPCC.
* Teachers will be provided with continuing professional development opportunities in the area of internet safety. Teachers will endeavour to ensure that best practice is observed by their students.
* St Kilian's 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 regularly 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, teachers, students, parents/carers, and representatives of the Board of Management.)*

The school will monitor the impact of the policy using:

* Logs of reported incidents.
* Monitoring logs of internet activity (including sites visited).
* Internal monitoring data for network activity.
* Surveys and/or questionnaires of pupils, parents, and teaching staff.
* Serious online safety incidents will be reported to the Deputy Principal.
* The ICT Committee will monitor the implementation of this Internet Acceptable Use Policy.

**Content Filtering**

Content filtering is an essential and integrated element of the broadband service that is provided to schools by the DES’s Schools Broadband Programme. The purpose of content filtering is to ensure (in so far as possible) that inappropriate websites and content are not accessible from within schools. Within the content filtering service provided, schools are given a choice of six different levels of content filtering so that they can choose a level that best meets their particular situation, age group of students etc..  The school’s chosen level of content filtering is then implemented by the school’s Broadband team.

Schools may subsequently change the level that is applied, if this is deemed necessary.

The Schools Broadband Programme classifies websites and content into six categories, ranging from Level 1 (the most restrictive) to Level 6 (the least restrictive). A full explanation of the levels may be found at

<https://www.webwise.ie/teachers/schools-filtering/>.

St Kilian's Community School implements Level 4.

* **Level 4:**This level allows access to millions of websites including YouTube, but blocks access to websites belonging to the “personal websites” category and websites such as Facebook, belonging to the Social Networking category.
* Students are not allowed to take steps to by-pass the content filter by using proxy sites or other means. Students who do this will be subject to sanctions, in line with the school’s Code of Behaviour, up to and including suspension and expulsion.

**Web Browsing and Downloading**

* Students must not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
* Students must report accidental accessing of inappropriate materials in the classroom to their teacher.
* Students must report accidental accessing of inappropriate materials in school but outside the classroom to a member of the ICT committee, Deputy Principal or Principal.
* Students and staff must not copy information from the internet without acknowledging the creator and referencing the source of the content.
* Students and staff must 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 must use the school’s internet connection only for educational and career development activities.
* Students must 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 must 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 allowed with staff permission.

**Email and Messaging**

* This policy applies to all electronic communication systems that students may use, including school email, personal email and messaging applications (e.g. *Snapchat* and *WhatsApp*).
* School email is the recommended form of electronic communication, for school-related purposes, between students and students.
* School email is the only acceptable form of electronic communication between students and teachers. Students must not contact teachers electronically, by school email or otherwise, for purposes other than school business.
* All students’ other school-related communication must also be carried out through school email e.g. work experience.
* In exceptional circumstances, permission may be given by teachers to students to access personal email accounts or messaging services for a fixed purpose e.g. accessing a particular file.
* 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 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.
* School authorities reserve the right to access school email accounts and Microsoft 365 accounts, if they deem it necessary.

**Social Media**

The school recognises the many benefits and opportunities for communication that social media platforms present. This policy promotes the safe and responsible use of social media, in order to safeguard students’ and staff privacy and confidentiality, and the reputation of the school.

This policy applies to personal websites such as social networking sites (for example Facebook), blogs, microblogs such as Twitter, chatrooms, forums, podcasts, open access online encyclopaedias such as Wikipedia, social bookmarking sites such as del.icio.us and content sharing sites such as *flickr* and *YouTube*.  The internet is a fast moving technology and it is impossible to cover all circumstances or emerging media.

The following statements apply to the use of messaging, blogging and video streaming services in St Kilian's Community School:

* Use of video streaming sites, such as *YouTube* and *Vimeo* etc., to publish students’ work, may only be carried out 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 St Kilian's Community School community or anyone else.
* Staff and students must not discuss personal information about students, staff and other members of the St Kilian's 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 St Kilian's Community School into disrepute.
* Staff and students must not represent their personal views as those of St Kilian's Community School on any social medium.

**Personal Devices.**

* This policy applies to the use of students’ own personal electronic devices, in the same way as it applies to the use of school equipment.
* The school’s broadband service is exclusively for school-related work, carried out by students, teachers and other non-teaching staff. Students may not use the school’s broadband service for their personal devices.

The following statements apply to the use of internet-enabled devices such as tablets, gaming devices, and digital music players in St Kilian's Community School:

* Students are only allowed to bring personal internet-enabled devices into St Kilian's Community School 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 allowed to use personal internet-enabled devices during social time.

**Images and Video**

This policy extends to all technological devices with internet connectivity, camera, video and/or sound recording technology.

The development of digital imaging technologies has created significant benefits to teaching and learning, allowing staff and students instant use of images that they have recorded themselves or downloaded from the internet. Photographic images and video and audio recordings also constitute a valuable archive for the school community. They can also be used to celebrate many positive aspects of school life, through Year Books, visual displays etc..

However, the generation, storage and publication of images, as well as video and audio files, must be done with respect to data protection and other relevant legislation, as well the school’s Code of Behaviour and Anti-Bullying Policy. Individuals’ personal rights, privacy and reputations must be safeguarded at all times.

There must be an awareness on everyone’s part, teachers, student, parents and guardians, the risks associated with publishing digital images on the internet. These images may remain available on the internet indefinitely and may have the potential to cause harm to individuals in both the short and longer terms.

Good practice, including the following, should apply:

* 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 St Kilian's 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.
* Taking photos or videos on school grounds or when participating in school activities may only be allowed if care is taken that no harm is done to staff or students of St Kilian's Community School.
* Written permission from parents, guardians 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. Such behaviour will be dealt with under the school’s Code of Behaviour and Anti-Bullying Procedures, and is also subject to the law of the land.

**Recordings for Curricular / State Examinations Purposes**

In order to fulfil the curricular and state examination requirements of the Department of Education and Skills and the State Examinations Commission, the school may have to make video or audio recordings and/or take photographs of students in presentations or other settings. This has particular relevance to the new Junior Cycle.

In relation to such images and recordings, the following will apply:

* Only school devices will be used in the making of such images or recordings.
* These files will be securely stored by the school according to best practice, as advised by the DES, and with respect to relevant Data Protection legislation.
* The files will only be accessed/used for the purpose for which they were created.
* The files will be saved only for as long as the DES and/or SEC requires, after which they will be permanently deleted.

**Cyber Bullying**

This type of bullying is increasingly common and is continuously evolving. It is bullying carried out through the use of information and communication technologies such as text, social network sites, e-mail, instant messaging (IM), apps, gaming sites, chat-rooms and other online technologies. Being the target of inappropriate or hurtful messages is the most common form of online bullying. As cyber-bullying uses technology to perpetrate bullying behaviour and does not require face to face contact, cyber-bullying can occur at any time (day or night). Many forms of bullying can be facilitated through cyber-bullying. For example, a target may be sent homophobic text messages or pictures may be posted with negative comments about a person’s sexuality, appearance etc.

Access to technology means that cyber-bullying can happen around the clock and the pupil’s home may not even be a safe haven from such bullying. Pupils are increasingly communicating in ways that are often unknown to adults and free from supervision. The nature of these technologies means digital content can be shared and seen by a very wide audience almost instantly and is almost impossible to delete permanently. While cyber bullying often takes place at home and at night, the impact can also be felt in school.
St Kilian's Community School has developed Anti-Bullying Procedures, in accordance with national guidelines. **Under these Procedures, the school considers that a once-off offensive or hurtful public message, image or statement on a social network site or other public forum, where that message, image or statement can be viewed and/or repeated by other people, will be regarded as bullying behaviour.**

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 and 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 or can be viewed / reposted repeatedly. This definition includes cyber-bullying even when it happens outside the school or at night.
* The prevention of cyber bullying is an integral part of the anti-bullying policy of our school.

**School Websites**

* The publication of student work will be coordinated by a member of the teaching staff.
* St Kilian's Community School will use only digital photographs, audio or video clips 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 St Kilian's Community School web pages.
* The St Kilian's Community School will avoid publishing the first name and last name of pupils in video or photograph captions published online.

**Microsoft 365**

In November 2017, the school introduced Microsoft 365. This system benefits all staff and students, by allowing the following:

* Storage of files and folders securely on the cloud via OneDrive.
* Access to all files and folders stored on OneDrive from anywhere with an internet connection.
* A safe, secure and approved system of file-sharing between teachers and students, and between groups of students.
* School email for all users via Outlook.
* Access to Microsoft Office Online for all users.
* Full licenses for Microsoft Office, which can be installed on up to five devices.

**PERMISSION FORM**

**(A) Student Section**:

I have read the school’s Acceptable Use Policy, as published on the school’s website, [www.stkilianscs.com](http://www.stkilianscs.com).

As a student at St Kilian’s CS, I agree to follow the school’s Acceptable Use Policy. I will use technology and the internet in a responsible way and obey all the rules explained to me by the school.

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class: \_\_\_\_\_\_\_**

**Student’s\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(B) Parent / Legal Guardian Section**:

I have read the school’s Acceptable Use Policy, as published on the school’s website, [www.stkilianscs.com](http://www.stkilianscs.com).

As the Parent or Legal Guardian of the above student, I have read the Acceptable Use Policy and give permission for my son or daughter or the child in my care to use technology and to access the internet at St Kilian’s Community School. 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 that 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 / Legal Guardian Name**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Parent / Legal Guardian Signature**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**