



Carrigaline Community School

Acceptable Use Policy of Technology and Digital Communications (A.U.P.)

This policy has been drawn up in consultation with Staff, Parents, Students and the Board of Management.

Before signing, the policy must be read carefully to indicate that the conditions of use are accepted and understood.

Carrigaline Community School: Digital Learning - Acceptable Use Policy of Technology and Digital Communications

The aim of this Acceptable Use Policy is to ensure that students will benefit from learning opportunities offered by the school's Digital Learning resources in a safe and effective manner. Before signing, the A.U.P should be read carefully to indicate that the conditions of use are accepted and understood.

Table of Contents

- 1. General**
- 2. Support structures**
- 3. Content filtering**
- 4. G suite**
- 5. Web browsing and downloading**
- 6. Email and Communication**
- 7. Internet Chat**
- 8. Images and video recording**
- 9. Cyberbullying**
- 10. Personal Devices**
- 11. Hardware**
- 12. Sanctions**
- 13. Legislation**

School Strategy

The school will employ a number of strategies in order to maximise teaching and learning opportunities and reduce risks associated with the internet. These strategies are as follows:

1. General Approach

Internet use and access is considered a school resource and privilege. Therefore, if the Acceptable Use Policy (A.U.P) is not adhered to, this privilege will be withdrawn and appropriate sanctions as outlined in this A.U.P., the School Code of Behaviour and Anti-Bullying policy will be imposed.

This Acceptable Use Policy applies to all students who have access to and are users of the internet in Carrigaline Community School. It also applies to members of staff and others who access the internet in Carrigaline Community School. All students and teachers using the internet in Carrigaline Community School will familiarise themselves with this A.U.P.

The school provides each student with a computer account, an email address and access to the G-suite for education. These accounts are the property of the school. Students will only have access to these accounts while they are students of CCS. Accounts will expire at the end of the calendar year upon leaving the school, December 31st, to facilitate State Examination Results and Third Level applications.

When using the internet students, parents and staff are expected:

- a) To treat others with respect at all times. Internet users must not send, receive or publish any material that is obscene, illegal and defamatory or that is intended to demean, disrespect or intimidate another person.

- b) Not to undertake or encourage any activities that may bring the school into disrepute.
- c) Respect the right to privacy of all other members of the school community.
- d) Respect copyright and acknowledge creators when using online content or resources.

Student access to the internet while on the school premises may only happen with expressed permission and specific instruction from a teacher. Connection of external storage devices (such as USB drive/sticks, SD memory cards etc.) to the school network is not permitted without the permission of a teacher.

The school reserves the right to monitor students' usage of ICT equipment including internet usage. It is the student's responsibility to keep their login details and passwords for school ICT equipment safe and secure.

It is envisaged that school and parent representatives will revise the A.U.P periodically.

Any stakeholder that becomes aware of a potential breach of this policy must inform the Principal or Deputy Principals. Should any serious online safety incidents take place the Principal or Deputy Principals should be informed.

2. Support Structures

Carrigaline Community School Support Structures to promote positive and constructive use of digital technology:

- a) Regular year group updates from Deputies and Year Heads (Raising Awareness).
- b) Digital Media Literacy Classes, Microsoft Office Suite (TY), and Information Computer Technology classes (Teaching and Learning).
- c) SPHE Programme and Wellbeing programme (Raising Awareness and Teaching and Learning).
- d) "Tech Team" student support and training (Teaching and Raising Awareness)
- e) Safe Internet Usage Awareness Talks delivered by internal and outside individuals and agencies.
- f) Carrigaline Community School is a health promoting school (School Culture)

3. Content Filtering

Content filtering is in place in Carrigaline Community School. This is used in order to minimise the risk of exposure to inappropriate material. Students taking steps to bypass the content filter by using proxy sites or other means may be subject to disciplinary action.

4. G Suite for Education

Students must only use their allocated username and password to log on to the school network and to the school domain: G Suite for Education. It is the student's responsibility to keep their password and login details safe and secure.

Students must not log onto the school's network or G Suite for Education using login credentials (usernames/ passwords) other than their own.

5. Web Browsing and Downloading

Students should not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

Students must report accidental accessing of inappropriate material in the classroom to their teacher.

Students must report accidental accessing of inappropriate material in the school, but outside the classroom to the Principal or Deputy Principals.

Students will use the Internet for educational purposes only.

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 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.

Use of file sharing (other than the "myccs" G Suite) and torrent sites is strictly prohibited.

Downloading by students of materials or images not relevant to their studies is prohibited.

6. Email and Communication

Students must only use their school email account for school related activities. The use of personal email accounts is not allowed at Carrigaline Community School.

Students should not send or receive any material that is illegal, obscene and defamatory or that is intended to annoy, intimidate or bully another person.

Every teacher and student is provided with a school email. Students and teachers must use this email when involved in school related activities. All personal emails should be kept separate.

Students should not reveal their own or other people's personal details, such as addresses or telephone numbers or photographs.

Students should immediately report to a member of staff 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, attachments or links that appear suspicious. If in doubt, students should ask their teacher before opening emails from an unknown sender.

7. Internet Chat

Students must only access chat rooms, discussion forums or other electronic communication forums that have been approved by the school. Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes. Students must not organise to meet strangers via the internet.

8. Images, Video & Voice recording

Care should be taken when taking photographic or video images that students are appropriately dressed and not participating in activities that might bring the individuals or the school into disrepute.

At Carrigaline Community School students must not take, use, share, publish or distribute images of others without their permission.

As part of CBA's students may be required to use images, video and/or voice recordings. Students are allowed to use personal internet-enabled devices during lessons only with expressed permission and specific instruction from teaching staff.

Taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission and specific instruction from staff.

Students must not share images, videos or other content online of another member of the school community regardless of whether this happens in school or outside. If a student's image, video or content is to be used for the purpose of a school magazine, website or social media, their permission will be sought in advance, along with the teacher's consent. Consent is granted or denied at the point of admission to the school (Application Form Part 2).

Sharing explicit images and in particular explicit images of students and/or minors is an unacceptable and absolutely prohibited behaviour and will be reported to the relevant authorities.

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

Measures are taken 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 cyberbullying.

The prevention of cyberbullying is an integral part of the Anti-Bullying policy of our school. The rules of the school's code of behaviour equally apply here.

School Website, Facebook account, Twitter Account and Instagram accounts

The School Website, Facebook, Twitter and Instagram accounts will be regularly checked to ensure that there is no content that compromises the safety, privacy or reputation of students or staff.

Web pages 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.

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 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.

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

Students' personal information including home address and contact details will be omitted from school web pages.

10. Personal Devices

Students using their own technology in school must follow the rules set out in this policy, in the same way as if they were using school equipment.

Students are allowed to use personal internet-enabled devices during lessons only with expressed permission and specific instruction from teaching staff - see guidelines around mobile phone use below:

Mobile Phones

All mobile phones must be switched off on entry to the school grounds. The use of smartphones is not permitted during the school day except when planned for use in class with teacher permission for learning and assessment. You may not photograph or record in school without your teacher's permission. Pupils are only allowed to use personal internet enabled devices on trips and during extra-curricular activities with the permission of the supervising teacher.

The use of a mobile phone on the school grounds without teacher permission will result in confiscation. Confiscated items may be collected at the end of the school day by a parent or guardian. Further sanctions will apply in the event of repeated breaches of this rule.

Unacceptable use of Digital Devices (includes but is not limited by the following)

1. Use of the device for illegal activities, including copyright or contract violations, downloading inappropriate content including viruses, file sharing software, hacking programs or any other form of inappropriate content.
2. Disabling, bypassing, or attempting to disable or bypass any system-monitoring, filtering or security measures.
3. Electronically posting personal information about yourself or others. (i.e. address, phone, photos).

4. Maliciously altering data, the configuration of a computer, the files of another user, accessing restricted network files or any other form of technological vandalism.
5. Engaging in any conduct that is considered illegal under Irish, county, local or any other Government law.
6. Wasting or abusing resources through excessive use of bandwidth or unauthorised system use (e.g, online gaming, downloading large media files)
7. Circulating, publishing or distributing (including via electronic media) material associated with school, including material relating to staff and students where such circulation undermines, humiliates or causes damage to another person is considered a serious breach of school discipline and will result in disciplinary action.
8. Sexting; the sharing of sexual text, video and photographic content using mobile phone, apps, social networking services and other internet technologies. The sharing of explicit text, images and/or video is an unacceptable and absolutely prohibited behaviour and will have serious consequences and sanctions for those involved, in accordance with the school's Code of Behaviour.
9. Pupils must not intimidate, harass or bully others. Violent behaviour will not be tolerated. We do not tolerate cyber-bullying of any type. Please refer to our Anti-Bullying Policy.

11. Hardware

All hardware within the building, including but not limited to computer screens, towers, desktops, laptops, tablets, keyboards, mouse attachments, cables, printers, scanners, headphones and projectors must be treated with respect and given due care during use.

Students must not connect or attempt to connect any personal hardware or devices to school computers, for example, but not limited to, headphones, usb memory sticks, etc without express permission by a supervising teacher.

Any attempt to damage or interfere with the proper functioning of hardware will result in the student losing computer privileges within the building and will be sanctioned under vandalism as stipulated in the Code of Behaviour.

Any attempt to remove any hardware from a room or the building will also result in the student losing computer privileges within the building and will be sanctioned as per Code of Behaviour.

If a student finds a school device or piece of equipment is not functioning correctly, it should be immediately reported with the teacher. The student should take no further action to fix the issue, such as unplugging or swapping hardware, without the express permission and instruction of a teacher.

If a teacher finds a school device or piece of equipment is not functioning correctly, or has been informed by a student, they should log the issue with the ICT co-ordinator or the ICT Helpdesk. Unless an obvious solution is apparent, the teacher should seek advice before attempting to remedy the issue.

12. Sanctions

Any breach of the above rules or general misuse of the internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The school also reserves the right, and may be obliged to report any illegal activities to the appropriate authorities.

13. Legislation

The school encourages teachers, students and parents to become familiar with the following legislation relating to the use of the internet:

The Data Protection Act 1998
Video Recording Act 1989
Interception Act 1993
Data Protection (Amendment) Act 2003
Child Trafficking and Pornography Act 1998
General Data Protection Regulation (GDPR) 2018

Parent Signature: _____ Date: _____

Please review the school Acceptable Use Policy on the school website at carrigcs.ie

I agree to follow the school's Acceptable Use Policy of Technology and Digital Communications. I will use the school's digital resources in a responsible way and obey all the rules explained to me by the school.

Student's Signature: _____ Year Group: _____

Parent/Guardian: _____

Date: _____