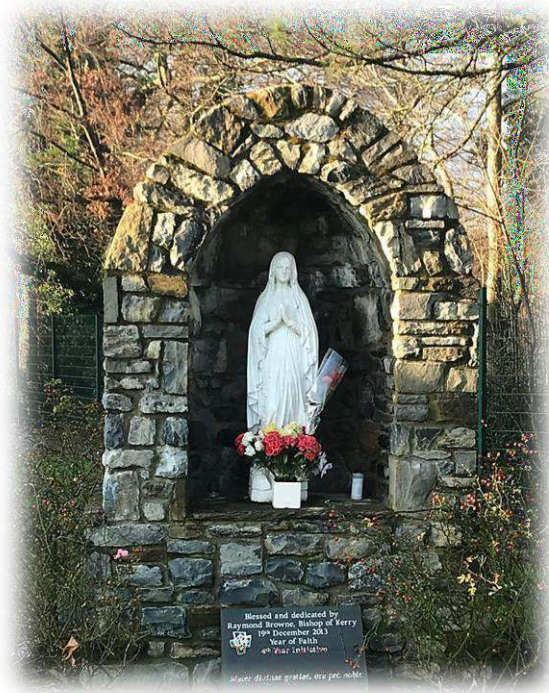




PRESENTATION
SECONDARY SCHOOL
TRALEE

COURTESY FRIENDLINESS CO-OPERATION

Acceptable Usage Policy (AUP)



Reviewed	Ratified by the Board of Management	Review date
October 2019	24 th October 2019	October 2021
Amended May 2020	June 2020	May 2022

Introduction

The aim of this Acceptable Use Policy (AUP) is to ensure that students will benefit from learning opportunities offered by the school's Office365 and ICT resources in a safe and effective manner. However, these opportunities can only be offered with due regard to the wellbeing and safety of all of our students and staff. This policy updates the previous school AUP policy (reviewed in May 2014)

Rationale for this policy

Office365, ICT resources and access to the Internet supports teaching and learning in Presentation Secondary School, Tralee. The use of the technology resources is a privilege and comes with rights and responsibilities for all users. This policy is intended to give guidance and direction for the acceptable use of ICT as appropriate for all members of the school community (i.e. students, staff, parents and approved visitors/speakers etc.) who have access to, and who are users, of ICT in Presentation Secondary School, Tralee.

When using Office 365 and ICT in Presentation Secondary School, Tralee, all members of the school community are expected:

- To take good care of all school ICT equipment and use it responsibly in accordance with school policy.
- To treat other users with respect at all times
- To respect the right to privacy of all members of the school community,
- To respect copyright and acknowledge creators when using online content and resources.
- Not to engage in behaviours or misuse ICT resources in a manner that would bring the school into disrepute.

Scope of Policy

Students are expected to adhere to this policy throughout their time with us as students of Presentation Secondary School Tralee. The school also reserves the right to report any illegal or inappropriate activities to the relevant statutory authorities ie Gardaí, TUSLA. Office of the Data Commissioner etc.

This policy must be read in conjunction with all other school policies including;

- GDPR Policy
- Child Protection Policy
- Code of Positive Behaviour
- Anti-Bullying Policy
- Mobile Phone Policy

Acceptable Use Policy for Students

Every time a student enters her username and password in order to use the School's Computer system, she agrees to the following rules:

- Students will report any damages found prior to use. The school reserves the right to seek compensation for damages to computers.

- Students will act responsibly when using computers. ALL gaming and social networking sites are NOT permitted.
- The student agrees to have her computer sessions monitored via classroom control software.
- Any violation of the above in the computer room will lead to suspension from computer usage.

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with ICT. These strategies are as follows:

General

- Students must use their own username and password assigned to them by a teacher when using ICT equipment.
- All students will be issued with a Microsoft Office 365 package. This will provide access to Office applications such as email (Outlook), cloud storage (OneDrive), communication and collaboration platform (Teams) and video streaming service (Stream). Students are encouraged to save their work to their OneDrive account rather than on the school network or on personal devices.
- Access to the Microsoft Office 365 package will be withdrawn within 12 months of a student leaving the school.
- The school reserves the right to monitor students' activity on Office 365 to ensure that it is being used appropriately and for educational purposes only. Students should seek permission from their teacher before sharing any content using their Office365 account with another member of the school community. Students should also be mindful of copyright infringements and plagiarism when sharing material via Office365. Please note activity of users on Office365 is automatically recorded by the system. Reports of user activity are available to school management.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.
- Students must not create websites, pages, groups or other social media accounts, which reference the school, to express personal opinions without the prior approval of school management. Students must not create, transmit, display publish or forward any material that is likely to harass, cause offence to any person or bring the school into disrepute. Presentation Secondary School, Tralee reserves the right to protect the reputation of the school.

World Wide Web

- Internet sessions in the school will be supervised by a teacher
- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful, or otherwise objectionable materials.
- Filtering software and/or equivalent systems will be used in the school in order to minimise the risk of exposure to inappropriate material.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures.

- Students will use the Internet in the school for educational purposes only.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Students will never disclose or publicise personal information.
- Downloading materials or images not relevant to their studies, is in direct breach of the school's Acceptable Use Policy.
- 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.

Email

- Students will only use their approved school e-mail accounts for school correspondence
- Students should be cognisant that e-mail is effectively on the school's headed paper and can be traced back to place, date, and time of sending.
- Prior to sending an email, students must ensure that they are satisfied with the content and should double check the address of the intended recipient. Once the "send" key is pressed, the e-mail cannot be stopped or retrieved. Deleting mail from your system does not make it untraceable.
- Students will not instigate or forward "junk mail" to users either within or outside the school
- 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, 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.
- Should a student receive material, which she finds offensive or abusive or time wasting she should immediately report it to the supervising teacher.
- Students should be mindful of the security of their accounts. Should a suspicious email be received, it should be deleted, and the incident reported to the IT Coordinator.

Internet Chat

- In the school, students will only have access to chat rooms, discussion forums, messaging or other electronic communication that have been approved by teacher
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised
- Usernames will be used to avoid disclosure of identity; Transition Years will use discussion forums to communicate with students in other European schools, and will give their first names only
- Face-to-face meetings with someone organised via Internet chat is forbidden.

School Social Media/Website

- The school website and social media accounts operate under the authority of the BOM and is managed by members of the school staff on behalf of the school.
- The school Twitter account @PresSecTralee posts regular updates of school news, notices, and activities. Presentation Secondary School Tralee also retweets relevant information to other twitter users as appropriate. Permission is obtained from parents/ guardians at enrolment to allow photographs of their daughter to be published on the school website.
- The school YouTube channel hosts videos of school activities and performances.
- Students without website permission may be asked by teacher to step out of photographs/videos etc that are intended for the school website. Such students and/or their schoolwork may be photographed for internal school display only. Students who do not have parental permission for their image or work to be uploaded onto the staff area in Office 365. If the school inadvertently displays an image without the appropriate consent it will be removed immediately on the school being made aware of the error.
- Students may on occasion be given the opportunity to publish schoolwork on the school website.
- Personal student information including home address and contact details will be omitted from school web pages.
- The school will ensure that image files are appropriately named.

Recording of Images & Video

- Students must not share images, videos, or other content online which could be deemed harmful to another member of the school community either in school or out of school. Recording of online classes without the consent of all those present is strictly prohibited.
- Classes recorded by teachers and made available to students are to remain the property of the teacher and Presentation Secondary School, Tralee. They must not be viewed, downloaded, shared, published, or distributed without the permission of the teacher and school management.
- The school permits the recording of images and videos of students and school activities once permission has been sought and granted. Students may only take photos or videos on school grounds or when participating in school activities using the school digital cameras as directed by a teacher.
- Students must not take, use, share, publish or distribute images of any member of the school community except with the permission of the teacher and member of the school community.

Use of teleconferencing

- Our school utilises teleconferencing during periods of school closure. Distance learning is a way of learning remotely without being in regular face-to-face contact with a teacher in the classroom. There are many benefits to teaching and learning in this way, and students and teachers have the tools and expertise to use teleconferencing to sustain learning.

- Our school provides a video conferencing option Microsoft Teams for our students and staff. It is expected that students and staff will use the platform in a professional and ethical manner for the purpose of teaching, learning and assessment.
- The use of teleconferencing requires students observe the following rules in order to ensure that both staff and students benefit from this way of teaching and learning. Students must not:
 - Post, stream or transmit any content, including live video, that violates this Policy in such a way that is offensive to students / staff.
 - Do anything illegal, facilitate any illegal activity, or promote violence.
 - Do anything that threatens, exploits, or otherwise harms others.
 - Engage in any activity that is harmful, obscene, or indecent. This includes offensive gestures, displays of nudity, violence, pornography, sexually explicit material, or criminal activity.
 - Engage in any activity that is fraudulent, false, or misleading.
 - Engage in any activity that is defamatory, harassing, threatening or abusive.
 - Store or transmit any data or material that is fraudulent, unlawful, harassing, libellous, threatening, obscene, indecent, or otherwise inappropriate.
 - Send unauthorized messages or irrelevant material.
 - Misrepresent a user's identity or affiliation with any entity or organisation or impersonate any other person.
 - Harvest, collect, or gather user data without consent. This includes screen recording or taking screen shots during online classes.
 - Violate or infringe any intellectual property or proprietary rights of others, including copyrights.
 - Violate the privacy of others or distribute confidential or personal information of others.

Cyberbullying

- The school adheres to the DES Procedures for Anti Bullying for Primary & Post Primary Schools definition of bullying 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 even when it happens outside the school. Additionally, the posting of an offensive comment online is considered as cyberbullying, due to its potential to be circulated to many users. Such incidents of cyberbullying will be dealt with under the school's Anti-Bullying Policy.
- Students are expected to treat others with respect when using any form of communications technology either as part of school-based learning or for personal use outside of school

- Engaging in online activities with the intention to harm, harass, or embarrass another pupil or member of staff is an unacceptable behaviour, with serious consequences and sanctions for those involved.

Bring Your Own Device

- Some students may be granted permission to use a personally owned mobile device within the school for educational purposes only. Use of a personally owned mobile device will be supervised and will only be permitted during class time. The school will decide on the type of device allowed.
- Students must take responsibility for appropriate use of their personal device at all times. The school is not responsible in any way for personal the devices or for its use.
- Students/parents/guardians are responsible for their devices, including any breakages, costs of repair, or replacement.
- The school reserves the right to inspect or monitor student mobile devices during school hours.
- Violations of any school policies or rules involving a student device may result in a student not being allowed continue using the device during school hours and/or disciplinary action, for a period to be determined by the school.
- During school hours students are allowed use their device for learning related activities only.
- Students must comply with teachers' requests regarding use of devices during school hours
- Mobile devices must be charged prior to bringing them to school in order so as to be usable during school hours. Charging devices in the school is not permitted.
- Students may not use the devices to record, transmit or post photos or video of other teachers or students. No images or video recorded at school can be transmitted or posted at any time without the supervising teacher's permission.
- Student may use the school wireless network and content filtered broadband. Use of other 'unfiltered' public wireless connections, such as mobile networks, is not allowed during school hours.
- Each user is responsible for her own device and should use it responsibly and appropriately. The school takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices.
- Presentation Secondary School, Tralee is not responsible for any possible device charges to your account that might be incurred during approved school-related use.

Sanctions for the misuse of ICT and Internet by students

The misuse or unlawful use of the Internet or ICT equipment during school /class time by students will result in disciplinary action as outlined in the school's Code of Behaviour, Anti Bullying Policy, and Mobile Phone Policy. Sanctions will include withdrawal of access and privileges to ICT and other school related privileges and, in extremely serious cases, suspension or expulsion.

Office365 access may be withdrawn for a specified time.

The school also reserves the right to report any illegal or inappropriate activities to the relevant statutory authorities i.e. Gardaí, TUSLA. Office of the Data Commissioner etc.

ICT and Legislation - the following legislation is relevant to Internet Safety.

Data Protection Act 2018- this act gives effect to the General Data Protection Regulation (GDPR) May 2018 in the Irish context.

Data Protection Act 1998 - this act was passed in order to deal with privacy issues arising from the increasing amount of information kept on a computer about individuals.

Data Protection (Amendment) Act 2003 - this amendment extends the data protection rules to manually held records and also makes improvements to the public's right to access data.

Child Trafficking and Pornography Act 1998 - this act legislates against anyone who knowingly produces, prints, publishes, distributes, exports, imports, shows, possesses or sells child pornography.

Interception Act 1993 – this act stipulates that telecommunication messages can be intercepted for the purpose of an investigation of a serious offence. Authorisations are subject to certain conditions.

Video Recordings Act 1989 - this act prohibits the distribution of videos which contain obscene or indecent material which may lead to the depravation or corruption of the viewer.

Copyright and Related Rights Act 2000 – this act governs copyright in Ireland.

Internet Safety Advice

Useful websites for further information on online and communications technology.

<https://www.connectsafely.org/cyberbullying/>

www.iab.ie (Internet Advisory Board)

www.esafety.ie (Internet Safety Seminars for Schools/Parents)

www.webwise.ie (Information on Various Forms of Internet Usage)

www.ncte.ie (Information on ICT in Education)

www.saferinternetday.ie (includes information on Safer Internet Day)



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Student and Parent/Guardian Acceptance of Acceptable Use ICT Policy

Please review the School's ACCEPTABLE USE OF ICT POLICY. Having done so, please sign this form to provide a record that you have read, understood and agreed to the terms of this policy. If you do not understand or are unhappy with any part of this policy, please contact the school. Otherwise, tick the boxes next to each statement and sign below.

- I confirm that I have read and understand this IT Acceptable Use Policy
- I agree to abide by the conditions set out in this policy.
- I agree to the use of my photos or videos for assessment purposes.
- I accept that if the school considers it appropriate, my schoolwork, photo or video may be chosen for inclusion on the website, school twitter account or school YouTube channel.

Student's Signature: _____

Print Name: _____

Date: _____

As the parent or legal guardian of the above student:

- I confirm that I have read the ICT Acceptable Use Policy and grant permission for my child or the child in my care to access and use the ICT resources provided by Presentation Secondary School, Tralee. I understand that these resources are intended 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 responsible if students access unsuitable websites.
- I agree to the use of my child's photos or videos for assessment purposes.
- I accept that, if the school considers it appropriate, my child's schoolwork, photo or video may be chosen for inclusion on the website, school twitter account or school YouTube channel.

Parent/Guardian Signature: _____

Print Name: _____

Date: _____

Please return to the school office.

