



# COLÁISTE ÉANNA C.B.S.

Catholic Boys Secondary School, Ballyroan, Dublin

## Internet Acceptable Usage Policy

*Coláiste Éanna is a Catholic Secondary School for boys in the tradition of Blessed Edmund Rice. As a community, we aim to nurture mutual respect among all members in a safe environment. The personal, social, spiritual and academic development of all is promoted. The school is committed to providing an ordered learning environment which encourages the school community to realise its full potential*

Coláiste Éanna Mission Statement

*The Edmund Rice school develops a sense of community; identifies the needs of students; promotes care and responsibility; works for social justice; fosters care for the environment and seeks to provide a safe and respectful working environment.*

Edmond rice Schools Trust Charter( pp17-19)

In keeping with our Mission Statement and the aims set out in the ERST Charter this AUP seeks to create a safe and caring environment for those accessing and using the internet.

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### 1. **Introduction.**

Access to the internet is an educational resource which the school pays for. As with all resources provided by the school the internet should be used with respect.

The school expects that students will take responsibility for their own use of the internet and they will act with integrity and follow the instructions issued by their teachers and the guidelines set out in this AUP.

All PCs in class rooms and in computer labs and pupils own mobile devices which may be used in school are networked to the school server which has filtering software and equivalent systems in order to minimize the risk of exposure to inappropriate material.

## **2. Searching, browsing and downloading.**

- The internet may only be used for educational purposes. Therefore students may not download any material or images not relevant to their studies.
- Students will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students are expected to report accidental accessing of inappropriate material in accordance with school procedures.
- Students will not copy or plagiarise information into assignments without failing to acknowledge the source.

## **3. Electronic Communications.**

Mobile phones may be brought into school, however, the Code of Behaviour states that mobile phones and personal music devices must be switched off during class time and between class times. Such devices may be used during breaks times (morning break and lunch break).

Mobile phones/ tablets/ lap tops ( BYODs – bring your own device ) may be used in class time to access the internet but only with the express permission of and under the supervision of the teacher. Such usage is subject to the terms of this Acceptable User Policy

Taking photographs, recording video or audio is strictly forbidden, unless with the express permission of the supervising teacher.

Each student is given a school e mail account. This may only be used for educational purposes such as Virtual Learning or communicating with teacher or fellow students on educational matters. Students must never communicate with people they do not know or make arrangements to meet others using the school e mail. E mail using the school account may not be used for personal reasons and e mail usage will be monitored.

The use of chat rooms, instant messaging, accessing social networking sites during school times is not permitted.

## **4. Inappropriate activities.**

The following is a list of activities that are strictly forbidden.

- Accessing child sexual abuse images; promotion of illegal acts under child protection, obscenity, computer misuse and fraud legislation; racist or incitful material.

- Accessing pornography; promotion of any kind of discrimination; promotion of religious or racist intolerance; threatening behaviour and promotion of physical violence or mental harm; using applications to bypass the safety filtering system; propagating computer viruses; bullying behaviour.
- The use of the internet to bully, harass or offend.
- The use the internet or ICT equipment to cheat in exams.
- The plagiarism of the work of another. Such work may be used in homework or projects but only when such work and its author is acknowledged in full.
- Using the school system to promote a business for personal gain; online gambling; online gaming; online shopping; use of social networking sites.
- Any activity which goes against the spirit of this Acceptable Use Policy.

Students must respect all school property and not engage in any activity which could damage the ICT property of the school or a personal device.

This AUP covers use of the internet in all these situations whether on school equipment or on personal devices such as tablets or mobile phones.

## 5. Personal Devices

Personal devices (BYODs) may be used in class but only with the express permission of the teacher of that class.

The same rules apply to the use of personal devices in accessing the internet as to any other means of access in Coláiste Éanna.

However in the case of personal devices the following rules also apply:

- All internet access will be filtered by the school security systems. Students' internet use/ work can be examined by any teacher and at any time.

Whilst the student may be using their own personal device there is no such thing as personal or private usage on the school campus

- The camera, video and audio function on personal devices must never be used to take unauthorized photographs, videos or audio recordings. A personal device may not be used to record, transmit or post photographic images or video or audio of a person, or persons on campus during school activities and/or hours.

- Responsibility to keep the device secure rests with the individual owner. Coláiste Éanna is not liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be dealt with as with any other personal items that are impacted in similar situations. It is recommended that skins (decals) and other custom touches are used to physically identify a student's device from others. Additionally, protective cases for technology are encouraged.
- All devices must be kept on silent mode.
- Devices may not be used for personal communications during class time.

The school will regularly monitor students' internet usage. The use of memory sticks, CD-ROMS or other digital storage media in school will require teacher permission.

#### 5. **School website.**

The school website is managed and monitored by an appointed member of staff. Publication of any articles, photographs or school work may only occur with the permission of this teacher. Website using facilities such as comments and user-generated content will be checked frequently to ensure they don't contain personal details.

Photographs taken at school based events may be published on the school website but first and last names will never be published without the consent of parents or the student if he is over 18. Parents must instruct their son not to allow and avoid their image being photographed at a school based event if they do not wish to have their photograph published on the school website.

Students over 18 must likewise avoid having their photograph taken if they do not wish to have it published on the school website.

#### 6. **Sanctions.**

Misuse of the internet may result in disciplinary action, including verbal and/or written warning, issuing of a Yellow ticket, 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.

This Internet Acceptable User Policy was ratified by the Board of Management on: 8<sup>th</sup> June 2015

Signed : \_\_\_\_\_ ( Chairperson of the Board)

Signed: \_\_\_\_\_ (Secretary to the Board)

Appendix 1

Parental Permission form



# COLÁISTE ÉANNA C.B.S.

*Catholic Boys Secondary School, Ballyroan, Dublin*

Please review the Coláiste Éanna Internet Acceptable Usage Policy, available on the Coláiste Éanna website, and sign and return this permission form to the Principal.

Student Name \_\_\_\_\_ Class/ Year \_\_\_\_\_

Student:

I agree to follow the school's Internet Acceptable Usage Policy. I will use the Internet in a responsible way and obey all the rules and guidelines in the AUP.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent:

I give my permission for my son to access the internet in Coláiste Éanna under the terms of the Acceptable User Policy.

Parent/ Guardian signature.....Date.....

Appendix 2 –cover letter to parents regarding the AUP.



**COLÁISTE ÉANNA C.B.S.**

*Catholic Boys Secondary School, Ballyroan, Dublin*

Re: Internet Acceptable Usage Policy Permission Form.

Dear Parents/ Guardians,

We offer pupils supervised access to the Internet. This allows students access to a vast array of on-line educational resources that we believe can greatly enhance the learning experience. A teacher may give permission for his/ her students to use their own personal devices (for example lap top, smart phone or tablet) in class. This permission is given in strict accordance with our Acceptable User Policy.

However, access to and use of the internet requires responsibility on the part of the user and the school. These responsibilities are outlined in the school's Acceptable User Policy (which you may read on the school website). It is important that you read this document carefully and sign and return the enclosed form to the school.

The school respects each family's right to decide whether or not to allow their children to access the internet as defined in the school's Acceptable User Policy.

Having read the terms of our school's Acceptable Use Policy, you may wish to take a moment to consider how the internet is used in your own home and see if there is any way you could make it safer for you and your family.

Yours sincerely,

Brendan Mc Cauley,  
Principal.