

St Angela's College School Development Planning Initiative

Acceptable Usage Policy

Updated

6th May 2021

This Acceptable Usage Policy has been devised and published by the Board of Management of St Angela's College (*the College*) following collaboration and consultation with the following partners and interested parties:

1. The Trustees of the College(*Le Chéile Trust*)
2. The Teaching staff of the College
3. The Parents' Association of the College.
4. The Students' Council of the College.

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St Angela's College Mission Statement

St. Angela's College is an Ursuline Catholic Voluntary Secondary School within the Le Chéile School Trust and is committed to *"nurturing the uniqueness and full potential of both students and staff in a happy, caring and disciplined learning environment and also promoting respect and responsibility for self, for others and for the greater community in the light of Ursuline, Christian values"*.

Ethos and Promoting Positive Behaviour

Students of St Angela's College are expected, at all times, do their best to live according to the school's Christian values/ethos. Students are expected to;

- Act justly
- Be honest and truthful
- Be respectful in their interactions with to teachers, fellow pupils, parents/guardians, secretary, caretaker and visitors to the school.
- Be courteous and concerned for their own good the good of others
- Observe good manners at all times
- Show respect for their environment
- Co-operate actively to the community of St. Angela's College

Guided by these virtues, and dedicated to the pursuit of excellence, we aim, at all times, to provide a safe, caring, inclusive learning environment for all our pupils.

To provide and nurture this safe, caring, inclusive learning environment, we are committed to promoting and acknowledging positive behaviour; to developing a school community in which all its members, pupils, staff, parents/guardians, and Board of Management treat each other with gentleness and respect.

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ACCEPTABLE USAGE POLICY (AUP)

The aim of this Acceptable Use Policy is to ensure that pupils, and all other users, will benefit from learning opportunities offered by the schools Internet resources in a safe and effective manner. The Board of Management has prioritised provision of the most up to date ICT (Information and Communication Technology) resources and fully recognises the value of ICT to the College community.

Access by students to ICT resources is allowed only under the direction of a teacher. Adherence to the policy is necessary for continued access to the school's technological resources.

IT Resources available:

- Two fully networked ICT Room with Broadband internet access for the use of teaching and learning.
- School Library with two computers with Broadband internet access.
- Learning support room has four computers.
- Every classroom has a desktop computer and data projector
- Staffroom has five computers with internet access
- Anseo software for school attendance.
- Laptops and portable Data Projectors are available to staff.
- All classrooms have interactive projectors.
- Two computers in the Main school Office
- The school Website is: www.stangelacollege.ie

The following arrangements are presently in place for the provision of ICT education in the school:

- Transition Year has timetabled ICT classes – presentations and projects are a part of the programme.
- Other year groups may be brought to the ICT room by their respective subject teachers in pre-booked available class periods.
- Supervised access to the internet is available in the school Library.

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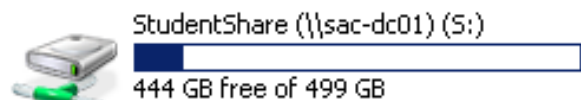
The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

1. General

- Internet sessions will be monitored periodically.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- Students, teachers and ancillary staff, who use the Internet, will be given guidance and training material, which is available at the following website:

<http://www.webwise.ie/TeachingInternetSafety>

- The school will regularly monitor pupils' Internet usage using network management software.
- Uploading or downloading of software is not allowed.
- Virus protection software will be used and updated on a regular basis. Personal USB Keys or CD/DVD must not be used without the express permission of a teacher and only for a specific purpose approved by the teacher. The school reserves the right to read all Personal USB Keys or CD/DVD and to check them for viruses.
- School authorities will take every reasonable step to protect the school from hackers or outside security threats using Network security software/firewalls.
- 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. Network etiquette at St Angela's College should promote the following: Be polite, Use appropriate language, do not swear, do not use vulgarities or any other inappropriate language, do not reveal your personal address or phone number or the personal addresses or phone numbers of others.
- Illegal online activity is strictly forbidden and will be treated as a serious breach of this policy.
- Each student will be able to store their electronic material in a secure designated area of the school server.



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- Teachers may use classroom management software, AB tutor, to monitor student usage of School ICT Equipment.

2. Personal Electronic Devices

All personal electronic devices, including mobile phones, must be switched off and placed in a Yondr pouch while within the school premises. While St Angela's College accepts that it is a student's right to have a mobile phone, the policy aims to maintain a safe, nurturing environment where the personal dignity and rights of all the members of the school community are preserved.

Parents/guardians are asked not to arrange contact with students by mobile phone at any time during the school day. Contact with the school may be made through the office at 021-4500059.

- Where a student brings a mobile phone to school, the phone must be switched off and kept in their Yondr pouch during the entire school day and may not be used on school premises or grounds, unless under the supervision of a teacher.
- If a student's phone sounds accidentally while in school the mandatory sanction is confiscation and retention of the phone in the school for one week before collection by a parent/guardian. If a student is found deliberately using a mobile phone while on the school premises, or during a school related activity, the mandatory sanction is confiscation and retention of the phone in the school for two weeks before collection by a parent/guardian.
- It is not permitted to take photographs or make recordings -video or audio - using mobile phones. Using phones in such a way can seriously infringe on people's rights and appropriate sanctions will be imposed.

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- Incidents where students use mobile phones to bully other students or send offensive messages or calls will be investigated under the schools Anti-Bullying Policy and the schools Code of Behaviour.
- The school accepts no responsibility for replacing lost, stolen or damaged mobile phones. The safety and security of mobile phones is wholly a matter for students / parents.

3. World Wide Web

- Students, teachers and Ancillary staff must use the Internet for educational purposes only.
- Students, teachers and Ancillary must not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students, teachers and Ancillary must respect copyright issues relating to online learning.
- Students must never disclose or publicise personal information.
- Students, teachers and Ancillary 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, teachers and Ancillary must respect and protect the intellectual property rights of others.
- Students are not permitted to access social networking sites, which include:
 - ✓ ***Twitter, Instagram, Snapchat, Facebook, Tumblr, Vine, Wanelo, and Ask.fm***

(This is not an exhaustive list and will be update regularly)

4. Email and Text Messaging

- 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.

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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.
- **ICQ (*sounds like "I-Seek-You,"*)** instant messaging (messaging through chat rooms, Twitter accounts etc) is forbidden.

5. School Website/Social Media

- 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 posts regular updates of school news, notices, and activities. St Angela's College 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.

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- Students will be given the opportunity to publish projects, artwork or school work on the World Wide Web.
- The publication of student work will be co-ordinated by school personnel who will select and edit it as appropriate.
- Students' work may appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work, once the permission of their parents/guardians has been secured.
- Photographs published on the website will normally focus on group activities. Content focusing on individual students will not be published on the school website without parental permission.
- The school website will not publish the first name and last name of individuals in a photograph.
- Students will continue to own the copyright in any work published.

6. 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 St Angela's College. 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.

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7. Bullying

Students, teachers and Ancillary must refrain from any form of communication which could constitute Cyber bullying, this may include, Hate mail, harassment, nasty personal comments, discriminatory remarks and other antisocial behaviour. These are prohibited on the school network regardless of whether it is accessed using school or personal equipment.

St Angela's College reserves the right to discipline a student for actions taken off-campus if they are intended to have an effect on a student or staff member or if they adversely affect the safety and well-being of a student or staff member while in school.

Posting of photographs or references to staff members on the internet or any social networking site is strictly prohibited and will be viewed as a serious breach of this policy.

8. 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.

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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.

9. Roles and Responsibilities – Teachers

- Teachers may assign specific places in the computer rooms and where appropriate approved school email accounts to each student in each class.
- Teachers will encourage students to Bookmark websites and urge students to locate websites in this way.
- Teachers will supervise students' use of computers. Teachers will explain and revisit the Acceptable Usage Policy (AUP) with students in September and in January of each academic year.
- Teachers will take all reasonable steps to ensure that students' Internet use will be planned, task-orientated and educational, within a regulated and managed environment.

10. Sanctions

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in certain cases, suspension or expulsion. 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.

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COURTESY, KINDNESS & RESPECT

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 St Angela's College. 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: _____

Date: _____

Please return to the school office.

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This Acceptable Usage Policy was reviewed and ratified by the Board of Management of St Angela's College at its meeting on 6th May 2021

Signature:  Date: 6th May 2021
Chairperson, Board of Management

Signature:  Date: 6th May 2021
Principal

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Dear Parent/Guardian,

Re: Internet Permission Form

As part of the college's education programme we offer students supervised access to the Internet. This allows student's access to a large array of online educational resources that we believe can greatly enhance students' learning experience.

Access and use of the Internet requires responsibility on the part of the user and the school. These responsibilities are outlined in the college's Acceptable Usage Policy (enclosed). It is important that this enclosed document is read carefully, signed by a parent or guardian and returned to the school.

The college takes active steps to promote safe use of the Internet, however we recognise the possibility that students may accidentally or deliberately access inappropriate or objectionable material, and have sanctions in place should these occur. Please note that students who wish to access computer facilities outside of normal class time must have written permission from the appropriate teacher.

The college respects each family's right to decide whether or not to allow their children access to the Internet as defined by the college's Acceptable Usage Policy.

Having read the terms of our college's Acceptable Usage Policy, you may like 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 your own family.

Yours sincerely,

Pat Curran (Principal)

Appendix 2

INTERNET ACCEPTABLE USAGE POLICY

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PERMISSION FORM

Please review the attached Internet Acceptable Use Policy, sign and return this permission form to the main college office.

Name of Student: _____

Class: _____ **Year:** _____

Student

I agree to follow the college's Acceptable Usage Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the college.

Student's signature: _____ Date: _____

Parent/Guardian

As the parent or legal guardian of the above named student, I have read the Acceptable Usage Policy and grant permission to my daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the college to provide for online safety but the college cannot be held responsible if students access unsuitable websites.

I accept the above paragraph

I do not accept the above paragraph

(Please tick the appropriate box)

Signature: _____ Date: _____

Appendix 3

CLASSROOM USE OF AUDIO-VISUAL MATERIAL

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Purpose

It is the policy of St Angela's College to assure that time spent by students in pursuit of an education is wisely and prudently used. The Board recognises that movies, videos, DVDs, and other audio-visual materials are important tools in the educational process. However, the use of such materials should be limited so that they are legally, appropriately, and effectively used in achieving legitimate educational objectives that supplement approved course curriculum.

Guidelines: Educational Relevance

1. The showing of videos, DVDs, movies, and other audio-visual materials must be limited to a specific educational purpose.
2. Video, DVD, or movie clip used in the classroom shall not include inappropriate language, depictions of violence, or inappropriate behaviour.
3. Commercial movies (i.e., movies made for entertainment and shown in theatres) shown in their entirety are strongly discouraged and shall be approved by Management in only a few circumstances. These types of movies should only be shown:
 - ✓ If there is no other audio-visual material that addresses the concept being taught and is accurate in its content.
 - ✓ The value of the movie is so great that it warrants being shown in its entirety.
 - ✓ The movie must be age appropriate and in accordance with the film industry rating.
 - ✓ It is written into a Board of Management approved subject curriculum.
4. Generally speaking, commercial movies are not to be used as a form of reward during regular instructional time.
5. When AV materials are used in a classroom during instructional time, they should be accompanied with relevant support material and/or activities.

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6. All audio-visual material shown in your classes must be on the agreed subject department lists in St Angela's College.

Teacher Preview and Administrative Approval

1. All videos, DVDs, movies, or other audio-visual material must be previewed by the teacher before use in the classroom.

Appendix 4

Permission to View additional audio-visual material

Dear Parent/Guardian,

Occasionally, audio-visual materials are used in my classroom in order to illustrate a particular curricular-related concept. I am notifying you that we will be watching

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audio-visual material in class on the _____ with a certificate rating of _____.

Audio-visual Title: _____

Film Industry Rating: _____

Topic under discussion to which audio-visual is relevant: _____

Instructional objectives:

Principal's Signature _____ Date: _____

Teacher's Signature _____ Date: _____

Child's Name _____ Class: _____

____ Yes, I give my daughter permission to view curriculum and school appropriate audio-visual material related to classroom content and subjects as outlined above.

____ No, I do not give my daughter permission to view curriculum and school appropriate audio-visual material mentioned in this letter, as outlined above. I understand alternate learning experiences will be provided for my child while the audio-visual material is being watched.

Signature of Parent or Guardian: _____ Date: _____