

Acceptable Usage Policy

Our school Mission Statement

St. Aidan's C.B.S. promotes the Edmund Rice Charter through nurturing *faith*, promoting *partnership*, excelling in *teaching*, creating *community*, and inspiring *leadership*.



Our School

St. Aidan's C.B.S. is a voluntary secondary school for boys. We are located in north Dublin and we currently have an enrolment of over 700 students. Our school is a Catholic school operating under the patronage of the Edmund Rice Schools Trust (E.R.S.T.). The characteristic spirit of our school is based on the vision and values of the E.R.S.T. Charter as outlined above in our mission statement. This is reflected in the operations of our school and in our school policies.

Rationale

This policy is intended to ensure the appropriate and acceptable usage of all electronic media and devices in accordance with the school's aims, ethos and with due regard for the school's Code of Behaviour.

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Aims of our policy

The aim of this AUP is to ensure that students will benefit from 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. Therefore, if school policy is not adhered to, this privilege will be withdrawn, and appropriate sanctions will be imposed.

It is the policy of the school that all technology used to access the school's computer network and the internet will be used in a manner which is responsible, legal, ethical and in line with the school's ethos.

Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

It is envisaged that school will revise the AUP policy periodically. The AUP policy should be read carefully to ensure that the conditions of use are accepted and understood.

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. Users are cautioned that many pages include offensive, sexually explicit material and inappropriate material. Additionally, having an email address on the internet may lead to receipt of unsolicited email containing offensive content. Users accessing the internet do so at their own risk and the school is not responsible for material viewed or downloaded from the internet.

Risks associated with the internet can be minimised or prevented through education, awareness and by creating an infrastructure that facilitates the safe acceptable use of the internet for all members of the school community.

General

The school has installed, on ALL computers, a monitoring and filtering system which records all users' use of the Internet. This system is installed to protect both the individuals who use the Internet and also the school.

All users will be issued with their own unique username, email address & password. Keep all passwords secure. You are responsible for all uses, including illicit use of e-mail and Internet under your password. It is your responsibility to let the ICT co-ordinator know if your password has been compromised

Internet sessions by students will always be supervised by a teacher.

The school's Internet system is primarily for school business.

All users of the internet should be aware of breach of copyright relating to online learning. Copyright refers to the downloading of documents, articles, books, plays, films recordings and musical compositions without the consent of the copyright owner. Failure to comply with this Policy is a criminal offence and will be dealt with accordingly. It may result in being sued and /or exclusion from school.

Uploading and downloading of non-approved software is not permitted. Written permission of the deputy principal or principal is required to download software, even where this is free of charge.

Students will observe good internet etiquette at all times and will not undertake any actions that may bring the school into disrepute.

The school reserves the right to monitor and delete inappropriate material.

School Website

We have a school website and a social media presence which is a means of communication with our school community about school activities and events.

Pupils may be given the opportunity to publish projects, artwork or school work on the school website. This will be coordinated by their teacher. Students continue to own the copyright to their own material.

The website is externally managed and all submissions made must be approved by management personnel.

From time to time, photographs of students may appear on our school website and/or social media platforms with parental consent.

Internet

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

Students will report accidental accessing of inappropriate materials to their teacher which will be forwarded to the ICT coordinator.

Students will use the Internet for educational purposes only.

Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement). Research material copied directly from the internet or from other sources and presented as your own work will not receive any marks.

Students will never disclose or publicise personal information.

Downloading by students of 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 use approved class email accounts for educational purposes only. Students will not use their school email for personal use.

The school authorities may inspect your use of the Internet at any time without notice.

An email should be regarded as a written formal letter, the recipients of which may be much wider than the sender intends. Even when a message is erased it is still possible to retrieve and read.

If you receive any offensive, unpleasant or intimidating message or material via e-mail at school, save the message, keep a copy and inform the teacher in charge and the Principal without delay.

Students will not reveal / send their own or other people's personal details, such as addresses or telephone numbers or pictures.

Students will not send/receive any material that is illegal, obscene or defamatory or that is intended to annoy, intimidate or belittle another person

Students will never arrange a face-to-face meeting with someone they only know through emails or the Internet.

Personal Devices

Pupils will use personal electronic devices only when authorised and directed by a teacher for a specific learning activity. Unauthorised use of personal electronic devices is expressly forbidden.

Use of computer rooms/chromebooks

Students should enter computer rooms only under the direction and supervision of a teacher.

Consumption of food or drink is prohibited.

Students must sit as per seating plan if relevant.

Students may not print material without permission from their teacher.

Students are not permitted to change settings on any school electronic devices.

Social Media

The school reserves the right to apply its anti-bullying policy in respect of bullying that occurs at a location, activity or function that is not school-related if in the opinion of the principal and/or Board of Management the alleged bullying has created a hostile environment at school for the victim, has infringed on the rights of the victim at the school and/or has materially or substantially disrupted the education process or the orderly operation of the school.

Inappropriate comments about teachers, other students or the school will be dealt with in accordance with the school's code of behaviour and/or anti-bullying policy.

Remote learning

- The purpose of this is to provide guidelines and information to students, their parents, and staff, surrounding the use of technology when learning remotely i.e. from a place other than school and where it is not possible for the teacher to deliver the class within the same location, as would be the case, if the class was taking place in a classroom setting.
- Please be reminded that the St. Aidan's CBS Acceptable Usage Policies and Code of Behaviour remain in place for the period of remote learning and that users must engage in a responsible and appropriate manner at all times. It is essential that users review these policies– and how they relate specifically to online behaviour when using technology for education.
- The approved educational platforms -GOOGLE G-SUITE, MICROSOFT TEAMS - are in use to support and facilitate teaching and learning. All of the St. Aidan's CBS protocols contained in the aforementioned policies are relevant to the use of these apps for online learning and must be observed in all communications between students and teachers.
- St. Aidan's CBS GMAIL accounts are set up for all student-teacher-class contact. Queries/ requests by students to subject teachers should be made via School Gmail or through school approved applications. Student's personal email addresses are not permitted and should not be used.
- Please note that individual emails from students to teachers should be sent during normal school working hours (8.42-15.50) with queries/submissions that relate to subject work only. We ask students to be mindful of email etiquette as distinct from online communication with peers.
- The use of social media applications or setting up of private groups (e.g WhatsApp; Facebook, Snapchat, Instagram) for class or student-teacher communication is strictly prohibited.
- The use of subject content-based videos and images including voiceovers may be used by teachers and students to share and submit class work. Live chat and mic may also be used for Leaving Cert classes as part of the Google G-Suite for education applications. However, the use of live cameras in remote learning by students is not permitted, unless specifically instructed by the teacher.
- Students are advised to follow their daily timetable to maintain a structured approach to learning and to keep a record of all completed work in their school journal.
- Students are required to check their St. Aidan's CBS GMAIL ACCOUNT each day to collect assigned work and instructions from various subject teachers. It is important for learning that students engage with the set tasks and activities to the best of their ability in current circumstances; and that they submit work on completion as advised by their subject teachers.
- As student internet access cannot be supervised by teachers during this period of school closure, student personal responsibility is essential and/or parental/guardian monitoring where possible.

- In so far as possible, provision for SEN students will be made when using Remote Learning methodologies.
- Any behaviour or language deemed inappropriate during school applies online and after established school times. The consequences for such behaviour will be the same as if the student was in school as they are involved in prescribed school work, on a school created platform using a school log-in and which has been directed by school personnel.
- Any language directed towards a fellow student or teacher that is aggressive/ threatening or offensive may also be reported to the Gardaí or TUSLA or both.
- The criteria for mandated Child Protection reporting remains the same as if the child was being taught in school.
- All provisions relating to the child's data remain the same under GDPR procedures and guidelines.

Legislation

Teachers, students and parents should familiarise themselves with the information available on the following legislation relating to use of the Internet:

- Data Protection (Amendment Act) 2003
- Child Trafficking & Pornography Act 1998
- Interception Act 1993
- Video Recording Act 1989
- The Data Protection Act 1988
- General Data Protection Regulation (GDPR) (EU) 2016/679

Sanctions

Failure to comply with this Policy may result in disciplinary action being taken, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion.

Communication, involvement, and dissemination

This policy was written by the Acceptable Usage Policy working group having consulted with the policy co-ordinator. A process of consultation was then carried out involving school management, staff, the students' council, and the parents' council.

Evaluation

We are committed to monitoring and evaluating the effectiveness of all our school policies. Specifically, important to this policy are:

- Pupil feedback
- Staff feedback
- Parental feedback

Ratification

This policy was ratified by the Board of Management on **27/10/20**.

Review and Development

We are also committed to the review and development of our school policies. As part of our ongoing review process, this policy will be examined to reflect feedback from our evaluation practices and to ensure legal compliance and the maintenance of best practices.