



# Maryfield College

## Internet Acceptable Use Policy for Staff and Students

*Ratified March 2006*

*Reviewed and updated September 2020*

In Maryfield College we aspire to create an educational environment where pupils come to learn and to understand themselves, their abilities and their world. In this environment they learn to take responsibility for themselves and so can become independent adults.

In this context the internet is a powerful tool, both in teaching and in learning. It can enhance and enliven course work and can go a long way towards helping students to become independent learners. A blended learning model and the use of a Virtual Learning Environment can enrich the learning experience and develop student's digital skills.

### **RATIONALE**

An AUP is necessary to ensure that pupils benefit from the learning opportunities offered by the schools internet resources and that the internet is used in a safe and effective manner. An AUP ensures that school ethos and principles are reflected in the use of this resource and supports teachers and parents in the safe use of the internet.

### **GOAL**

The aim of this policy is to ensure the safe and effective use of the internet for all pupils

## **OPERATING CONTEXT**

Maryfield College is committed to complying with directives issued by the Department of Education and Science in relation to acceptable use of the internet and with relevant legislation i.e.

- Data Protection Act 2018
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- NCTE Guidelines

## **CONTENT**

The school employs several strategies in order to maximise learning opportunities, to employ blended learning methodologies and reduce risks associated with the Internet. These strategies are as follows:

- Internet sessions are always monitored by a teacher/supervisor. Students accessing both their Office 365 Outlook email and Microsoft Teams as part of a blended learning model is always under the supervision of a teacher while in school.
- Filtering software and/or equivalent systems are used in order to minimise the risk of exposure to inappropriate material.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis on school managed devices
- The use of personal mobile devices in school requires a teacher's permission. Mobile devices include students' personal mobile phones and personal tablet devices.
- Students will observe good etiquette on the Internet at all times and will not undertake any actions that may bring the school into disrepute.

## **WORLD WIDE WEB**

- Students are not permitted to visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students may use the Internet for educational purposes only and under the direct supervision of their teacher or supervisor.
- Students must become familiar with copyright issues relating to online learning.
- Students are not permitted to disclose or publicise personal information.
- Any usage, including distributing or receiving information, school-related or personal may be monitored for unusual activity, security and/or network management reasons.

## **School Email and Office 365 as a Virtual Learning Environment (VLE)**

- Students may only use approved class email accounts under supervision by or with permission from a teacher. Maryfield College provides an email service for both students and staff hosted by Microsoft. The use of external email accounts to communicate with students and staff on school related matters is not permitted.
- Students are not permitted to send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Students are not permitted to reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Students cannot send or receive email attachments unless they have permission from their teachers.
- Students can only send school related material to teachers under the direct instruction of their teacher.

## **Other Communication on the Internet**

- Students only have access to board, discussion forums or other electronic communication forums that have been approved by the school and with school supervision.

## **School Website**

- Pupils 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 a teacher.
- Pupils' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
- Digital photographs, audio or video clips of individual students will not be published on the school website without parental consent. Instead photographs, audio and video clips will focus on group activities and will be used unless the parent / guardian indicates otherwise. Video clips may be password protected.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- Pupils will continue to own the copyright on any work published.
- Photographs of students at school events /trips etc should be taken with school photographic equipment. In circumstances where teachers use personal devices to take photos of students at a school event, the staff member must delete the photos as soon as they have been transferred to the school website or printed for other use in school.

## **STUDENT USE OF MOBILE DEVICES**

As per Code of Behaviour mobile devices, including mobile phones and personal tablet devices may not be used by students without permission of a teacher.

For the duration of the Covid-19 pandemic and as part of the school's Covid-19 Response Plan to prevent the spread of Covid -19 in school students are permitted to use both personal mobile phones and tablet devices for the following purposes only;

1. To access student Outlook email accounts and Microsoft Teams and all Office 365 applications for the purposes of engagement in blended learning.
2. To access ebooks which have been downloaded onto their personal devices.
3. To access images taken of textbooks for use in class.

Access to the school's wireless network is restricted to staff and school managed devices only. Students using personal devices will not be granted access to the wireless network.

There is no expectation placed on students to have a personal mobile device or tablet for use in school. This exceptional measure has been implemented to minimise the load of students belongings in school as part of the schools' Covid-19 Response Plan.

## **SANCTIONS**

Misuse of the Internet will result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

Use of mobile devices including mobile phones and personal tablet devices is by permission and under supervision of a teacher and or school supervisor only. Use of devices at any other time of the school day is not permitted. Breaches of this rule will be dealt with under the schools' Code of Behaviour.

## **MONITORING AND REVIEW**

All staff and students are responsible for the implementation of this policy and will report to the Principal and/or Deputy Principal. The policy will be reviewed annually or earlier if such a review is considered necessary.