Maryfield College Internet Acceptable Usage Policy for Staff and Students

Ratified March 2006
Reviewed and updated September 2020, April 2021, August 2024.

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 school's 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 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.
- Students have access to the internet through shared school iPad devices and using desktop computers in the computer room.
- Filtering software and/or equivalent systems are used 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 is prohibited. Mobile devices include students' personal mobile phones and personal tablet devices.
- Students will always observe good etiquette on the Internet and will not undertake any actions that may bring the school into disrepute.
- If schools are instructed to provide online lessons remotely students will engage in online learning during periods of school closure in adherence to all protocols in place for participation in live lessons.

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 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.
- Student -Teacher communication via the school's VLE must respect the right of both staff and students to disconnect. All communication via the VLE must relate to teaching, learning and assessment only.

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 schoolwork 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 in school.

- Mobile phones must not be used by students on school property at any time of the school day.
- To support this policy all students are issued with a mobile phone pouch. The mobile phone pouch is the property of Maryfield College and the responsibility of the student. Students must have their name and class clearly displayed on the outside of the pouch. **Lost or**

damaged mobile phone pouches must be replaced at the expense of the parent/guardian at a cost of €20

- Before entering the schools' grounds students must place their mobile device inside the pouch and lock it. All mobile devices must be switched off or on silent in the mobile phone pouch.
- Mobile devices must remain inside the locked pouch for the duration of the school day, this includes during breaktime, lunchtime and after school activities.
- Students must store their mobile phone pouch either in their locked locker or their school bag during the school day. Teachers may request for the mobile phone pouch to be placed on the desk during class.
- Students can open the pouch at the end of the school day at the designated unlocking points outside the school building.
- Students leaving school before the end of the school day will use the unlocking facility in the main office.
- <u>Students who feel unwell during the school day must always report to the main office</u>. <u>The school office will contact home.</u> Students do not use mobile devices to contact home during the school day.
- Photographing, videoing or recording of students or staff is not permitted at any time.
- Students must not charge their phones on school premises.
- Should a student be in breach the Code of Behaviour in relation to mobile phones the following procedure and sanctions apply:
1. The student must surrender their phone and phone pouch to the member of staff who has found them in breach of the code. The student will be requested to turn off their phone before handing it to the member of staff.
2. The staff member will record the name of the student and their class and bring the mobile phone to the main office as soon as is convenient for the staff member.
3. A record of the breach of the code is made in the office on the record sheet provided by the teacher.
4. The student will collect their mobile phone at the end of the school day. Students will not have phones returned to the at break or lunchtime.
5. Parents will be notified of the breach of the code by the Deputy Principal.
6. After school detention will be served by the student for breach of the code.
7. The breach of the Code of Behaviour will be recorded on VS Ware.
8. Sanctions under the Code of Behaviour will escalate for repeated breaches of the mobile phone policy.

Students using their own devices in school, such as using a mobile phone in school without a teacher's explicit permission, sending nuisance text messages, or the unauthorised taking of images with a mobile phone camera / iPad camera, still or moving, are in direct breach of this Acceptable Use Policy and the school's Code of Behaviour.

In certain circumstances it may be necessary for a teacher to inspect a student's device (e.g. where there are reasonable grounds to believe that the student has not complied with this policy). In such

cases the teacher can request that the student would hand over the device for inspection. All breaches of the mobile phone policy will be reported to the school management.

Irresponsible or unethical use of mobile devices or the internet will be considered a serious infringement of the Code of Behaviour and disciplinary action will be taken where this applies.

When using school devices only recordings/photos permitted by a teacher are allowed. Students are forbidden from using any device to make an unauthorised recording/photograph of any sort in class, on a school outing or as part of a school activity.

Students are forbidden from taking photos, video or sound recordings of anyone in the school (including students, staff, parents/guardians and visitors) unless instructed by a teacher to do so, and even then only with the consent of the individual(s) involved. Students must not share such material online without the clear permission of a teacher and only for educational or school promotional purposes.

SANCTIONS

Misuse of the Internet, Mobile Devices and breeches of the protocols for engagement in live online lessons and streaming into the classroom 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 not permitted. Breeches of this rule will be dealt with under the schools' Code of Behaviour.

MONITORING AND REVIEW
Last reviewed August 2024