Internet Acceptable Use Policy

Address	Terenure College, Templeogue Rd, Terenure, Dublin, D6W DK72
Telephone	014904621
Email	admin@terenurecollege.ie
Website	https://www.terenurecollege.ie
School Name	Terenure College
Date of Commencement	31/01/2022
Author	Terenure College

Contents

General Approach

The aim of this Internet Acceptable Use Policy (AUP) is to ensure that pupils will benefit from the 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. If the school AUP is not adhered to, this privilege may be withdrawn and appropriate sanctions will be imposed.

When using the internet, users are expected:

- To treat others with respect at all times.
- Not undertake any actions that may bring the school into disrepute.
- Respect the right to privacy of all other members of the school community.
- Respect copyright and acknowledge creators when using online content and resources.

This Acceptable Use Policy applies to pupils who have access to and are users of the internet in Terenure College. It also applies to any other party who accesses the internet in the school and to remote use of the school's communication and learning platforms (i.e. Microsoft Office Suite).

Misuse of the internet may result in disciplinary action, including written warnings, withdrawal of access privileges, detention and, in extreme cases,

suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

Terenure College will deal with incidents that take place outside the school that impact on the wellbeing of pupils or staff under this policy and associated codes of behaviour and anti-bullying policies. In such cases Terenure College will, where known, inform parents/guardians of incidents of inappropriate online behaviour that take place out of school and impose appropriate sanctions.

Terenure College implements the following strategies on promoting safer use of the internet:

- Pupils will be provided with education in the area of internet safety as part of our implementation of the SPHE and CSPE curriculum.

This policy and its implementation will be reviewed annually by the following stakeholders:

- Board of Management, teaching staff, support staff, pupils, and parents/guardians.

This policy has been developed in consultation with Principal, Deputy Principals, teachers, pupils, parents/guardians, and representatives of the Board of Management.

The school will monitor the impact of the policy using:

- Logs of reported incidents.
- Feedback through consultation with key stakeholders.

Should serious online safety incidents take place, school management should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by school management.

Content Filtering

Terenure College has chosen to implement the following level on content filtering on the Schools Broadband Network:

- The level as set out and administered by the Higher Education Authority (HEA). This allows access to millions of websites including games and YouTube but blocks access to websites belonging to the personal websites category and websites such as Facebook belonging to the Social Networking category.

Pupils taking steps to by-pass the content filter by using proxy sites or other means may be subject to disciplinary action, including written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion.

Web Browsing and Downloading

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

Pupils will report accidental accessing of inappropriate materials in the classroom to their teacher.

Pupils will report accidental accessing of inappropriate materials in school but outside the classroom to their Year Head.

Pupils will not copy information from the internet without acknowledging the creator and referencing the source of the content.

Pupils 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.

Pupils will use the school's internet connection only for educational and career development activities.

Pupils will not engage in online activities such as uploading or downloading large files that result in heavy network traffic which impairs the service for other internet users.

Pupils will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

Downloading by pupils of materials or images not relevant to their studies is not allowed.

Email and Messaging

The use of non-school email accounts is not allowed at Terenure College.

Pupils should not under any circumstances share their email account login details with other pupils.

Pupils should not use school email accounts to register for online services such as social networking services, apps, and games.

Pupils will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

Pupils should immediately report the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.

Pupils should avoid opening emails that appear suspicious. If in doubt, pupils should ask their teacher before opening emails from unknown senders.

Social Media

The following statements apply to the use of messaging, blogging and video streaming services in Terenure College:

- Use of instant messaging services and apps including Snapchat, WhatsApp, Instagram etc. is not allowed in Terenure College.
- Use of blogs such as Word Press, Tumblr etc. is not allowed in Terenure College.
- Use of video streaming sites that are of an educational nature, such as YouTube and Vimeo etc., is allowed in Terenure College.

Pupils must not use social media and the internet in any way to harass, insult, abuse or defame pupils, their family members, staff, or other members of the Terenure College community.

Pupils must not discuss personal information about pupils, staff and other members of the Terenure College community on social media.

Pupils must not use school email addresses for setting up personal social media accounts or to communicate through such media.

Pupils must not engage in activities involving social media which might bring Terenure College into disrepute.

Pupils must not represent their personal views as being those of Terenure College on any social medium.

Personal Devices

Pupils using their own technology in school should follow the rules set out in this agreement, in the same way as if they were using school equipment.

The following statements apply to the use of internet-enabled devices such as tablets, laptops and mobile held devices in Terenure College:

- Pupils are allowed to bring personal internet-enabled devices into Terenure College.
- Pupils are not allowed to use personal internet-enabled devices during the school day, unless they have been given express permission to do so.

Images & Video

Care should be exercised when taking official school photographs or video images, that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.

At Terenure College, pupils must not take, use, share, publish or distribute images of others.

Permission to take photos or videos of school activities is only granted to members of school personnel who play an active role in updating the school website and social media accounts, and to those contributing to the creation of the school annual.

Photographs of pupils partaking in school events may be published on the official school website and social media accounts, as well as the school annual. Parents/guardians have the option to opt out by providing the school with a written request.

Pupils must not share images, videos or other content online with the intention to harm another member of the school community regardless of whether this happens in or outside school.

Sharing explicit images and in particular explicit images of pupils and/or minors is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

Cyberbullying

When using the internet, pupils are expected to treat others with respect at all times.

Engaging in online activities with the intention to harm, harass, or embarrass another pupil or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

Measures are taken by Terenure College to ensure that staff and pupils are aware that bullying is defined as unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time. This definition includes cyber-bullying even when it happens outside the school.

Isolated incidents of intentional negative behaviour, including once-off offensive or hurtful messaging that do not fit under the remit of bullying, will not be tolerated, and such behaviour will be dealt with in accordance with the school's code of behaviour.

The prevention of cyber bullying is an integral part of the Anti Bullying Policy of our school.

School Websites

The school website and social media accounts will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of pupils or staff.

Any online publication of pupil work will be coordinated by the relevant subject teacher.

Terenure College may publish images and video content pertaining to school events and activities on the school website and social media accounts.

Personal pupil information will never be published on Terenure College web pages.

In keeping with GDPR compliance, Terenure College will avoid publishing the first and last name of pupils in video or photograph captions published online.

Signed:_____

Ms. Patricia Bourdon
Chairperson of Board of Management

Date:___03.10.2022_____

Signed:_____

Mr. Philip Wallace
Principal/Secretary to the Board of Management

Date:___03.10.2022_____

Permission Form

This Acceptable Use Policy adheres to the following legal acts:

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

I agree to follow the school's Acceptable Use 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 school.

Student's Signature: _____

Date: _____

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my son or 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 school to provide for online safety but the school cannot be held responsible if students access unsuitable websites.

Parent/Guardian's Signature: _____

Date: _____