Internet/Digital Acceptable Usage Policy Document

Revised August 2022
Paul Broderick ICT Coordinator

Address: Heywood Community School, Heywood, Ballinakill,
Co.Laois

Telephone: 057 87 33333
Email: pbroderick@heywood.ie / techsupport@heywood.ie /
principal@heywood.ie

Website: https://heywood.ie/
School Roll Number: 91427C

Contents
- Introduction
- General Approach
- Web browsing and downloading
- Email and Messaging
- Social Media
- Personal Devices
- Image video and adio recordings
- Cyberbullying
- School Website
- Permission form


General Approach

The aim of this Internet Acceptable Usage Policy (AUP) is to ensure that pupils, staff and visitors will benefit from the learning and teaching 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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.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 pupils, parents and staff 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 Usage Policy document applies to pupils who have access to and are users of the internet in Heywood Community School.
- It also applies to members of staff, parents carers,guest stutors, guest speakers, visitors and others who access the internet in Heywood Community School.

**Sanctions**

Misuse of the internet my results 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.

Heywood Community School, where reasonable, will deal with incidents that take place outside the school that impact on the wellbeing of the pupils or staff under this policy and associated codes of behaviour and anti bullying policies. In such cases Heywood Community School will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of the school and impose the appropriate sanctions. Heywood Community School 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 implementations of the SPHE, CSPE, PE Wellbeing and TY curriculum.
- Internet safety advice and support opportunities are provided to pupils in Heywood Community School through, but not limited to, our induction, pastoral care, ICT, digital learning, Meitheal Programme.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- Heywood Community School will participate in strategies and activities to promote safer more effective use of the internet.

**Review**

This policy and its implementation will be reviewed annually by the following stakeholders, Board of Management, teaching staff and pupils.

This policy has been development by a working group including: Principal, Deputy Principal, teachers, pupils parents/carers, and representatives of the Board of Management.

Logs of reported incidents.

Monitoring logs of internet activity (including sites visited)

Surveys and or questionnaires of pupils, parents and teaching staff.

Should serious online safety incidents take place, the Principal should be informed.

The implementations of this Internet Acceptable Usage Policy Documents will be monitored by the Board of Management of Heywood Community School.

**Content Filtering**

Heywood Community School has chosen to implement the following level on content filtering on the Schools Broadband Network:

Level 6

This level allows access to millions of websites including games and YouTube and allows access to personal website category and other similar types of websites, such as blogs. It allows access to websites belonging to the personal website category and websites such as Twitter belonging to the social network category.

Heywood Community School has a Wireless Network controlled by Meraki (Cloud Based Network Management Software) which controls the network and filters who can use the network, monitors what happens on the network, as well as having the ability to block unacceptable websites.

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 and staff 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 when allowed only for educational and career development activities and in line with the school's code of behaviour.

Only pupils that have been given permission by the Principal can use the wi-fi password to access the internet on their devices.

Pupils will not engage in online activities such as uploading or downloading large files without permission that results in heavy network traffic which impairs the service for other internet users.

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

- Use of file sharing is allowed with the teacher's permission.
- Downloading by pupils of materials or images not relevant to their studies is only allowed with the teacher's permission.

Email and Messaging

- The use of pupils personal email accounts is not allowed in Heywood Community School. The pupils are only allowed to use their school emails which are coded following the child protection guidelines.
- Pupils should not under any circumstances share their email account login details with other pupils.
- Pupils should not use their school email accounts to register for online services such as social networking services, apps, and games unless for educational purposes.
- Pupils should be aware that email communications are monitored.

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

Pupils will only use school email accounts for communication with the school.

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

**Social Media**

The following statements apply to the use of messaging, bloggings and video streaming services in Heywood Community School.
- Use of instant messaging services and apps including G Chat, Twitter, Whatsapp is only allowed in Heywood Community School with the express permission from the teacher.
- Use of Blogs such as WordPress, Twitter is allowed in Heywood Community School.
- Use of Video Streaming sites such as Youtube and vimeo etc. are allowed with express permission from their teachers.

Staff and pupils must not use social media and the internet in any ways to harass, insult, abuse or defame pupils, their family members, staff, and other members of Heywood Community School.
Staff and Pupils must not discuss personal information about pupils, staff and other members of Heywood Community School on social media.
Staff and pupils must not use school email addresses for setting up personal social media accounts or to communicate through such media.
Staff and pupils must not engage in activities involving social media which might bring Heywood Community School into disrepute.
Staff and pupils must not represent their personal views as those of Heywood Community School on any social medium.

**Personal Devices**

Pupils using their own technology in school should follow the rules 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 into Heywood Community School.
- Pupils are allowed to bring personal internet-enabled devices into Heywood Community School; however, it must be in line with the school's mobile phone policy. The school takes no responsibility for the loss or damage of this device.
- Pupils are only allowed to use personal internet-enabled devices during lessons with expressed permission from the teacher.

Images, Video and Audio Recordings

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

Written permission from parents or carers will be obtained before photograph of pupils are published on the school website, magazine, Twitter page.

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 school or outside.

Sharing explicit images and in particular explicit images of pupils and or minors is unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved, sharing explicit images of other pupils automatically incurs suspension as a sanction.

Cyber-Bullying

When using the internet pupils, parents, staff are expected to treat others with respect ar 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 in Heywood Community School to ensure staff and pupils are aware that bullying is defined as unwanted negative behaviour, verbal, psychological, or physical, conducted by an individual or a group against another person (or persons) and which is repeated over time. This definition includes Cyber-Bullying.

Isolated or once off incidents of intentional negative behaviour, including a once off offensive or harmful text message or other private messaging, do not fall within the definition of bullying and may be dealth with, as appropriate, 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 Website

Pupils must be given the opportunity to publish projects, art work or school work on the school's website in accordance with clear policies and approval processes regarding the content that can be uploaded to the school's website with the permission of the relevant staff.

The website will be regularly checked to ensure that there is no content that compromises the safety,  privacy, or reputation of the students or staff.

The publication of students work must be checked and coordinated by a teacher,

Heywood Community School will use only digital photographs, audio or video clips focusing on group activities which will be only published on the school website, Twitter or in the school magazine with written parental permission.

Personal Student information including home address and contact details will not be published on Heywood Community School website.

Permission Form
Legislation
Information relating to this can be found at the following:
- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recording Act 1989
- Data Protection Act 1988
- GDPR 2016

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

Student's Signature: _____

Parent/Guardian: _____

Date: _____


As a parent or legal guardian of the above student, I have read the School's Acceptable Usage Policy Document and grant permission for My Son/Daughter/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.

In relation to the school's online presence, I accept that, if the school considers it appropriate, my child's image, video and recordings of school work may be chosen for inclusion on the school website. I understand and accept the terms of the School's Acceptable Usage Policy Document relating to publishing student's work on the school website.

Parent/Guardian Signature: _____

Address: _____

_____

_____

_____

Please review the attached School's Acceptable Usage Policy Document, and sign and return this permission form to the Principal.

Heywood Community School
Name of Student:     _____

Class/ Year:         _____