



Acceptable Use Policy

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School Name	St Francis College Rochestown
Date of Ratification	24/05/2019

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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.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 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 Use Policy applies to pupils who have access to and are users of the internet in St Francis College Rochestown. It also applies to members of staff, volunteers, parents, carers and others who access the internet in St Francis College Rochestown.

St Francis College Rochestown 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, CSPE and Computer curriculum.
- Internet safety advice and support opportunities are provided to pupils in St Francis College Rochestown through our I. T team.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- St Francis College Rochestown participates in Safer Internet Day activities to promote safer more effective use of the internet.

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

- Board of Management, teaching staff, and pupils.

This policy has been developed by a working group including: Principal, Deputy Principal, 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.
- Monitoring logs of internet activity (including sites visited).
- Internal monitoring data for network activity.
- Surveys and/or questionnaires of pupils.

Should serious online safeguarding incidents take place the Principal as Designated Liaison Officer should be informed. The implementation of this Internet Acceptable Use policy will be monitored by the I.T Team.

Sanctions

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

St Francis College Rochestown 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 St Francis College Rochestown will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

Content Filtering

St Francis College Rochestown has chosen to implement the following level on content filtering on the Schools Broadband Network:

- **Level 4** - This level allows access to millions of websites including games and YouTube but blocks access to websites belonging to the personal website's category such as Facebook belonging to the Social Networking category.
- Pupils taking steps to by-pass the content filter by using proxy sites, turning off the internal Net Support system 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 the Principal as Designated Liaison Person.
- Pupils and staff will not copy information from the internet without acknowledging the creator and referencing the source of the content.
- 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 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.
- Use of file sharing and torrent sites is not allowed.
- Downloading by pupils of materials or images not relevant to their studies is not allowed.

Email and Messaging

Each student will receive a free Microsoft Office 365 account. This includes an @stfranciscollege.ie email address. The use of this school email account is only allowed at St Francis College Rochestown with expressed permission from members of the teaching staff.

- 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 use approved class email accounts only under supervision by or permission from a teacher.
- Pupils should be aware that email communications are monitored.
- 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.
- Any staff email accounts (@stfranciscollege.ie account) is to be used for class purposes only and will not be used for non-class means by teachers, students and parents.

St Francis College operates a text messaging system to inform the wider St Francis College community about important or unforeseen events such as a school closure. In order to facilitate this, contact information must be inputted to VSWare to facilitate text messaging service.

Social Media

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

- The school uses the following social media apps/sites: YouTube, Facebook, Twitter and Instagram. The school also operates a School App which is an extension of the school website.
- Use of Snapchat, Facebook, Messenger, Ask.fm, Kik and any other sites or apps that affect the wellbeing of a member of the St Francis College Rochestown community are forbidden.
- Use of instant messaging services and apps including Twitter, WhatsApp, G Chat etc. is allowed in with express permission from teaching staff and will be for educational purposes only.

- Use of blogs such as Word Press, Tumblr etc. is allowed in St Francis College Rochestown with express permission from teaching staff.
- Use of video streaming sites such as YouTube and Vimeo etc. is allowed with express permission from teaching staff.
- Staff and pupils must not use social media and the internet in any way to harass, insult, abuse or defame pupils, their family members, staff, other members of the St Francis College Rochestown community.
- Staff and pupils must not discuss personal information about pupils, staff and other members of the St Francis College Rochestown community 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 St Francis College Rochestown into disrepute.
- Staff and pupils must not represent their personal views as those of St Francis College Rochestown 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, gaming devices, and digital music players in St Francis College Rochestown:

- Pupils are only allowed to use personal internet-enabled devices during lessons with expressed permission from teaching staff. At the end of that particular lesson, pupils must cease using the device.
- The use of headphones is only allowed with expressed permission from staff. Pupils must not wear headphones in the hallways at any time.
- Pupils are only allowed to use personal internet-enabled devices during social time with expressed permission from staff. This applies at all times on the school premises including before and after school and at break times.
- If a student needs to bring his mobile phone to school, it must be switched off and out of sight while on school premises/grounds or while on school business unless given express permission by a teacher to use it. If a phone rings or is being used or displayed without permission it will be confiscated and returned to the student at the end of the day. Sanctions for breaches of this rule will be applied in accordance with the Code of Behaviour.

Images & Video

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.

- At St Francis College Rochestown pupils must not take, use, share, publish or distribute images of others without their permission.

- Taking photos or videos on school grounds or when participating in school activities is not allowed under any circumstances by pupils.
- Taking photos or videos on school grounds or when participating in school activities is only allowed by pupils with expressed permission from staff.
- Taking photos or videos on school grounds or when participating in school activities is allowed by staff members of St Francis College once care is taken that no harm is done to any members of the St Francis College community.

Photographs and videos of students may be taken by teachers during curricular or extracurricular activities for the school website, school app and school social media sites. Parents or carers who wish content to be taken down must contact the school and the content will be taken down immediately.

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 an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved. Sharing explicit images of other pupils automatically incurs suspension or more serious sanction.

Cyberbullying

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

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

Measures are taken 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 or at night.

Measures are taken by St Francis College Rochestown 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 or at night.

Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and will be dealt 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 Websites

Pupils will be given the opportunity to publish projects, artwork or school work on the internet in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.

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

Webpages allowing comments or user-generated content will be pre-moderated and checked frequently to ensure that they do not contain any inappropriate or offensive content.

The publication of student work will be coordinated by a teacher.

St Francis College Rochestown will use digital photographs, audio or video clips focusing on group activities primarily. Content focusing on individual students will also be published on the school website with a view to affirmation of a particular student.

Personal student information including home address and contact details will not be published on St Francis College Rochestown web pages.

Permission Form

Legislation

The school will provide information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:

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

Policy adopted by the Board of Management on 24th May 2019.