



Meánscoil na mBráithre Christian Brothers Secondary School The Green, Tralee, Co. Kerry.

Tel: Office (066) 7145824 Fax (066) 7129807

Internet Acceptable Use Policy St Mary's CBS The Green

General Approach

The aim of this Internet Acceptable Use Policy (AUP) is to ensure that students 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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.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 students, parents / guardians 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 students who have access to and are users of the internet in St. Mary's CBS The Green.

- It also applies to members of staff, volunteers, parents / guardians and others who access the internet in St. Mary's CBS The Green.

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.

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

St. Mary's CBS The Green implements the following strategies on promoting safer use of the internet:

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



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- Internet safety advice and support opportunities are provided to students in St. Mary's CBS The Green through our Induction, Pastoral Care, ICT and Peer Mentoring Programmes.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- St. Mary's CBS The Green 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 Board of Management

This policy has been developed by a working group including: Principal, Deputy Principal, teachers, students, parents / guardians and representatives of the Board of Management.

The school will monitor the impact of the policy using:

- Surveys and/or questionnaires of students, parents / guardians and teaching staff.

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

The implementation of this Internet Acceptable Use policy will be monitored by the ICT Coordinator, staff and the Board of Management.

Content Filtering

St. Mary's CBS The Green has chosen to implement the following level on content filtering on the Schools Broadband Network:

- Level 2 This level allows access to a wide range (i.e. millions) of educational and other websites but it blocks websites belonging to the 'games' category.

Students 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

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

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



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Students will report accidental accessing of inappropriate materials in school but outside the classroom to the Year Head / Principal / Deputy Principal.

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

Students 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.

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

Students 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.

Students 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 allowed with staff permission.
- Downloading by students of materials or images not relevant to their studies is not allowed.

Email and Messaging

- The use of personal email accounts is not allowed at St. Mary's CBS The Green.
- Students should not under any circumstances share their email account login details with other students.
- Students should not use school email accounts to register for online services such as social networking services, apps, and games.
- Students will use approved class email accounts only under supervision by or permission from a teacher.
- Students should be aware that email communications are monitored.

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

Students 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.

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



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Social Media

The following statements apply to the use of messaging, blogging and video streaming services in St. Mary's CBS The Green:

- Use of instant messaging services and apps including Snapchat, Whats Apps, G Chat etc. is not allowed in St. Mary's CBS The Green.
- Use of video streaming sites such as YouTube and Vimeo etc. is with express permission from teaching staff.

Staff and students must not use social media and the internet in any way to harass, insult, abuse or defame students, their family members, staff, other members of the St. Mary's CBS The Green community

Staff and students must not discuss personal information about pupils, staff and other members of the St. Mary's CBS The Green community on social media.

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

Staff and students must not engage in activities involving social media which might bring St. Mary's CBS The Green into disrepute.

Staff and students must not represent their personal views as those of bring St. Mary's CBS The Green on any social medium.

Personal Devices

Students 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. Mary's CBS The Green:

- Students are only allowed to bring personal internet-enabled devices into St. Mary's CBS The Green with expressed permission from staff.
- Students are only allowed to use personal internet-enabled devices during lessons with expressed permission from teaching staff.
- Students are not allowed to use personal internet-enabled devices during social time.

Images & Video

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



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At St. Mary's CBS The Green students 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.

Taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from staff.

Permission is sought from parents / guardians before photographs of students are published on the school's website.

Students 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 students and/or minors is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved. Sharing explicit images of other students automatically incurs suspension as a sanction.

Cyberbullying

When using the internet students, parents / guardians 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 student 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 students 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. Mary's CBS The Green to ensure that staff and students 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



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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

Students 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 reputation 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. Mary's CBS The Green I will use only digital photographs, audio or video clips of focusing on group activities. Content focusing on individual students will only be published on the school website with parental permission.

Personal student information including home address and contact details will not be published on St. Mary's CBS The Green web pages.

The St. Mary's CBS The Green will avoid publishing the first name and last name of pupils in video or photograph captions published online.



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Social Media Guidelines & Acceptable Usage Policy (A.U.P.) for staff of St. Mary's CBS The Green

1. Introduction

Social media platforms like Facebook, Twitter, Google, YouTube, LinkedIn, Snapchat and Instagram are now part of everyday communication and information sharing. Messages and visual images can be seen immediately by others using the internet on desktop computers, laptops, mobiles, tablets, notebook computers, smartphones and similar devices.

- These guidelines and A.U.P. have been developed to assist employees of St Mary's CBS The Green (hereinafter referred to as "the School") in making ethical, respectful and acceptable decisions about their online interactions in both a professional and personal capacity and to provide clear direction on the importance of protecting the reputation and confidential information of the School.

The guidelines and A.U.P. are not intended to prevent employees from engaging in social media in their personal lives but are intended to give effect to agreed professional protocols as prescribed by the Code of Professional Conduct for Teachers (Teaching Council, June 2012) which provides that teachers should:-

"ensure that any communication with pupils/students, colleagues, parents, school management and others is appropriate, including communication via electronic media, such as email, texting and social networking sites."

and

"ensure that they do not knowingly access, download or otherwise have in their possession while engaged in school activities, inappropriate materials/images in electronic or other format."

Given the ever developing and changing nature of social media and the internet the within guidelines and policy will be reviewed and adapted as required.

This policy should be read in conjunction with other staff policies, including but not limited to the IT, Dignity at Work and Disciplinary policies.

2. Social Media use in the course of employment on a social media site relating to the school or which identifies you as an employee of the school.

- Seek permission:** Employees should seek permission from the Principal / Deputy Principal(s) before setting up / registering in the School's name on social media sites, user groups, special interest forums and bulletin boards and/or using social media for teaching and learning purposes.
- Ownership:** All ownership rights arising from a sanctioned social media account in the name of the School are vested in the School.
- Responsibility:** A permitted employee is responsible for his/her social media activity and posting and for compliance with the terms and conditions of the relevant social media platform.



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- (iv) **Confidential information:** Please respect and maintain confidential information regarding the School, its students, employees and other School contacts. Do not divulge or discuss proprietary information, internal documents and / or personal data of others or other confidential material on social media sites.
- (v) **Reputation:** Any postings by an employee that are defamatory or damage the School's reputation on a school related social media or other account will be addressed pursuant to the School's disciplinary procedure.

3. Personal use at work relating to private and/or work related matters

- (i) **Boundaries:** Personal profiles are not to be used to conduct school business or to communicate with students/parents. Online interaction with management, other employees and/or school contacts should be appropriate and professional in nature. Do not use your official School e-mail address when participating in social media that is not related to your job. Use of social media for private matters, i.e. not for work purposes, is restricted to break times at work.
- (ii) **Identify yourself:** You should make clear who you are and that your postings do not represent the School, its ethos, position, opinions or views. You should make it clear that you are posting in a personal capacity and not on behalf of the School.
- (iii) **Be responsible and respectful:** You are personally responsible for your posts and actions on social media. You should exercise sound judgement, common sense and respect when participating in online social media. You should not use insulting, offensive or disparaging language. If in doubt, don't publish or post anything. If you have been insulted or inappropriately treated, do not engage in an online dispute, rather you should report the matter to the Deputy Principal or Principal.
- (iv) **Respect privacy of others:** Do not publish, post or upload personal data, including photographs, of third persons (including employees, students, parents and other members of the School community) without their permission.
- (v) **Unacceptable use:** Do not create, publish, download or post material/content that might be defamatory, inappropriate, discriminatory, offensive, pornographic, damaging to the School's reputation or refer to a third person without their permission. Uploading, forwarding or linking to the aforementioned content is also unacceptable. Never reveal sensitive details whether relating to the School, its employees, students, parents and other members of the School community on social media sites.



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4. Enforcement

A reported or suspected breach of this policy is a serious matter and will be investigated by School management pursuant to the appropriate workplace procedure. Employees who are found to have breached this policy may be subject to disciplinary action up to and including dismissal.

The School reserves the right to monitor social media use on School computers, laptops, mobiles, tablets, notebook computers, smartphones and similar devices provided by the School.



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Mobile Phone Policy

Mobile Phones & Learning

Mobile phones have become a powerful source of communication and learning. While restrictions to their use must apply in a variety of circumstances – meetings, classrooms, etc.; nonetheless, in St. Mary's CBS The Green we recognise that mobile phones can enhance learning, and can be used to powerful positive effect.

Use of Mobile Phones in St. Mary's CBS The Green:

Teachers may permit the appropriate use of mobile phones in pursuit of learning, in classrooms and other learning settings within the school.

Restriction on Use of Mobile Phones

- Where students bring a mobile phone to school, the phone must be switched off during the school day, unless otherwise directed by teachers. Parents should not contact their son directly, contact should only be made via the school office.
- If a phone simply goes off in class and it is a first time, then the phone is confiscated and given to the deputy principal / principal and will be returned at the end of the school day. If it happens again, it will be confiscated for 5 school days.
- If a student is using a phone without permission in class, for any reason, the phone will be confiscated and given to the deputy principal / principal and kept for a period of 48 hours. Should this happen a second time, the phone will be confiscated for 5 school days.
- No photographs or recording either video or audio can be made on the phone on the school premises without the school's permission. Using phones in such a way can seriously infringe on people's privacy and rights.
- Incidents where students use a mobile phone to bully others by sending offensive messages or calls will be investigated under the Anti-Bullying policy by the school. It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person.

The school accepts no responsibility for lost, stolen or damaged to mobile phones. The safety and security of mobile phones is wholly a matter for students/parents



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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

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: _____

Parent/Guardian : _____

Date: _____

As the parent or legal guardian of the above student, I have read the Internet Acceptable Use Policy and grant permission for my son 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 website, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Internet Acceptable Use Policy relating to publishing students' work on the school website.

Signature: _____ Date: _____

Address: _____

Please review the attached school Internet Acceptable Use Policy, and sign and return this permission form to the Principal.

School Name: Name of Student: _____

Class/Year: _____

Student: _____