



**St Mary's CBS The Green  
Internet and Office 365 applications  
Acceptable Use Policy**

*'An Edmund Rice School'*

## General Approach

The aim of this Internet and Office 365 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 and Office 365 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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.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 and Office 365, 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 and Office 365 in St. Mary's CBS The Green.

- It also applies to members of staff, volunteers, parents / guardians and others who access the Internet and Office 365 in St. Mary's CBS The Green.

Misuse of the Internet and Office 365 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.
- 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 and Office 365 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.

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, view or send 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.

## **Office 365 Applications Student Policy**

- The use of personal email accounts is not allowed at St. Mary's CBS The Green. School email is for school business only.
- Students should not under any circumstances share their Office 365 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 should be aware that Office 365 communications and applications are monitored and are subject to the school's code of behaviour.

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.

### **Parents/Guardian**

Parents/Guardians are not allowed to post on a class team or use any of the team functions. Any breach of this will be treated seriously. Class teams' posts section are for teachers and their students and is an extension of the classroom.

Parents are not allowed to use their own sons or any students Office 365 applications or logins.

A parent is to use their own email when contacting the school and are to go through the appropriate channels, as per the code of behaviour.

No parent can join a live class or meeting unless there is the explicit written permission from the teacher granted prior to the meeting/live class.

### **Usage times**

A student may post questions or work within reasonable times of day and evening.

There is no expectation on a teacher to reply to posts or emails out of teaching hours, at weekends or during school holidays.

### **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 and WhatsApp etc. is not allowed in St. Mary's CBS The Green.

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 being 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 break times.

## **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.

At St. Mary's CBS The Green students must not take, use, share, publish or distribute images of others without their parents' permission.

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 another student or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

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 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 Website / School App / Social Media Platforms**

Students will be given the opportunity to publish projects, artwork or school work on the above platforms in accordance with clear policies and approval processes.

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

Platforms allowing comments or user-generated content will be 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 school staff.

## **Online classes and meetings**

Students are reminded that all the school's policies, notably the Code of Behaviour and the Acceptable Use Policy, apply during these online lessons.

When students join a virtual lesson, they may be asked to turn off their device cameras and microphones. All students must comply with the request.

However, as the virtual session provides an opportunity for participation, some teachers may encourage some audio and/or video interaction with students.

Students are advised that best practice when participating requires the following;

- a quiet location,
- proper attire/dress,
- sound quality is improved when headphones are used
- Blur the background in the meeting. No personal information should be visible in background
- respectful interactions and behaviour towards all present at the virtual session.
- Code of behaviour applies as in the school and classroom.

Recording of a live session is permitted by the teacher if they wish. Students are not allowed under any circumstance to record a class session on any device. Recording of materials can only be done by the teacher. There is a notice bar on the top of the screen which alerts students that the lesson is being recorded.

No recording (or screen photograph) of any part of the video session should be made by any means. The recording and onwards sharing of personal data would be unlawful as well as a contravention of the school's policies.

Chat function in teams meeting and in teams is for teaching and learning purposes only and is subject to the code of behaviour.

## **Remote Learning – Live Learning Sessions Protocols for Students**

As part of our approach to remote learning, some teachers have set up live video-conferencing sessions to interact with our students in real time. This will take place through our Office 365 Teams platform. It is subject to the Code of Behaviour and policies in the ICT school's policy.

Teachers will communicate details and scheduled times to students through their Office 365 Teams account which will also be used to control access to each live session.

Great care is needed to ensure the online security of everyone involved in online class sessions.

The school appreciates your support to ensure that best learning outcomes are achieved while also respecting everybody's privacy at home.

Teachers understand that it will not be possible for some students to attend the live session at the scheduled time due to a wide range of reasons beyond their control. If this is the case, students can notify their teacher by emailing them through the Office 365 outlook account and they will endeavour to support the student in some other way.

Teacher recorded class sessions may be posted to the class team so that the lesson is accessible to students who may have been unable to join the class or who have connectivity issues which prevents them from joining the class.

## **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 offence, 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 will be returned at the end of the school day. 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 damage to mobile phones. The safety and security of mobile phones is wholly a matter for students/parents**



## **Student / Parental Agreement Form**

I agree to follow the school's Acceptable Use Policy on the use of the Internet and all office 365 applications. I will use the Internet and all Office 365 applications 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 and all Office 365 applications. I understand that Internet access and Office 365 applications are 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.

I will not use any student including my son's login details to write on team posts or chats. I will not directly contact another student using their office 365 details.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_