Scoil Phobail Béal Átha H-Amhnais

BALLYHAUNIS COMMUNITY SCHOOL

Acceptable Use Policy

Ballyhaunis Community School Internet Safety Acceptable Usage Policy

Technologies Covered

Ballyhaunis Community School may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more.

As new technologies emerge, Ballyhaunis Community School will attempt to provide access as appropriate. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

Introduction

Ballyhaunis Community School recognises that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. Ballyhaunis Community School is committed to helping students develop 21st-century technology and communication skills.

To that end, we provide access to technologies for student and staff use.

This Acceptable Use Policy outlines the guidelines and behaviours that users are expected to follow when using school technologies or when using personally owned devices on school property.   It will be reviewed annually.

- Ballyhaunis Community School's network is intended for educational purposes.
- All activity over the network may be monitored and retained.
- Students are expected to follow the same rules for good behaviour and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Ballyhaunis Community School tries to ensure students' safety and security online but will not be held accountable for any harm or damages that result from use of school technologies.

We recognise that no technical system can replace online safety education.

- We shall embed online safety education in curriculum delivery, wherever possible.
- Teachers will model good practice when using technology and maintain a professional level of conduct in their personal use of technology, both on and off site.
- Teachers will have an awareness of online safety issues through regular training

To support our school in developing students' knowledge and understanding about online safety, we encourage parents/guardians to read and discuss the policy at home.
We ask all parents/guardians to support our approach to online safety by role modelling safe and positive online behaviour, such as sharing images, text, and video responsibly, and by discussing online safety at home.

This policy links to other policies, including:

- Anti-bullying Policy
- Code of Behaviour Policy
- Safeguarding Policy
- Data Protection Policy
- Mobile Phone Policy
- Social, Personal and Health Education (SPHE) Policy
- Relationships and Sex Education (RSE) Policy

Safe use of Technology

At Ballyhaunis Community School we want students to enjoy using technology and to become skilled users of offline and online resources and media. We recognise that this is crucial for further education and careers.

The School will support students in the development of Information and Communication Technology skills. Make internet access as unrestricted as possible whilst balancing the safety and welfare of and security of students.

Students and their parents/guardians may find the following resources helpful in keeping all safe online:

- www.webwise.ie
- https://www.gov.ie/en/campaigns/be-safe-online/

General Guidelines

- Students will treat others with respect at all times and will not undertake any actions that may bring themselves or Ballyhaunis Community School into disrepute.
- Students must never reveal their password to other students, even to those whom they trust. Students will be held accountable for all actions and consequences that take place on an account using their username.
- If students believe that the security of their password has been compromised, they must inform the ICT Coordinator/Principal immediately.
- Passwords should be complex in nature including capitals, lowercase, symbols, and numerals. Students must not interfere with, change, or attempt to adapt any ICT equipment including the removal of cables and peripherals.
- Students must inform a member of staff if equipment is not functioning appropriately and not attempt to repair it themselves.
- Food and drink must not be consumed in an ICT suite or in close proximity to any item of ICT equipment.
- The uploading and downloading of software is not permitted.

Procedures

- Students are responsible for their actions, conduct and behaviour when using technology at all times. Use of technology should be legal, safe, responsible, and respectful to others.
- If a student is aware of misuse, he / she should inform a teacher as soon as possible.
- Any misuse of technology by students will be dealt with under the School's Code of Behaviour.
- Students must not use their own or the school's technology to bully others. Bullying incidents involving the use of technology will be dealt with under the School's Anti Bullying policy and Code of Behaviour.
- If a student thinks that he / she might have been bullied or that another person is being bullied, he / she should talk to a teacher about it as soon as possible. (See the School's Anti Bullying policy for further information about cyberbullying and online safety, including useful resources.)
- In any cases giving rise to safeguarding concerns, the matter will be dealt with under the School's child protection procedures (see the School's Child Protection and Safeguarding policy).
- If a student is worried about something that he / she has seen on the internet, or on any electronic device, including on another person's electronic device, he / she must tell a teacher about it as soon as possible.
- In addition to following the procedures in the relevant policies as set out above, all serious incidents involving technology must be reported to the Designated Liaison Person who will record the matter centrally.
- Students are educated about the importance of safe and responsible use of technology to help them to protect themselves and others online.

Unacceptable Usage - Mobile and Electronic environment

The School provides internet access and an email system to students to support their academic progress and development.
Unacceptable use of School technology and network resources may be summarised as, but not restricted to:

- Actions which cause physical damage to any ICT hardware, including peripherals (e.g., mouse, cables, wiring, printers).
- Creating, displaying, or transmitting material that is fraudulent or otherwise unlawful, likely to cause offence or inappropriate.
- Viewing, retrieving, downloading, or sharing any offensive material which may include content that is abusive, racist, considered to be of an extreme or terrorist related nature, sexist, homophobic, any form of bullying, pornographic, defamatory, or criminal activity.
- Threatening, intimidating, or harassing staff, students, or others.

- Intellectual property rights infringement, including copyright, trademark, patent, design, and moral rights.
- Defamation: meaning any statement that is published which has the effect of injuring a person's reputation. A person's reputation is injured if the statement in question tends to lower their person in the estimation of right-thinking members of society.
- Unsolicited advertising often referred to as "spamming".
- Sending emails that purport to come from an individual other than the person actually sending the message using, e.g., a forged address.
- Attempts to break into or damage computer systems or data held thereon.
- Actions or inactions which intentionally, or unintentionally, aid the distribution of computer viruses or other malicious software, e.g., use of equipment which is inadequately protected against viruses and spyware.
- Attempts to access or actions intended to facilitate access to computers for which the individual is not authorised.
- Using the School network for unauthenticated access.
- Using the ICT facilities for gambling.
- Using the ICT facilities for carrying out any illegal trading activity.
- Accessing material that is labelled 'not intended for minors', even if they have turned 18.
- Download and make public or intentionally view any material that is pornographic, abusive or age restricted.
- Disseminate the addresses of any material that falls into one of the above categories.
- Any other conduct which may discredit or harm the School, its staff, community, or the ICT facilities.

<u>Virtual Learning Environment</u>

Ballyhaunis Community School uses a Virtual Learning Environment, to support teaching and learning.
In addition to the guidelines above, students should comply with the following code of conduct when using the learning platform:

- The VLE is provided to maximise learning opportunities. All activities undertaken on the VLE by students must conform to this expectation.
- Content uploaded must be for educational use only.
- Discussion forum contributions on Office 365 and messages should be in support of learning and not defamatory or use inappropriate language in any form.
- Teachers and support staff will monitor the usage.
- Usernames and passwords must be suitably complex and not shared with any other person. Student activity on the VLE outside of normal school hours is subject to all of the guidance contained in this acceptable use policy and will also be monitored in the same way as activity during school hours

Email

- No email or attachment from an unknown source should be opened. These should be deleted.
- Ballyhaunis Community School regards emails to be identical to paper messages. Therefore, any written communication should obey the correct rules of grammar, capitalisation, and punctuation.
- Users must accept the privacy of email messages; care must be exercised when forwarding messages to ensure that privacy is not compromised.

Electronic mail may not be misused. The following are considered to be misuse and this list is not exhaustive:
- Unacceptable language
- Offensive messages
- Mass mail
- Hate mail
- Junk mail
- Sending or distributing games
- Personal graphic images
- Chain letters
- Hoaxes
- Anonymous mail
- Age- restricted content
- Distribution of viruses, hacks, or cracks

LAPTOP ACCEPTABLE USE POLICY

Laptops have been introduced into Ballyhaunis Community School as a learning instrument, and their basic purpose is educational. Anything that enhances their educational potential is to be encouraged; anything that hinders them achieving their purpose is to be prevented. As they are educational school tools, the notion of privacy will be treated as secondary to the achievement of school's educational purposes. Accordingly, if a teacher suspects that a child is using his / her machine for purposes other than educational during school time, that teacher will be entitled, and indeed expected, to intervene and inspect the contents of the machine to determine whether the facility has been or is being used for a purpose which is contrary to school policy. This would relate specifically, but not only, to the storage of illegal music files, pornography, antisocial material, hacking material or material that infringes copyright legislation.

IN CLASSROOMS

- Students should not listen to music files while working without permission from the teacher.
- Students may not use E-mail facilities during class time unless instructed to by their teachers.
- Students may not play games on their computers during class time unless the games are part of the teaching programme and have been required by the teacher as a class activity.

Plagiarism

All learners have access to laptops and current syllabi require learners to use the internet for research and presentation purposes. In recognition of how easy it is to find and use online information and commit plagiarism, Ballyhaunis Community School is committed to teaching students how to become ethical users of information, so they become responsible digital citizens ready for further or higher education and the workplace.

Definition of Plagiarism

Plagiarism is the act of using someone else's work – words, images, and ideas - without proper acknowledgement, and passing it off as one's own. This is fraudulent and is tantamount to stealing.

Types of plagiarism include:

- Verbatim (word-for-word) copying, often achieved by using the 'copy-paste' function.
- Paraphrasing without acknowledgment: merely changing a few words in the chosen text.
- Using ideas generated by another person and presenting them as one's own.
- Submitting someone else's work or assignment as one's own.
- Giving one's work to another student to use as his own is also fraudulent, as one is complicit in the act of plagiarising.

Education

- All learners, teachers and parents are made aware of the seriousness of plagiarising and of the consequences thereof.
- Students are taught about plagiarism by their teachers.
- They are taught how to prevent plagiarism by referencing correctly using in-text citations and bibliographies, using the required referencing style.
- They are shown how to do responsible online research and how to identify reliable sources and fake news.
- They are made to understand the importance of academic integrity, critical thinking, and independent thought.
- Students are taught the importance of taking responsibility for their own learning and actions.
- Teachers are encouraged to set the example by referencing their own work and will assist boys when setting assignments that require independent thought.

Consequences

Various levels of consequences will apply depending on the severity of the plagiarism and will be determined by the teacher. (see Code of Behaviour)

School Website
- Students will be given the opportunity to publish projects, artwork, or schoolwork on the school website 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 of students or staff.
- The publication of student work will be co-ordinated by a teacher.
- Students' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
- The school will endeavour to use digital photographs, audio, or video clips of focusing on group activities. Content focusing on individual students will not be published on the school website without the parental permission.
- Photographs, audio, and video clips will focus on group activities. Video clips may be password protected.
- Personal student information including home address and contact details will be omitted from school web pages.
- The school website will avoid publishing the first name and last name of individuals in a photograph.
- The school will ensure that the image files are appropriately named – will not use students' names in image file names or ALT tags if published on the web.
- Students will continue to own the copyright on any work published.

Sanctions

- Failure to comply with the practices or procedures set out in this of this Acceptable Use Policy may result in disciplinary action. In accordance with the School's Code of behaviour any sanction which is appropriate and proportionate to the breach may apply.

This can include:
- Warnings, withdrawal of access privileges, detentions and in extreme cases temporary or permanent exclusion.
- Any action taken will depend on the seriousness of the offence.
- Ballyhaunis Community School also reserves the right to report any illegal activities or policy breach that could be regarded as giving rise to criminal proceedings to the appropriate authorities.
- Anyone who mistakenly accesses inappropriate material should notify the teacher and the ICT Co Ordinator.

This Acceptable Use Policy was adopted by the Board of Management on 30/11/21.

Signed: _____   Signed: _____

Chairperson of Board of Management   Principal/Secretary to the Board of Management

Date: _____   Date: _____

Permission Form Template

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

Ballyhaunis Community School

Name of Student: _____ Class/Year: _____

Student 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: _____

Parent/Guardian

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my son or daughter or the 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.

I accept the above paragraph □ I do not accept the above paragraph □ (Please tick as appropriate)

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 Acceptable Use Policy relating to publishing students' work on the school website.

I accept the above paragraph □ I do not accept the above paragraph □ (Please tick as appropriate)

Signature: _____ Date: _____

Contact Number: _____