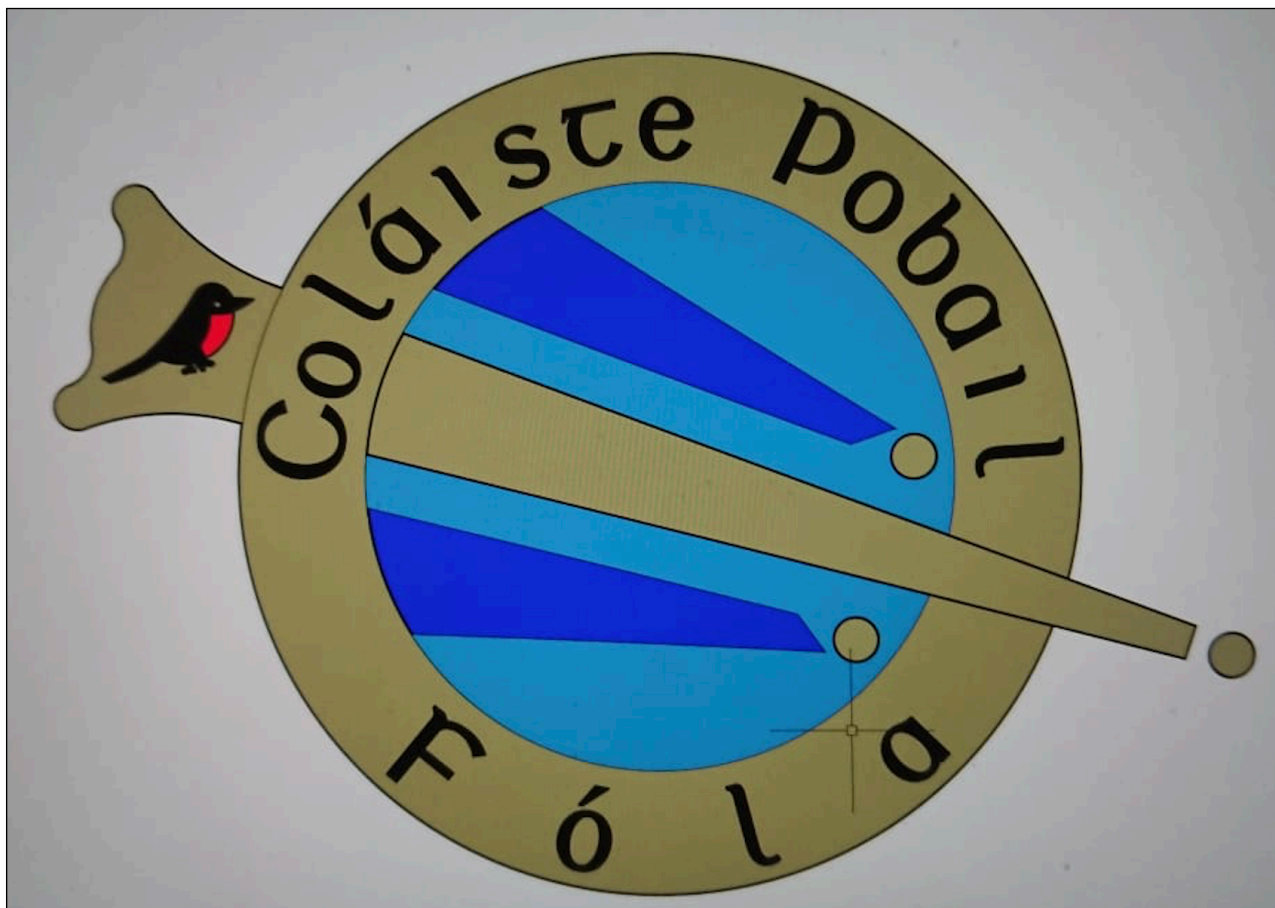
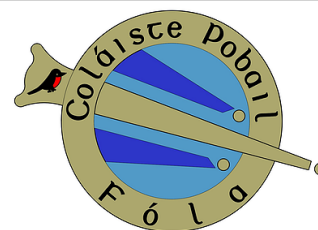

Coláiste Pobail Fóla

Acceptable Use Policy

2020 - 2021 Academic Year



ACCEPTABLE USER POLICY - A.U.P.



Introduction

This policy is informed by the vision for Coláiste Pobail Fóla coupled with the school's ethos which aims to enable students to reach their full potential both academically and socially. This policy will reflect the pastoral and inclusive nature of our school. Our priority in Coláiste Pobail Fóla is to ensure a safe, positive, supportive and optimal educational environment for all.

Coláiste Pobail Fóla is committed to providing a first-class eLearning environment as we recognise the benefits of eLearning in education which include:

- Access to world-wide educational resources.
- Opportunities to involve students actively in their own learning.
- Educational and cultural exchanges between students worldwide.
- Access to experts in many fields for students and staff.
- Communication with support services, professional associations and colleagues.
- Staff professional development through access to national and international developments, educational materials and good curriculum practice.

The AUP policy should be read carefully to ensure that the conditions of use are understood and accepted before signing.

Schools Strategy

General	<ul style="list-style-type: none">✓ Internet sessions will always be supervised by a teacher✓ Students are not allowed unauthorised access to the Internet✓ Filtering software and/or equivalent systems will be used in order to maximise the risk of exposure to inappropriate material✓ Coláiste Pobail Fóla will regularly monitor students' Internet usage✓ Downloading of non-approved apps is not allowed✓ Students will observe good 'netiquette' (i.e. etiquette on the Internet) at all times and will not undertake any actions that may bring the school or their person into disrepute✓ Students will not use iMessaging in the school✓ iPads will be used primarily in the classroom. Breaks are digital switch off time unless under the instruction and supervision of a teacher✓ Inappropriate images are not permitted as background photos
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Coláiste Pobail Fóla will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

World Wide Web	<ul style="list-style-type: none">✓ Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials✓ Students will report accidental accessing of inappropriate materials in accordance with school procedures✓ Students will use the Internet for educational purposes only✓ Students will consider copyright issues relating to online learning✓ Students will never disclose or publicise personal information✓ Students 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 issues✓ Students will not download material or images not relevant to their studies
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Email	<ul style="list-style-type: none">✓ Students will use their approved school email accounts for all school communication✓ Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy, hurt or intimidate another person✓ Students will not reveal their own or other people's personal details, such as addresses, phone numbers or pictures✓ Students will never arrange a face to face meeting with someone they only know through emails or the Internet✓ Students will note that sending and receiving email attachments is subject to permission from their teacher
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Internet Chat	<ul style="list-style-type: none"> ✓ Students will only access chat rooms, discussion forums or other electronic communication forums that have been approved by the school ✓ Chat rooms, discussion forums, and other electronic communication forums will only be used for educational purposes and will always be supervised ✓ Usernames will be used to avoid disclosure of identity ✓ Face-to-face meetings with someone organised via Internet chat is absolutely forbidden ✓ Students are not to change or alter Classroom Management Tools on their iPads
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Social Media

Legislation

Information posted to social networking sites must adhere to the legislation in force at the time. Particular attention must be paid to the following:

- Copyright and Related Rights Acts 2000, 2004 and 2007
- Data Protection Acts 1988 and 2003
- The Child Trafficking and Pornography Acts 1998 and 2004
- Defamation Act 2009
- Prohibition of Incitement to Hatred Act 1989

Boundaries for Students

Maintaining boundaries on social media is critical to sustaining public trust and ensuring relationships remain positive. Students must remember that, on social media, the world is watching.

- All online dialogue and interactions between students or with teachers should be for educational purposes only.
- Never send private messages and/or texts to people you do not know.

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- Keep your posts positive and do not engage in negative or critical conversations online.

Privacy and confidentiality

Safety is the overriding concern with regard to information posted online. Always respect the privacy and confidentiality of information. Breaches of privacy and confidentiality can occur with respect

1) Data Protection Acts 1988 and 2003

2) The Child Trafficking and Pornography Acts 1998 and 2004 Defamation Act 2009

3) Prohibition of Incitement to Hatred Act 1989

4) Children First: National Guidance for the Protection and Welfare of Children 2017, Child Protection Procedures for Primary and Post Primary Schools 2017 and Swords Community College policies and procedures.

- Familiarise yourself with the social media tools' privacy settings. Settings can change without notice so you will need to check them frequently. This often occurs when platforms are updated.
- Personal information, including student names, location, etc., should not be posted on social media without informed consent from students' parents/guardians. This includes, but is not limited to blogs, student work, individual and group photographs, videos featuring the student or other identifying information.
- Informed consent is necessary when placing personal student information online. Informed consent is provided via the consent form that is sent home with all students at the start of the school year.
- Remember everything you post can be altered and shared, even if your account is anonymous. Comments expressed privately between social media users can be shared in a more public domain, even with privacy settings set to high.

Photographs and student work

The generic consent form that goes home with students at the start of the school year covers social media use also. Students who return signed forms can have their names, images and student works posted on social media.

- Photos of and videos featuring students should not be posted on social media without the informed consent of a parent/guardian.
- Group photos (e.g. a sports team or musical group) may be used with informed consent from everyone in the photograph.
- As a courtesy, verbal consent should be obtained from any adult (teacher, parent, volunteer, other board or staff member) whose photo, video footage and/or work is posted on social media. Exceptions include images of Principals or Deputy-Principals that are taken during the course of their employment or photos taken at public events where there is no expectation of privacy.
- Consent is not required for photos and videos that are taken at public meetings and/or events.
- Students for whom consent is not provided must be excluded and/or have their faces blurred.
- The consent form is signed at the beginning of the school year and is available also in the school office for consultation.

Security and Passwords

- Students must not utilise any other person's access rights or attempt to gain access to resources, data or devices. Users must not attempt to bypass or probe any security mechanisms governing access to any devices.
- No student may misrepresent himself / herself as another individual. This includes using another student's username and password.
- Passwords must remain confidential to each user and must not be relayed to any other person. The designated staff member may provide the option to alter any passwords as necessary. Each user carries sole responsibility for security access to his/her computer, laptop or any other electronic device.

Legal Implications of Storing Electronic Data

- It is an offence to alter or falsify documents in an electronic format or paper / hard copy format. Care must be taken when forwarding or sending information which has been received from a third party or which is specific to another organisation.
- Students should be aware that merely deleting information may not remove it from the system and deleted material may still be reviewed by Coláiste Pobail Fóla

Material of Obscene or Offensive Nature

Students are subject to all legislation regulating the use of designated member of staff.

Users must not store, download, upload, circulate or otherwise distribute material containing:

- Any derogatory comment regarding gender, marital status, family status, sexual orientation, religious or political belief, age, disability, race or membership of the travelling community or other categories pursuant to applicable law.
- Material containing offensive or foul language.
- Any content prohibited by law.

If a student receives any offensive, unpleasant, harassing or intimidating messages via e-mail or other computer sources the student should bring it to the immediate attention of a parent/guardian, teacher, Principal/DLP or DDLP.

E-Mails

The content of any e-mail must be in a similar style to that of any written communication such as a letter or report as they have the same legal standing. It is important that e-mails are treated in the same manner as any other written form of communication in terms of punctuation, accuracy, brevity and confidentiality. Similarly any written, stored or forwarded and disseminated information must adhere to the guidelines within Data Protection legislation.

In order to avoid or reduce the risks inherent in the use of e-mail within Coláiste Pobail Fóla, the following rules must be complied with:

- School e-mail is provided for education purposes only.

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- Only use official school email account for purposes such as communication, registration for events or with signing up to apps.
 - Correct spelling and punctuation should be maintained in all communications.
 - An e-mail should be regarded as a written formal letter, the recipients of which may be much more numerous than the sender intended. Therefore any defamatory or careless remarks can have serious consequences, as can any indirect innuendo. The use of indecent, obscene, sexist, racist, harassing or other appropriate remarks whether in written form, cartoon form or otherwise is forbidden.
 - E-mails must not contain matters which may discriminate on grounds of gender, marital status, family status, age, race, religion, sexual orientation, disability or membership of the Traveller community.
 - E-Mails must not contain any inappropriate or lewd content or content likely to cause offence.
 - If you receive any offensive, unpleasant, discriminatory, harassing or intimidating messages via the e-mail system you must immediately inform a parent/guardian, teacher, Principal/DLP, DDLP.
 - Coláiste Pobail Fóla reserves and intends to exercise the right to review, audit, intercept, access and disclose all messages created, received or sent over the electronic mail system for any purpose or where it deems necessary.

The AUP Code of Conduct

Misuse of the Internet may result in disciplinary action, including (but not limited to) withdrawal of access privileges, and in extreme cases, suspension or exclusion from the school. Circulating, publishing or distributing (including on the Internet) material associated with school activities (including but not limited to material in relation to staff and students where such circulation undermines, humiliates or causes damage to another person), is considered a serious breach of school discipline and may also result in the imposition of sanctions. The school reserves the right to report any illegal activities to the appropriate authorities.



Digital Citizenship

Digital citizenship entails the norms of appropriate, responsible behaviour with regard to technology use within the school. Students must be able to display and understand the following characteristics associated with vital citizenship. These are:

1. Respect Yourself

I will show respect for myself through my actions. I will only use appropriate language and images on the Internet or on the school website/virtual learning environment. I will not post inappropriate personal information about my life, experiences or relationships.

2. Protect Yourself

I will ensure that the information I post online will not put me at risk. I will not publish full contact details, a schedule of my activities or inappropriate personal details in public spaces. I will report any aggressive or inappropriate behaviour directed at me. I will not share my password or account details with anyone else.

3. Respect Others

I will show respect to others. I will not use electronic mediums to bully, harass or stalk other people. I will not visit sites that are degrading, pornographic, racist or that the school would deem inappropriate. I will not abuse my access privileges and I will not enter other people's private spaces or work areas. I will respect my peers and teachers by not using technology inappropriately in or out of class.

4. Protect Others

I will protect others by reporting abuse. I will not forward any materials (including emails and images) that the school would deem inappropriate.

5. Respect Copyright

I will use and abide by the fair use rules. I will not install software on school machines without permission. I will not steal music or other media and will refrain from distributing these in a manner that violates their licenses.

6. Respecting Technology

I will take all reasonable precautions to protect my mobile device from damage. I will always keep it with me or in secure storage when appropriate. I will not tamper with its software or jailbreak it. I will not interfere with school ICT systems or attempt to bypass school restrictions.

Virtual Learning Environments

Virtual Learning Environments (VLEs) are web-based interfaces that assist learning and teaching by providing and integrating online resources and tools. Coláiste Pobail Fóla is committed to developing a VLE in order to assist students to enhance their learning across the curriculum and provide a wide range of interactive activities, course support materials and access to structures of learning in a safe and monitored online environment. School staff are responsible for the development, upgrading and updating of course contents.

Students work being submitted

Work submitted by the student will be decided on class basis. There are many forms such as email, airdrop and uploads.

When a student is uploading or air dropping work, the file name should contain the student's name, subject, date and title.

It is up to the student to submit work to the teacher during class time. A student should not interrupt the teacher when teaching another class or on break.

Electronic Devices (Including but not limited to Cell Phones/Mobile Communication devices/Smart Watches, anything over a 7inch screen)

- Students who bring any electronic devices to school must leave them locked in and switched off. 'Switched off' does not mean 'Silent', 'Meeting' or any similar mode.
- The school will not be liable for replacing any electronic devices that are lost, stolen or damaged.
- The use of these devices during instructional time without the permission of the teacher, or in a disruptive manner in the school setting is prohibited.
- All contact with home must be conducted through the school office and with the permission of the tutor.
- Cell Phones, Mobile Communication Devices or Smart Watches that ring, vibrate excessively, or in any other way disrupt the educational process of a class, are grounds for confiscation of the device by school staff for the duration of the school day.
- No student shall use a Cell Phone, Mobile Communication Devices or Smart Watches to violate the Student Code of Behaviour, including Computer usage agreements, and/or Counter-Bullying Policies.
- Examples of unacceptable usage can include but are not limited to: in restrooms or hallways during class time, cheating, cyber bullying, sexting, taking pictures or videos, using phones in places of school business etc.

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- A student who refuses to surrender a mobile phone/electronic device found in her/his possession, which is not turned off, will be considered to have committed a serious breach of the Code of Positive Behaviour and therefore will be removed from class and may result in further action, up to suspension.
 - Contents of cell phones may be reviewed and searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Positive Behaviour.
 - While off the school premises, but on school business (e.g. games, field trips and school tours etc.), mobile phones/electronic devices must be switched off. However, if it is necessary for the student to contact his or her parent/guardian, then permission to turn on a mobile phone/electronic devices must be sought from the supervising teacher. The phone must be turned off again at the conclusion of the conversation. The supervising teacher will ensure that this has happened.
 - If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or teachers or sharing inappropriate messages via Bluetooth this will be regarded as a serious offence and disciplinary action will be taken.
 - If images of other pupils or teachers have been taken, the phone will not be returned to the pupil until the images have been removed by the pupil in the presence of a teacher/management.

Users Responsibilities for iPads

- iPads will be set up with passcodes by 'Wriggle'. This passcode must not be revealed to other students. Parents and students are required to save passwords in locations accessible only to them e.g. school journal, home calendar.
- Students are not permitted to change passcodes without permission from their tutor.
- Users **must** use protective covers/cases approved by the college, for their iPads. The school accepts no responsibility for damaged iPads.
- The iPad screen is made of glass and therefore is subject to cracking and breaking if misused: Never drop or place heavy objects (books, laptops, etc.) on top of the iPad.
- Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the iPad screen.
- The iPad should not be exposed to extreme hot or cold temperature conditions.
- Do not store or leave unattended in vehicles.
- Users may not photograph/video any other person.
- Coláiste Pobail Fóla follows an 'ON Desk' attitude with iPads. iPads should be face down on the desk when not in use.
- The photograph/video/record functions can only be used with a teacher's instruction and while being supervised by the teacher. A student is **never** permitted to record or photograph another person without permission.
- The iPad will be subject to routine monitoring by staff.
- Devices must be surrendered immediately upon request by any member of Coláiste Pobail Fóla staff including those who supervise after school study and extra-curricular activities.

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- Users in breach of the Acceptable Use Policy (AUP) may be subject to but not limited to; disciplinary action, confiscation, removal of content or referral to external agencies in the event of illegal activity.
 - Coláiste Pobail Fóla is not responsible for financial or other losses if any personal files are deleted from an iPad.
 - The iPad must be charged to 100% each evening.

Additional Responsibilities for Students

- If an iPad is left at home or is not charged, the user remains responsible for completing all schoolwork as if they had use of their iPad. Normal school rules apply.
- Malfunctions or technical issues are not acceptable excuses for failing to complete school work unless there is no other means of completion.
- Students must not use their iPad in school corridors, on their journeys to and from school or outside of school buildings (unless with the teacher's permission and under teacher supervision).
- Students may not use their iPads between class lessons. Teachers will give instruction to close iPad cover and place on desk after lesson has finished. The iPad must remain on desk and cover must remain off until instructed by teacher who will be responsible for the next lesson.
- Students are not permitted to use their iPads at break-times.
- Students are not permitted to use their iPad on social media platforms at home, the iPad is for educational purposes only.
- In the event of any disciplinary action (e.g. confiscation), the completion of all class work remains the responsibility of the pupil.

Parental Responsibilities at home

- We ask parents to monitor their children's use of their iPad while at home. Please be sure to have a copy of the passcode.
- We advise parents to take due diligence in relation to student internet access and use of camera & video.
- We advise parents to regularly monitor internet history on their child's iPad device.
- Ensure only that the 'Apple ID' provided by Coláiste Pobail Fóla on deployment is the only ID installed on the iPad. Any other Apple ID is prohibited.
- Attend any information evenings re safe use of mobile devices.

Safeguarding and Maintaining as an Academic Tool

- iPad batteries are required to be fully charged every day, so devices are ready to use in school.
- Items deleted from the iPad cannot be recovered.
- Memory space is limited. Academic content takes precedence over personal files.
- The whereabouts of the iPad should be known to the owner at all times.
- It is a user's responsibility to keep their iPad safe and secure.
- iPads belonging to other users are not to be tampered with in any manner. Sanctions will apply if this happens.
- If an iPad is found unattended, it should be given to the nearest member of staff or brought to the office.
- Any decision relating to the management and use of iPads will be made by designated staff member in consultation where necessary with Principal.

Using the iPad in Class

Use of an iPad in class requires students to observe the important points outlined below;

- Students are subject to individual teacher classroom management rules and should follow all instructions of their teacher in class.
- Students are not allowed to use any app which is unrelated to class work during class.
- Teachers have the authority to view the most recently used apps on a student's iPad, without any objection from them.
- Students should take care not to leave their device on table edges or in any position where damage may occur.

Lost, Damaged or stolen iPad device

- If the iPad is lost, stolen, or damaged, the class tutor should be notified immediately. iPads that are believed to be stolen may be tracked through Wriggle.
- 'Find my iPad' app should be turned on at all times. This is student/parent responsibility.
- iPad insurance is the responsibility of parents.

Prohibited Uses (not exclusive)

- Accessing Inappropriate Materials –Users are not allowed to send, access, upload, download or distribute offensive, threatening, pornographic, obscene, or sexually explicit materials.
- Any recording of a fellow pupil/s or staff is expressly forbidden unless under teacher direction and supervision.
- Use of the school's internet/e-mail accounts for financial or commercial gain or for any illegal activity is prohibited.

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- Users are not allowed to have music and/or install apps on their iPad which do not comply with copyright.
 - No apps can be downloaded without the consent of class teacher or tutor. Prior to downloading, all apps need to be pre-approved by class teacher/tutor.
 - Downloading/accessing social media sites on iPad devices are strictly prohibited at home or in school. iPads are for educational purposes.
 - Students are prohibited from deleting internet history, unless given specific instruction by class teacher.
 - Use of Cameras/video and microphone in school is ONLY allowed under the direction and supervision of a teacher. Users must use good judgment when using the camera. The user agrees that the camera will not be used to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way. Any use of camera in toilets or changing rooms, regardless of intent, will be treated as a serious violation.
 - Posting of images/movies on the Internet into a public forum is strictly forbidden, without the express permission of the teacher or in the case of staff use, the consent of a member of Coláiste Pobail Fóla's senior management.
 - Any user caught trying to gain access to another user's accounts, files or data will be subject to disciplinary action.
 - Malicious Use/Vandalism – Any attempt to destroy hardware, software or data will be subject to disciplinary action.
 - 'Jailbreaking': this is the process which removes any limitations placed on the iPad by Wriggle/School authority. Under no circumstances should the installed management software, operating system or network configurations (VPN etc..) be interfered with.
 - ***If management software is removed from iPad device without permission from a Coláiste Pobail Fóla staff member, a €50 fee will be charged by Wriggle to re-install the software. iPads are not permitted to be used in class or on school premises without management software installed.***
 - The classroom app management system installed by Coláiste Pobail Fóla should not be tampered with. Settings set by the teacher should not be altered.
 - Inappropriate media may not be used as a screensaver or background photo. Presence of pornographic materials, inappropriate language, alcohol, drug or gang related symbols or pictures will result in disciplinary actions.
 - Students must delete any file/app/recording material from their device if instructed to do so by a member of Coláiste Pobail Fóla staff.
 - Individual users are responsible for the setting up and use of any home internet connections and no support will be provided for this by Coláiste Pobail Fóla.
 - Users should be aware of and abide by the guidelines set out by the School Acceptable User Policy (AUP) which is signed as part of enrolment as a student in Coláiste Pobail Fóla.

IPad Repairs

- Students need to have an iPad cover on all devices, to prevent damage if the device should accidentally fall on the ground.
- It is up to the student and their family to fix the iPad if damaged. All work at class/home needs to be completed in students copies or summited at home through another device. No other personal device is allowed to be used in school while the iPad is being repaired.
- Students need to obtain insurance for their own devices. iPads can be placed on house insurance.
- Alternatively wriggle can provide insurance on the purchase of the device. They partner with Gadget Insurance to provide insurance for iPads, they have developed a unique policy. A special price is offered at the time of purchasing the device. Parents can take this out via www.wriggle.ie/insurance. At the time of purchasing their iPad. Parents can only take this out, students cannot.

IPad Usage Contract

Further to the already existing policies of Coláiste Pobail Fóla, I pledge the following, in relation to iPad use:

- I will use my iPad for learning.
- I will take good care of my iPad.
- I will never leave the iPad unattended.
- I will never lend my iPad to others.
- I will know where my iPad is at all times.
- I will charge my iPad battery every night.
- I will keep food and drinks away from my iPad since they may cause damage to the device.
- I will not disassemble any part of my iPad or attempt any repairs.
- I will only use a school-approved iPad case.
- I will protect my iPad by only carrying it whilst it is in a case.
- I will use my iPad in ways that are appropriate.
- I will use my iPad appropriately and will not download/access social media sites.
- I will keep my iPad in the lockers at break times and I will not use my iPad on the corridor or between classes.
- I will adhere to iPad 'On-desk' policy (iPads are to be placed flat on desk during class lessons unless otherwise advised by class teacher).
- I understand that the iPad is primarily an EDUCATIONAL tool. Therefore, I will only download apps that have been pre-approved by class teacher/tutor only with class teacher/tutor permission.
- I will not interfere with 'Wriggle' device management software, operating system, or any network settings.

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- I understand that my iPad / my files are subject to inspection at any time without notice.
 - I will only photograph people with their permission.
 - I will only use the camera or the microphone when my teacher tells me to.
 - I will never share any images or movies of people in a public space on the Internet, unless I am asked to do so by my teacher.
 - I will only use the specific email/cloud account to which I have been assigned.
 - I will not use my iPad in order to distract or disrupt my learning or that of others.
 - I will tell a teacher immediately if I see anything I am unhappy with or I receive messages I do not like.
 - I understand that if I break these rules, I may not be allowed to use the devices or the internet.

The school may exercise its right to monitor the use of the school's computer systems, including access to websites, the interception of email and the deleting of inappropriate materials where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for harmful or criminal purposes or for storing harmful, unauthorised or unlawful text or imagery.

Acronyms

CBA – Classroom Based Assessment

DLP – Designated Liaison Person

DDLDP – Deputy Designated Liaison Person

ICT – Information Communication Technology

PLN – Personal Learning Network

SLAR – Subject Learning and Assessment Review

VLE – Virtual Learning Environment