

**Coláiste Mhuire Co-Ed, Thurles**

**Internet Acceptable Use Policy  
and I-pad Acceptable Use Policy**



January 2020

## **Contents**

1. Introduction
2. General Approach
3. Content Filtering
4. Web Browsing and Downloading
5. Email and Messaging
6. Social Media
7. Personal Devices including Phones
- 7 b School Ipads
8. Images & Video
9. Cyberbullying
10. School Websites
11. Permission Form

## **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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.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 Coláiste Mhuire Co-Ed .

It also applies to members of staff, volunteers, parents, carers and others who access the internet in Coláiste Mhuire Co-Ed .

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.

Coláiste Mhuire Co-Ed 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 Coláiste Mhuire Co-Ed will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

Coláiste Mhuire Co-Ed 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 curriculum.
- Internet safety advice and support opportunities are provided to pupils in Coláiste Mhuire Co-Ed through our induction, SPHE, ICT classes and Well being week.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- Coláiste Mhuire Co-Ed participates in Safer Internet Day activities to promote safer more effective use of the internet and has Safer Internet Ambassadors.

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

- Board of Management, teaching staff, support staff, pupils, and parents

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

The school will monitor the impact of the policy using:

- Logs of reported incidents.
- Surveys and/or questionnaires of pupils, parents, and teaching staff.
- Student focus groups

Should serious online safety incidents take place the Principal and Deputy Principal should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by the Assistant Principals, ICT Coordinator, Deputy Principal and Principal.

## **Content Filtering**

Coláiste Mhuire Co-Ed 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 websites category and websites such as Facebook belonging to the Social Networking category.

Pupils 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**

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, Deputy Principal ICT Coordinator or their Year Head.

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**

- The use of personal email accounts is only allowed at Coláiste Mhuire Co-Ed 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.
- Staff are encouraged not to send emails after 5pm and before 8am. The “delayed send” feature can be used and the Boomerang extension which pauses the inbox are encouraged.

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

Pupils will not share personal information concerning other students via email.

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.

### **Google Apps for Education**

To use Google Apps for Education parents are asked to sign a suite consent form and are given a gsuite for education notice. This information is available at <https://www.cmco.ie/g-suite-for-education-notice-to-parents-and-guardians/>

## **Social Media**

The following statements apply to the use of messaging, blogging and video streaming services in Coláiste Mhuire Co-Ed :

- Use of instant messaging services and apps including Snapchat, Whats Apps, G Chat etc. is not allowed in Coláiste Mhuire Co-Ed .
- Use of blogs such as Word Press, Tumblr etc. is allowed in Coláiste Mhuire Co-Ed with express permission from teaching staff.
- Use of video streaming sites such as YouTube and Vimeo etc. is 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 Coláiste Mhuire Co-Ed community

Staff and pupils must not discuss personal information about pupils, staff and other members of the Coláiste Mhuire Co-Ed 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 Coláiste Mhuire Co-Ed into disrepute.

Staff and pupils must not represent personal views as the views of Coláiste Mhuire Co-Ed on any social medium.

## **Personal Devices including Phone**

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.

Students are not permitted to use phones while on the school premises, unless they have the express permission of a teacher to use them for an educational purpose. Should they wish to contact home they may do so through the school office. If a phone is seen by a teacher it will be confiscated for a day. Should a phone be confiscated again the student's parent must make arrangements with school management for its collection. Refusal to hand over a mobile phone is a major breach of the schools code of discipline and will be dealt with accordingly.

Some students at Coláiste Mhuire have opted to use iPads as their schoolbag. Only students on the iPad register may choose this option. Students should not be using personal devices in class unless they are on the iPad register or are using Assistive Technology and the device is on the Assistive Technology register.

The following statements apply to the use of internet-enabled devices such as tablets, gaming devices, and digital music players in Coláiste Mhuire Co-Ed :

- Pupils are only allowed to use personal internet-enabled devices during lessons/in school with expressed permission from teaching staff.
- Pupils are not allowed to use personal internet-enabled devices during social time.
- Note: after school it is understood that students may need to use phones to contact home. This must be done outside the school building.

### **School iPad**

There is a full policy covering the use of the school ipad (at the end of this document). In summary:

- Students are permitted to bring iPads, purchased through Wriggle on the Coláiste Mhuire Co-Ed iPad scheme only
- All the provisions of this code apply to the use of iPads
- The following is strictly prohibited:
  - (i) Any attempt to bypass the school internet filter.
  - (ii) Any attempt to ‘jailbreak’, ‘root’ or in any way alter the operating system of their device for the purpose of loading prohibited content.
  - (iii) Any attempt to remove the management profile.
- It is parental responsibility to ensure supervision of internet access while students access the internet at home or at any place outside school.
- Students should be cognisant of good digital citizenship practices that will ensure their online safety and respect for copyright and intellectual property rights when using iPad.
- Student’s are responsible for the safekeeping of their iPads. Ipads should be kept in lockers when not in use. The school is not responsible for loss or breakage of iPads.

### **Using ICT for learning**

When students use ICT as a means of learning in the classroom, they must not edit or alter another students work.

Students should respect each other and each others work when doing collaborative work (this also applies to work done using ICT outside school)

### **Chrome Books**

LCA students rent Chrome Books from the school. They are required to sign up to the AUP for Chrome book use. (See Appendix

### **Images & Video**

At Coláiste Mhuire Co-Ed pupils must not take, use, share, publish or distribute images of others without their permission.

Taking photos or videos when participating in school activities is allowed once care is taken that parents of students have given permission to use the image and that no harm is done to staff or pupils of Coláiste Mhuire Co-Ed .

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

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.

Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.

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 extremely serious consequences and sanctions for those involved. Each case is dealt with on its own merits but the ultimate sanction of expulsion is reserved. Incidents will be reports to the Gardai and Tusla.



## **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 another pupil or member of staff is unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved. Pupils are reminded that online bullying is, by its nature considered to be repeated, and the consequences of same are very serious.

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.

Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message (sent to one person) or other private messaging (sent to one person), 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. A student or parent must request, in writing, that student work cannot be published on the internet.

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.

Personal student information including home address and contact details will not be published on Coláiste Mhuire Co-Ed web pages.

The Coláiste Mhuire Co-Ed will avoid publishing the first name and last name of pupils in video or photograph captions published online.

**Permission Form  
Legislation**

The school have provided information on the following legislation relating to use of the Internet on [www.cmco.ie](http://www.cmco.ie) which teachers, students and parents. It is each person's responsibility to 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 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.

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 or other social media platforms. I understand and accept the terms of the 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: \_\_\_\_\_

### **I-Pad Acceptable Use Policy (AUP)**

#### Introduction

Coláiste Mhuire Co-Ed acknowledges the support of parents for the iPad initiative. We believe that the use of iPads in the classroom contributes greatly to the richness and variety of the student learning experience.

This policy must be read in conjunction with the Code of Behaviour and the ICT Acceptable Use Policy (AUP).

This policy remains in effect throughout the year including all holidays.

#### Educational use only

The iPad is for educational use only. We believe that there is considerable benefit to teaching and learning and to student welfare in confining the use of iPads to educational-use only. These include:

- For students: avoiding distractions while doing homework and classwork. Reduced peer pressure.
- For parents: peace of mind - many parents do not feel confident in terms of 'monitoring' their children's iPad.
- For teachers: avoiding wasting teaching time - we need to ensure that teachers' time and energy can be focused to the maximum extent on teaching and learning.
- Child protection: minimising inappropriate use of the iPad.

As these devices are BYODs (Bring your own devices), parents are responsible for ensuring compliance with this AUP above what is expected from non-BYODs.

iPads for first years entering in 2020, 2019, 2018 and 2017 are configured such that only preloaded educational applications are permitted on the iPad. On all other iPads the school is notified if apps that have been placed on an unsuitable list (which includes all VPNs) are downloaded.

#### Equipment

Parents are responsible for purchasing the iPad and Apps for their son/daughter. Parents are also responsible for the safe-keeping, repair and insurance of their son/daughter's iPad. Parents retain ownership and possession of the iPad and agree to grant to teachers and school management the

right to collect, inspect or confiscate (for a limited period) the iPad at any time and the right to alter, add or delete any installed software or hardware. Parents also agree that the school will manage and monitor the iPad for inappropriate use of school resources, in accordance with the ICT AUP. Usage within the school is a privilege and not a right. Students may lose the privilege to use the iPad and to have it in their possession if they abuse their responsibilities and breach this policy, or the ICT AUP. As these devices are BYODs parents have an additional responsibility to ensure that any installed apps appropriate for school (A list of banned apps can be found below).

#### Damage or Loss of Equipment

Students must report any damage or loss to either the class Tutor, Year Head or the ICT Coordinator who will determine necessary action. All iPads are covered by a manufacturer's warranty of one year. The warranty covers manufacturer's defects. If an iPad is lost or damaged by neglect or misuse it is the family's financial responsibility to replace the iPad. It is recommended that parents insure the iPad.

#### Student Responsibilities:

- Arrive to school each day with a fully charged iPad (>80% charged).
- Ensure that only Apps, websites etc. that relate to your work in class are open during class time.
- Keep the iPad flat on the desk at all times when in class.
- You MUST ask a teacher before using the camera function.
- To immediately stop using an iPad if a teacher requests. If requested students are not to close any apps, and should go "hands off" from the iPad.
- Keep the iPad in a protective case and in your locker when not in use. iPads must not be in bags on the floor, on top of lockers etc. The school is not liable for any damage or loss of an iPad.
- Do not let anyone use the iPad other than your parents.
- Adhere to this policy and the AUP.
- Report any problems, damage or theft immediately to either your Tutor, Year Head or ICT Coordinator.
- Report any interference by any other student immediately to either the Tutor or the Year Head
- Leave iPad in your locker during morning and lunch breaks and when you are on tours and activities. Specific permission will be given by teachers if students are required to have iPads outside class time.
- During break and lunch the iPad is not to be used. This is to give your eyes a break from the screen and to ensure that students get a chance to chat and socialise.
- Note: If a new iPad is purchased for the student (through the wriggle system and with school consent). The student must present the iPad to the ICT Coordinator so it can be set up to

work on the school wireless network as well as to have the appropriate control systems applied.

- The following apps are not allowed to be installed on the iPad, if the following apps are detected on the iPad, sanctions will follow as outlined below;

SimSimi, Snapchat, Yikyak, Onavo, Afterschool, Tinder, Ask.fm, Kik, Younow, Burnnote, Whisper, Omegle, Skout, Meetme, Down, Poof, Fling, Hotornot, Blender, Badoo, Cydia, Vshare  
Due to the rapidly changing pace of technology this is not a definitive list and apps may be added or removed from this list as the year progresses.

Only the school Mobile Device Management profile may be installed on the device, no other profile may be installed on the device for any reason, including but not limited to, any profile which contravenes copyright protection on apps, any profile providing illegal streaming services, any profile designed to hid applications.

#### Parent Responsibilities:

- Parents should inspect the iPad regularly to ensure that it is in good working order.
- Parents should report immediately any damage, interference or issues relating to ownership, possession or use of the iPad to the class tutor or Year Head.
- Parents should inspect the iPad and the installed Apps on a regular basis to ensure that there is no inappropriate material.
- Parents should inspect the student's iPad's internet history on a regular basis to ensure that they are not exposed to inappropriate material.
- To ensure the student is complying with the restrictions placed on non-BYODs (i.e. only appropriate apps are installed on the student device)

#### School Responsibilities:

- To enforce this policy, the ICT Acceptable Use Policy and the Code of Behaviour.
- To provide a locker for safe storage.
- To make every effort to resolve any reported issues relating to ownership, possession or use of the iPad.

#### Restricted Use and Confiscation

Students who breach this AUP, Coláiste Mhuire Co-Ed ICT AUP or any reasonable standards of usage of the iPad will be subject to sanction. An iPad may be confiscated for a limited period or subjected to restricted use because of misuse either by the student or any other student. Reasons for placing a student on 'Restricted Use' or confiscation include, but are not limited to, the following:

- Non-compliance with this policy or the ICT AUP.
- Inappropriate use of any App
- Inappropriate use of the camera.
- Inappropriate, inaccurate, defamatory, obscene, or illegal material found on iPad.
- Failure to take proper care of the iPad.

- Failure to co-operate with school’s investigation of iPad misuse.
- Repeated failure to bring iPad to class.
- Students may not “Jailbreak” or in any other way circumvent restrictions placed by Apple on the device. This is a serious breach of this AUP.
- Removal of the installed Mobile Device Management profile. Note: As these devices are BYODs it is easier for the student to remove the management profile. As such extra checks will periodically be carried out on the students iPad to ensure compliance with this AUP.

#### Confiscation Periods:

Infractions are dealt with on two levels, those that occur within the school and those that occur at home.

#### Escalation

At Home (when support is requested by parent)	In School
1st Infraction	1st Infraction
Warning by Year Head	
2nd Infraction	2nd Infraction
Detention	Loss of iPad for 24 hours
3rd Infraction	3rd Infraction
Lost of iPad for 24 hours	Loss of iPad for 48 hours
4th Infraction	
Loss of iPad for 1 week	
5th Infraction	
Loss of iPad for 1 month	
6th Infraction	
Loss of iPad for 3 months	
7th Infraction	
Removal of ipad privilege	

During the confiscation period text books will be supplied in place of the student's iPad.

#### Responsible Use of the iPad

#### General Care

- Keep the equipment clean.
- Do not eat or drink while using the iPad.
- No graffiti or stickers on the iPad or cover.
- No inappropriate background pictures.
- Students may not permanently alter iPad in any way.
- Students may not remove any serial numbers, identification or school labels placed on the iPad.

### Carrying the iPad

- Carry the iPad in your school bag when travelling to and from school and during the school day.
- For safety students should not use the iPad in public
- Leave the iPad in locker when not in use.

### Screen Care

- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens.
- Cover – screen covers prevents scratches.

### Personal Health & Safety

- Avoid extended use of the iPad while resting directly on your lap. The bottom of the iPad can generate significant heat.
- Take frequent breaks when using the iPad for long periods of time. Look away from the iPad approximately every fifteen minutes.
- iPads are not permitted to be used during break time or lunch without permission from a teacher.
- Do not provide your personal information to anyone over the Internet.
- Do not share your passwords with anyone.
- Keep the iPad in a secure location when not in school.

### Coláiste Mhuire Co-Ed iPad Acceptable Use Policy:

I have read and understand the iPad Acceptable Use Policy and I agree to abide by the terms of this policy. I understand this AUP is in effect throughout the academic year, including holidays.

I grant to the school authorities the right to inspect my son/daughter's iPad and its Apps/Programmes and in exceptional circumstances to confiscate it for a limited period because of misuse by either my son/daughter or any other student.

I give permission to the school authorities to delete inappropriate material from my son/daughter's iPad and to prevent/block the installation of certain Apps.

I agree that as this device is a BYOD I have extra responsibility for checking my son/daughter's iPad to ensure that they are in line with the AUP that is in force for the rest of the year group.

I agree to be bound by the terms of this policy, the School's AUP and the School's Code of Behaviour as they apply to ownership, possession and use of the iPad and its installed Apps.





Appendix 1

LCA CHROMEBOOK CONTRACT:

This is to confirm that as an LCA student your son/daughter \_\_\_\_\_ will receive a chrome book from Coláiste Mhuire Co-Ed.

We the parents/guardians understand that the chrome book is the property of Coláiste Mhuire.

- The chrome book will be given to the student each day after roll call.
- The student is fully responsible for minding the chrome book all day
- The chrome book must be put in your students locker at break and lunch time.
- It must be returned to the chrome book trolley each evening
- Chrome book is to remain in school at all times.
- If a chrome book is damaged the parent /guardian is responsible for the full repair or replacement cost

I agree to abide by this chrome book policy

Signed

Date

\_\_\_\_\_

\_\_\_\_\_

(Parent/Guardian)

\_\_\_\_\_

\_\_\_\_\_

(Student)

\_\_\_\_\_

\_\_\_\_\_

ICT Co-Ordinator

LCA Co-Ordinator