ROCKWELL COLLEGE

ICT ACCEPTABLE USE POLICY 2022

Internet Acceptable Use Policy

Introduction
This internet Acceptable Use Policy (AUP) applies to students who have access to and are users of the internet in Rockwell College. It also applies to members of staff, volunteers, parents / guardians, and others who access the internet in Rockwell College. This Policy applies to hardware and software owned and operated by Rockwell College as well as personal devices used on the grounds of the College or on any activity associated with the College.

This policy has been developed in accordance with the Child Safeguarding Statement and in line with the Children First Act 2015 and the Child Protection Procedures for Primary and Post-Primary Schools 2017.

General Data Protection Regulation came into force in May 2018, and this policy has been developed in light of this legislation.

Rationale

The aim of this Acceptable Use Policy is to ensure that the pupils and staff of Rockwell College will benefit from the learning and teaching opportunities offered by the College's internet resources in a safe and effective manner. The objective of this Policy is to outline the College Policy in relation to acceptable and unacceptable internet use and access. Internet use and access is considered a school resource and privilege. Therefore, if the school AUP is not adhered to this privilege will be withdraw and appropriate sanctions as outlined in the AUP (see sanctions) will be imposed.

The AUP should be read carefully to indicate that the conditions of use are accepted and understood. It is the responsibility of the individual to familiarise themselves with the AUP before using the school's internet resources, and in using the resource it is assumed that they accept, understand and agree to the conditions of use as indicated in the AUP.

General Information
When using the internet, users 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
- report misuse of the internet to the appropriate teacher and/or principal

General Usage
Rockwell College will employ a number of strategies in order to maximise learning opportunities and reduce risks with the internet. The strategies are as follows:

- Internet sessions will only take place with teacher/management permission and under supervision.

- Filtering software and/or equivalent systems (E.g. screen monitoring and web monitoring software) will be used in order to minimise access to inappropriate material.
- The school may monitor pupil's internet usage.
- Students will be provided with training in line with national educational standards and subject specifications.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection will be used and updated on a regular basis.
- The use of personal USBs, CD-ROMS, DVDS or any external memory device in school requires the teacher's permission.
- Pupils will observe good 'netiquette' (i.e. good etiquette on the Internet) at all times and will not undertake any actions that will bring the school into disrepute or cause offence or hurt to any persons or groups.
- Pupils are prohibited from interfering with or changing computer settings, desktops, software, hardware or any peripheral devices.

Web browsing and Downloading - Acceptable Use

- Boarding school students have separate guidelines for Web browsing and Downloading - Acceptable Use
- Students will use the school's internet connection only for educational and career development activities
- Students will report accidental accessing of inappropriate materials in the classroom to the teacher, and the teacher will report it to senior management if appropriate
- Students must be aware that any misuse (including distributing or receiving information whether school-related or personal) may be monitored for unusual activity, security and/or network management reasons
- Students must not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials
- Students will not engage in online activities such as uploading or downloading large files that result in heavy network traffic which impairs the service for other internet users
- Students will not download or view any material that is illegal, obscene or defamatory or that is intended to harass, bully or intimidate another person
- Use of torrent sites, virtual private networks and mobile hotspots is not allowed
- Downloading by students of materials or images not relevant to their studies is allowed only with staff permission
- Students are not allowed to use mobile data

Email and Messaging - Acceptable Use
Outlook and Microsoft Teams is an integral part of the communication system within Rockwell College. All students are issued with a personal Microsoft account.
- Students must not under any circumstances share their email account login details with other students
- Students must not use school email accounts to register for online services such as social networking services, apps and games unless permission is granted by a teacher
- Students will not send any material that is illegal, obscene or defamatory or that is intended to harass, bully or intimidate another person.
- Student mail accounts and associated apps are deleted at the end of the calendar

year in which students complete their Leaving Certificate

- Students must immediately report to their teacher 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
- The teacher will deal with the issue or report it to senior management
- Students should avoid opening emails that appear suspicious. If in doubt, students should ask their teacher before opening emails from unknown senders
- Parents are not to contact teachers directly via email or messaging. Communication, if necessary is to be through the year dean
- There is no expectation to engage with communication outside a person's usual working hours

Social Media - Acceptable Use
The following statements apply to the use of messaging, blogging and video streaming services in Rockwell College:

- Use of instant messaging services and apps, blogs and video streaming sites such as YouTube is allowed with teacher permission in Rockwell College
- 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 or other members of the Rockwell College community
- 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 Rockwell College into disrepute
- Staff and students must not represent their personal views, as those of Rockwell College, on any social medium.

Personal Devices - Acceptable Use
Students using their own technology in school must follow the rules set out in this policy in the same way as if they were using school equipment. The points outlined in web browsing and downloading also apply to personal devices – acceptable use.

The following statements apply to the use of all internet-enabled devices such as phones, tablets, smart watches gaming devices and digital music players in Rockwell College:

- Students are allowed to bring personal internet-enabled devices into Rockwell College in circumstances that are in line with the Code of Behaviour.
- Students are only allowed to use personal internet-enabled devices during lessons or study with expressed permission from teaching staff.
- Acting in Loco Parentis, the supervising staff member has the right to inspect or monitor student mobile devices during school hours if they have reasonable suspicion of unacceptable use

Images and Video - Acceptable Use
Pupils must not take, use, share, publish or distribute images of others without their permission.

It is the students' own responsibility to remove any images or videos of themselves from school devices once they have been uploaded to their own OneDrive account/ Cloud storage.

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

Taking photos or videos on school grounds or when participating in school activities is allowed once care is taken that no harm is caused to staff or students of Rockwell College.

Students must not share content online with the intention to harm another member of the school community regardless of whether this happens inside school or outside.

Written permission from parents or carers is obtained upon enrolment in order that photographs of pupils may be used for school purposes including, publishing of photographs 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.

School Websites - Acceptable Use
Students are given the opportunity to publish projects, artwork, or schoolwork on the internet in accordance with clear approval processes regarding the content that can be loaded to the school's website, **www.rockwellcollege.ie.**

The website is 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 are pre-moderated and checked frequently to ensure that they do not contain any inappropriate or offensive content.

The publication of student work is coordinated by a teacher.

Personal student information including home address and contact details are not published on Rockwell College web pages.

Cyber bullying
When using the internet, students, parents/ guardians and staff are expected to treat others with respect.

Engaging in online activities with the intention to harm, harass, bully or embarrass a student or staff member is unacceptable and prohibited and carries serious consequences and sanctions for those involved.

Measures are taken to ensure that staff and students are aware that bullying is unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons).

The prevention of cyber bullying is an integral part of the Anti-Bullying Policy of Rockwell College.

1. **Legislation**

Information on the following legislation relating to the use of the internet which school, staff, pupils, and parents should familiarise themselves with will be available in school:

- GDPR 2018
- Child Trafficking and Pornography Act 1998
- Child Trafficking and Pornography Act1997
- 1993 Interception Act
- Video Recording Act 1989
- The Data Protection (Amendment) Act 2003 & General Data Protection Regulations (2018)

2. **Support Structures**

Rockwell College will provide information on support and organisations that deal with illegal material or harmful use of the internet if required. Responsible internet use will be promoted by all staff within a range of subject areas but specifically within SPHE and Wellbeing.

3. **Sanctions**

Misuse of technology may result in disciplinary action including written warnings, withdrawal of access privileges, confiscation of device(s) and in extreme cases, suspension, or expulsion. The school also reserves the right to report any illegal activities relating to the misuse of the internet to the appropriate authorities.

4. **Related Policies**

Matters related to Acceptable Use will also feature in the following College policies:

- Code of Behaviour
- Social, Personal & Health Education policy.
- Data Protection Policy
- Anti-Bullying Policy

5. **Consultation**

All partners in the school community i.e. Staff, Student Council (on behalf of the pupils), Parents' Council, Board of Management have been consulted in drafting this Policy document.

6. **Monitoring and Review**

This Policy will be reviewed on an ongoing basis and subject to the requirements of the Department of Education & Skills.

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This policy was ratified by the Board of Management of Rockwell College

Damien Kennedy   20th June 2022

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Chairperson, BOM   Date