



Villiers School

Internet & Digital Technologies
Acceptable Use Policy

Contents

General Approach.....	3
Content Filtering.....	5
Internet Use.....	6
Email and Messaging.....	7
Social Media and messaging services for Staff and Students.....	8
Desktops, Laptops, Photocopiers, Printers.....	9
Personal Devices.....	10
Digital Learning Platforms (including video conferencing).....	11
Images and Video.....	12
Inappropriate Activities.....	13
School Websites.....	14
Cyberbullying/Social Media Platforms.....	15
Permission Form.....	16

General Approach

The aim of this Acceptable Use Policy is to ensure that students will benefit from learning opportunities offered by the school's digital resources in a safe and effective manner. The responsible use of internet and digital technologies, both online and offline and access is considered an integral part of teaching and learning. Therefore, if the school AUP is not adhered to agreed sanctions will be imposed.

It is envisaged that school and parent representatives will revise the AUP at least annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

When using the internet students, 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.

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- Uploading and downloading of non-approved software will not be permitted.
- The use of personal external digital storage media in school requires school permission.
- Virus protection software will be used and updated on a regular basis.

This Acceptable Use Policy applies to:

- Students who have access to and are users of the internet and digital technologies in Villiers School.
- Staff, employees, volunteers, parents, guardians and others who access the internet and digital technologies in Villiers School.

Misuse of the internet and digital technologies 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.

Villiers School 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 Villiers School will, where known, inform parents/guardians of incidents of inappropriate online behaviour that take place outside of school and impose the appropriate sanctions.

Villiers School 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 and other curriculum areas.
- Internet safety advice and support opportunities are provided to pupils in Villiers School through our Wellbeing Programme.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- Villiers School 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 following stakeholders:

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

This policy has been developed by a working group including the Head of School, the Deputy Head of School, teachers, students, parents/guardians, and representatives of the Board of Management.

The school will monitor the impact of the policy using:

- Logs of reported incidents.
- Monitoring logs of internet activity (including sites visited).
- Internal monitoring data for network activity.
- Surveys and/or questionnaires of pupils.

Should serious online safety incidents take place, the ICT Coordinator, Deputy Head of School and Head of School should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by all staff.

Content Filtering

Villiers School has chosen to implement the following level of content filtering on the Schools Broadband Network:

Split Level - This level allows different filtering levels for different ages/ stages and different groups of users; staff/students/visitors, etc.

Students taking steps to bypass 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.

Internet Use

Students and staff will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

Students and staff will be encouraged to report accidental accessing of inappropriate materials in accordance with school procedures.

Students and staff will report accidental accessing of inappropriate materials in school but outside the classroom to any available staff member and/or to the ICT Coordinator, Deputy Head of School and Head of School.

Students and staff will not copy information into assignments/notes and fail to acknowledge the source (plagiarism and copyright infringement).

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 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 and staff will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

Downloading by students of materials or images not relevant to their studies is in direct breach of the school's acceptable use policy.

Students and staff will never disclose or publicise personal information or passwords.

Students and staff will be aware that any usage of the internet and school's digital platform, including distributing or receiving information, school-related or personal, will be monitored.

Email and Messaging

Downloading by students of materials or images not relevant to their studies is not allowed.

The use of personal email accounts is not allowed at Villiers School.

- Students will use approved school email accounts, i.e. 'villiers-school.com'
- Students should not under any circumstances share their email account login details with other pupils.
- Students should not use school email accounts to register for online services such as social networking services, apps, and games.

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

Students and staff 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 and staff should avoid opening emails that appear suspicious. If in doubt, pupils should ask their teacher before opening emails from unknown senders. Similarly, staff should consult with the ICT coordinator before opening suspicious emails and/or links.

Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.

Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.

Students will not forward email messages or screenshots of emails or "reply all" without the permission of the originator

The use of personal email addresses is not allowed for school-based work.

Students should not use school email accounts to register for online services, social networking, apps or games.

Students and staff should 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.

All emails and opinions expressed in email are the responsibility of the author and do not reflect the opinion of the school.

Social Media and messaging services for Staff and Students

The internet provides a range of social media tools that allow us to interact and keep in touch. While recognising the benefits of these media for new opportunities for communication, this policy sets out the principles that members of the school community are expected to follow when using social media.

The principles set out in this policy are designed to help ensure that social media is used responsibly so that the confidentiality of pupils, staff and the reputation of the school is protected.

This policy applies to personal websites such as social networking sites (for example Instagram and TikTok), blogs, microblogs, such as Twitter, chatrooms, forums, podcasts, open access online encyclopaedias such as Wikipedia, social bookmarking sites such as del.icio.us and content sharing sites such as flickr and YouTube. The internet is a fast-moving technology, and it is impossible to cover all circumstances or emerging media.

The following statements apply to the use of messaging, blogging and video streaming services in Villiers School:

- Use of instant messaging services and apps including Snapchat, WhatsApp, Viber, etc. is allowed in Villiers School with express permission from teaching staff.
- Use of blogs such as WordPress, Tumblr etc. is allowed in Villiers School with express permission from teaching staff.
- Use of video streaming sites such as YouTube and Vimeo etc. is allowed in Villiers school with express permission from teaching staff.

All members of the school community must not use social media, messaging services and the internet in any way to harass, impersonate, insult, abuse or defame others.

Staff and students must not discuss personal information about pupils, staff and other members of the Villiers School community on social media.

Staff and students must not engage in activities involving social media which might bring Villiers School into disrepute.

Students will be provided with guidance on etiquette regarding social media.

Teachers can read further information about the use of Social Media and Electronic Communication here: <https://www.teachingcouncil.ie/en/news-events/latest-news/2021/guidance-for-registered-teachers-about-the-use-of-social-media-and-electronic-communication.html>

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 laptops, phones, tablets, gaming devices, smartwatches, etc.:

- Students are only allowed to use personal internet-enabled devices during lessons with express permission from teaching staff.
- Phones should be switched off during the school day, unless instructed by teaching staff to use them for teaching and learning purposes.
- Phones will be confiscated and given to the Deputy Head of School if students are found in breach of the above. They will be returned to the student on Friday afternoons when class ends for the day.

Desktops, Laptops, Photocopiers, Printers

Students and staff must take care when using any school device and treat it with respect. Permission must be sought when using an external drive and it should be scanned for viruses. Students and staff should not meddle with, attempt to repair, move or relocate any digital device.

Permissions must be sought to upload or download software and/or apps, and this will be completed by the school's IT Provider.

Deliberate tampering with, destruction, or damage to any device will be met with sanctions.

Digital Learning Platforms (including video conferencing)

Villiers School's digital learning platform Microsoft TEAMS is managed by the school. This platform should enable two-way communication.

Students must only use their school email for accessing the school digital learning platform.

The use of digital platforms should be used in line with considerations set out in the school's data protection plan (GDPR).

Passwords for digital platforms and accounts should not be shared.

Personal email addresses should not be used when creating accounts on school digital platforms.

Images and Video

Students and staff must not take, use, share, publish or distribute images of others without their permission.

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

Written permission from parents or guardians will be obtained before photographs of students are published on the school website and/or social media platforms.

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 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.

Inappropriate Activities

- Promotion or conduct of illegal acts, e.g. under the child protection, obscenity, computer misuse and fraud legislation
- Misuse and fraud legislation
- Racist material
- Pornography
- Promotion of any kind of discrimination
- Promotion of racial or religious hatred
- Harmful content or threatening behaviour, including promotion of physical violence or mental harm
- Any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute
- Using school systems to run a private business
- Use systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the school
- Uploading, downloading or transmitting commercial software or any copyrighted materials belonging to third parties, without the necessary licensing permissions
- Revealing or publicising confidential or proprietary information (e.g. financial/personal information, databases, computer/network access codes and passwords)
- Creating or propagating computer viruses or other harmful files
- Online gambling
- Child sexual abuse material
- Any other activity considered questionable

School Websites & Social Media Platforms

Students will be given the opportunity to publish projects, artwork or schoolwork on the internet in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.

Students will continue to own the copyright on any work published.

The website and social media platforms will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff.

Content focusing on individual students will only be published on the school website with parental permission.

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 Villiers School web pages or social media sites.

Cyberbullying

This type of bullying is increasingly common and is continuously evolving. It is bullying carried out through the use of information and communication technologies such as text, social media, e-mail, messaging, apps, gaming sites, chat-rooms and other online technologies. Being the target of inappropriate or hurtful messages is the most common form of online bullying. As cyberbullying uses technology to perpetrate bullying behaviour and does not require face to face contact, cyber-bullying can occur at any time (day or night). Many forms of bullying can be facilitated through cyber-bullying. For example, a target may be sent homophobic text messages or pictures may be posted with negative comments about a person's sexuality, appearance etc.

Access to technology means that cyberbullying can happen around the clock and the student's home may not even be a safe haven from such bullying. Students are increasingly communicating in ways that are often unknown to adults and free from supervision. The nature of these technologies means digital content can be shared and seen by a very wide audience almost instantly and is almost impossible to delete permanently. While cyberbullying often takes place at home and at night, the impact can also be felt in school.

In accordance with the Anti-Bullying Procedures for Schools, Villiers School considers that a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.

When using the internet students, 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 student or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

Measures are taken by Villiers School 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 cyberbullying even when it happens outside the school or outside of school hours. In addition, the Department of Education Anti-Bullying Procedures, 2013 defines cyberbullying as "placing a once-off offensive or hurtful public message, image or statement on a social network site or another public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour."

The prevention of cyberbullying is an integral part of the anti-bullying policy of our school.

Permission Form

Legislation

The school will provide information on legislation relating to the use of the Internet and Digital Technologies, which teachers, students and parents should familiarise themselves with:

- Data Protection Acts 1988 to 2018 and General Data Protection Regulations (GDPR)
- Copyright and Related Rights Act 2000
- Child Trafficking and Pornography Act 1998 and Criminal Law (Sexual Offences) Act 2017
- Children First Act 2015
- Harassment, Harmful Communications and Related Offences Act 2020 (Coco's Law)
- Criminal Damage Act 1991

Support Structures

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

Sanctions

Misuse of the Internet and digital technologies should be referred to in the school's Code of Behaviour and Anti-Bullying Policy and related sanctions regarding misuse as appropriate should be outlined therein. The school also reserves the right to report any illegal activities to the appropriate authorities, including An Garda Síochána.

I agree to follow the school's Acceptable Use Policy on the use of the internet and digital technologies. I will use the internet and digital technologies in a responsible way and obey all the procedures outlined in the policy.

Student Signature: _____

Parent/Guardian: _____

Date: _____

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

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and 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 and social media sites, 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.

Signature: _____ Date: _____

Address: _____

Student Details:

Name of Student: _____

Form: _____