



# The Teresian School

12, Stillorgan Road, Dublin 4 Tel: (01) 2691376 Fax: (01) 2602878 email: [secretary@teresian.ie](mailto:secretary@teresian.ie)

## Internet Acceptable Use Policy

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| <b>Website</b>              | <a href="https://teresian.ie/">https://teresian.ie/</a>                                  |
| <b>School Name</b>          | The Teresian School  |
| <b>Date of Commencement</b> | 28 <sup>th</sup> January 2021  |



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## 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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

The applications that are used for teaching and learning in The Teresian School are primarily:

Office365, incorporating:

Microsoft Outlook (e-mail)

Microsoft Teams

Microsoft OneNote

Microsoft Forms

Zoom for staff meetings and meetings of the Board of Management and occasionally for student meetings if this is deemed the most appropriate platform for the activity.

**The Remote Learning for Students in the event of a School Closure Policy** and **The Remote Learning for Students Absent due to Illness or Covid-19** are supplementary to this Acceptable Use Policy and all that is outlined in this policy applies to remote learning situations.

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.
- To respect copyright and acknowledge creators when using and adapting online content and resources.

This Acceptable Use Policy applies to pupils who have access to and are users of the internet in The Teresian School.

- It also applies to members of staff, volunteers, parents, guardians and others who access the internet in The Teresian School.

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.

The Teresian School 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 The Teresian School will, where known, inform parents/guardians of incidents



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of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

The Teresian 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 CSPE curriculum.
- In addition to SPHE and CSPE classes, Internet safety advice and support opportunities are provided to pupils in The Teresian School through our Digital Literacy classes in Junior Cycle and through periodic whole school information talks on Internet Safety.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- The Teresian 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

The school will monitor the impact of the policy using:

- Monitoring logs of internet activity (including sites visited).
- Internal monitoring data for network activity.
- Surveys and/or questionnaires of pupils, parents, and teaching staff.

Should serious online safety incidents take place, the Dean should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by the eLearning CoOrdinator and the Digital Leaders Team.

## **Content Filtering**



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The Teresian School has chosen to implement the following level on content filtering on the Schools Broadband Network:

- Split Level - This level allows different filtering levels for different for staff and students.

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 Dean.

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.

- 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 not allowed at The Teresian School .



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- 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 should be aware that email communications are monitored.

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

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.

## **Social Media**

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

- Use of instant messaging services and apps including Snapchat, WhatsApp, G Chat etc. is not allowed in The Teresian School.
- Use of blogs such as Word Press is allowed in The Teresian School 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 Teresian School community

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



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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 The Teresian School into disrepute.

**Staff and pupils must not represent their personal views as those of The Teresian School on any social medium.**

## Permitted Devices

The following are the internet-enabled devices permitted in school:

- Wriggle managed Lenovo Thinkpad (or other Wriggle managed device as approved by the school and communicated to parents)
- School owned Surface Go
- School owned HP 255 G7
- Personally owned smartphones (When directed by, and under the supervision of, a teacher for a specific purpose)
- Pupils are only allowed to use their mobile phone/smartphone during lessons with the expressed permission and under the supervision of a teacher for a specific purpose.

## Images & Video

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.

At The Teresian School pupils must not take, use, share, publish or distribute images of others without their permission.

Pupils must not take images or videos with the intention to harm another member of the school community.

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



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Written permission from parents/guardians will be obtained on student's admission to the school, allowing the school to publish photographs of students in the school journal, the school website, and other social media employed by the school.

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 serious consequences and sanctions for those involved.

Sharing explicit images of other pupils automatically incurs suspension as a sanction.

## **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 an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

Measures are taken by The Teresian School 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 or other private messaging, 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 Website**

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



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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 The Teresian School web pages.

The Teresian School will avoid publishing the full name of pupils in video or photograph captions published online.

## **Legislation**

The school will provide access to information on the following legislation relating to use of the Internet which teachers, students and parents/guardians should 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



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## Permission Form

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

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 Signature: \_\_\_\_\_

Date: \_\_\_\_\_

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my 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 daughter'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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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