

Wilson's Hospital School.



Acceptable Use Policy.

School Name: Wilson's Hospital School.

Address: Multyfarnham, Co. Westmeath.

The aim of this Acceptable Use Policy (AUP) is to ensure that students and staff will benefit from 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. Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions will be imposed. The AUP covers academic and other work which may take place during class time or study time, including at the weekends.

It is envisaged that the AUP will be revised annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

Members of Staff and SEN students with school devices must also adhere to Conditions of Use documentation for those devices.

This version of the AUP was reviewed June 2018 by the ICT Committee and the School Management Board.

School's Strategy

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:

General

- Internet sessions will always be supervised by an adult.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- Attempts should not be made to access internet sites, including social networking sites currently blocked by the NCTE's broadband filter. Only members of staff have permission to access YouTube.
- Students and staff making use of the IT facilities are expected to act in a mature and appropriate manner.
- Students and staff will be provided with training in the area of Internet safety.
- Uploading and downloading of non-approved software is not permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of memory/USB sticks, external hard drives, CD-ROMs, or other digital storage media in school requires a teacher's or supervisor's permission.
- Students and staff will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

All students and staff are provided with an individual user account with logon details and a password. For this network, the following apply:

- Students/staff must logon to the school network using their own logon account and password.
- Students/staff shall not reveal their logon password to another student or member of staff nor shall they logon another student/member of staff or allow another student/member of staff to logon using their account.
- Students/members of staff may not examine, change or use another user's network/logon account.

Wilson's Hospital School Information Communication Technology Acceptable Use Policy.

- If students/members of staff suspect that their logon account has been compromised it is their responsibility to report this immediately.
- Students' and members of staffs' Internet usage may be monitored by School Management or their representative.

Classroom Procedures

- When carrying out a search for an image, please ensure that the data projector is off before selecting the image.
- The School Administration System (vsware) should never be shown through the data projectors in front of students. Staff will log out of vsware at the end of the school day.
- YouTube is a video sharing forum available on the teachers' PCs. If a student is allowed to log onto the teachers' PCs they will have access to YouTube even using their own accounts. Therefore, in line with the current policy that students do not have access to YouTube, it is very important that, if teachers allow students to use the teacher's PC that they carefully monitor that usage.
- Teachers will have previewed any video segment in advance of showing it to the whole class.
- Best practice would be to not put the data projector and sound on until any "advert" at the start of a YouTube video has finished.

World Wide Web

- Students/staff will use the Internet for educational purposes only.
- Students/staff will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students/staff will report accidental accessing of inappropriate materials in accordance with school procedures.
- Students/staff will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Students/staff will never disclose or publicise personal information.
- Students/staff who use or maintain their own websites, social media, personal blogs or similar should not use these sites to bully, intimidate or hurt others whom they know by association with Wilson's Hospital School. Images or other files relating to Wilson's or to individuals in Wilson's should not be posted without the consent of Wilson's or of the individual and in all cases names should not be attached to such images or files.
- Downloading materials or images not relevant to school work, is in direct breach of the school's acceptable use policy.
- Downloading games or social media onto school equipment is not allowed
- Students/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.

Email & Internet Chat

- Office 365 is the official digital communications service chosen by the school. Students will be provided with a mailbox and online storage, as well as other services as deemed useful.
- Students/staff making use of emails are expected to act in a mature and appropriate manner.
- The school Management or their representative may monitor students'/members of staffs' Internet usage and school email account (where emails are provided by the school).
- Students/staff will not reveal their own or another student's/member of staffs' 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 may not create, access or use chat rooms.
- Members of staff are all provided with a School email address. The following apply:
 - Staff must logon to the school email using the logon details provided and their own password.
 - Staff shall not reveal their logon or password to another member of staff/student nor shall they logon another member of staff/student or allow another member of staff/student to logon to their email account.
 - Members of staff may not examine, change or use another user's email account unless requested to by Management.
 - If members of staff suspect that their email account has been compromised it is their responsibility to report this immediately.
 - School email addresses should only be used for school related matters.
 - All email communications between staff and students must use school email addresses.
 - The school Management or their representative may monitor members of staffs' school email account.
 - Manipulating identifiers in order to disguise the origin of content being transmitted through the Virtual-Workspace is not allowed.
 - Students (when provided with school email addresses)/members of staff shall not use the School email facility to bring the School into disrepute. Students/members of staff will not send or receive any material that is illegal, obscene and defamatory or that is intended to annoy or intimidate another person.
 - Students/members of staff shall not send or forward chain mail.
 - Subject-specific email accounts set up by members of staff are governed by the above procedures.
 - Students/members of staff should be aware of the School's responsibility to report inappropriate activity to the relevant authorities.
 - Students (when provided with school email addresses)/members of staff may access their School email outside of the School (for example, on their home computer).
 - Students (when provided with school email addresses)/members of staff who access their School email outside of the School must abide by the AUP rules for use of the School email facilities.
 - Students (when provided with school email addresses)/members of staff with School email facilities will read their emails regularly and delete old email. Where an account is full, new mail will be withheld until old mail is deleted.
 - Students (when provided with school email addresses) must use their school email account for all school email communications. Email communications received from any other email address the student may hold is not appropriate and will not be accepted for school work.

Photographs

- All photos of students and staff taken for school business must be taken on a school camera or school device. These photos must be transferred as soon as possible to the official school archives and permanently deleted from the device.
- Photos of students and staff cannot be taken on personal devices for compliance with the Children First Act 2017 and General Data Protection Regulation Act 2018.
- Personal photos cannot be taken on school devices.
- Inappropriate "selfies" are prohibited.

School Website

- Any student given the opportunity to publish projects, artwork or school work on the World Wide Web will do so in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website
- The website will be regularly checked to ensure that there is no content that compromises the safety of students or staff.
- Any publication of student work will be co-ordinated by a teacher.
- Any published students' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website without parental permission. Video clips may be password protected.
- Personal student information including home address and contact details will be omitted from school web pages.
- The school website will avoid publishing the first name and last name of individuals in a photograph.
- The school will ensure that the image files are appropriately named – will not use students' names in image file names or ALT tags if published on the web.
- Students will continue to own the copyright on any work published of which they hold ownership.

Personal Devices including Mobile Phones

- Students and staff may be given permission to bring their personal devices to school for academic purposes and accessing the internet for particular project work. Such use by students shall only be authorised when supervised by staff and using the NCTE's broadband filter.
- Personal laptops & other devices used by students/members of staff must be operated in accordance with the school's Acceptable Use Policy. The school reserves the right to examine contents stored on such personal devices.
- Such equipment must have up to date anti-virus and cannot be used to access the school network, except by pre-arrangement.
- In the event of unauthorised accessing of the internet by students on their personal devices, Parents/Guardians should be aware of their responsibilities for the consequences in this regard when allowing their child/children take such devices to school.
- Parents and Guardians should advise their child/children that only authorised access is acceptable to the school and discourage any other internet access by them while at school.

Legislation

The school draws attention to the following legislation relating to use of the Internet with which teachers, students and parents should familiarise themselves. They are available on www.irishstatutebook.ie

- Data Protection Act 2018
<http://www.irishstatutebook.ie/eli/2018/act/7/enacted/en/html>
- Child Trafficking and Pornography Act 1998
<http://www.irishstatutebook.ie/1998/en/act/pub/0022/index.html>
- Interception Act 1993
<http://www.irishstatutebook.ie/1993/en/act/pub/0010/print.html>
- Video Recordings Act 1989
<http://www.irishstatutebook.ie/1989/en/act/pub/0022/index.html>
- Children First Act 2017
<http://www.irishstatutebook.ie/eli/2015/act/36/enacted/en/pdf>

Support Structures

Students and parents may be informed by the school of key support structures and organisations that deal with illegal material or harmful use of the Internet e.g. www.webwise.ie

Students/members of staff who are concerned about inappropriate use of digital media or other information communication technology should report their concerns to the Warden/Principal (child protection liaison person), or in her absence the Deputy Principal or Guidance Counsellor.

Sanctions

Misuse of the Information Technology equipment and facilities including use of the Internet by students and any other use deemed contrary to learning, unethical, illegal or unauthorised may result in disciplinary action as set out in the School Rules for students, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

Permission Form

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

Name of Student/Member of Staff: _____

Class/Year: _____

Student/Member of Staff

I agree to follow the school's Acceptable Use Policy on the use of Information Technology and the Internet. I will use IT and the Internet in a responsible way and obey all the rules explained to me by the school.

Student/Member of Staffs' Signature: _____

Date: _____

Students' Parent/Guardian

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my son/daughter or the child in my care to use the school's IT system including 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.

I accept the above paragraph **I do not accept the above paragraph**
(Please tick as appropriate)

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. I understand and accept the terms of the Acceptable Use Policy relating to publishing children's work on the school website.

I accept the above paragraph **I do not accept the above paragraph**
(Please tick as appropriate)

Signature: _____

Date: _____