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Bord Oideachais agus
Oiliúna Thiobraid Arann
*Tipperary Education and
Training Board*

Coláiste Thulach Sheasta

Internet Acceptable Use Policy 2022



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SCHOOL BACKGROUND

School Name and Address	Newport College Black Road Newport Co. Tipperary								
School Information	<table border="1"><tr><td>Telephone</td><td>061 378262</td></tr><tr><td>Fax</td><td>061 378503</td></tr><tr><td>Website</td><td>www.newportcollege.ie</td></tr><tr><td>Email</td><td>info@newportcollege.ie</td></tr></table>	Telephone	061 378262	Fax	061 378503	Website	www.newportcollege.ie	Email	info@newportcollege.ie
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Website	www.newportcollege.ie								
Email	info@newportcollege.ie								
Description of School	<p>Under the patronage of Tipperary Education and Training Board, Newport College is a state, co-educational, multidenominational school and underpinned by the core values of:</p> <ul style="list-style-type: none">• Excellence in Education• Care• Equality• Community• Respect								

SCHOOL MISSION

We strive to provide a holistic education in order to maximise the potential of each student academically, emotionally and social with respect for self, others and the environment as core values, embracing individuality and honesty, to enable a productive learning and teaching environment.

SCHOOL MOTTO

A school where Every Child Matters

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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.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 always.
- 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 Newport College.

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

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.

Newport College 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 Newport College will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

Newport College implements the following strategies on promoting safer use of the internet:

- Pupils will be provided with education in internet safety as part of our implementation of the SPHE and CSPE curriculum.
- Internet safety advice and support opportunities are provided to pupils in Newport College through our pastoral care and ICT programmes.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- Newport College aims to participate 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, and pupils.

This policy has been developed by a working group including Principal, Deputy Principal, teachers, pupils, 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).
- Surveys and/or questionnaires of pupils, parents, and teaching staff.

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

The implementation of this Internet Acceptable Use policy will be monitored by the senior management team in Newport College.

CONTENT FILTERING

Content Filtering on the Schools Broadband Network

Newport College 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 either the Principal or Deputy Principal.

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 allowed with staff permission.
- 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 Newport College.
- All pupils will receive an Office 365 account when they join the school.
- 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 Office 365 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 Newport College:

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

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 Newport College community

Staff and pupils must not discuss personal information about pupils, staff and other members of the Newport College 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 Newport College into disrepute.

Staff and pupils must not represent your personal views as those of bring Newport College 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 the 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 school's code of positive behaviour and will be dealt with accordingly.

Students should not be using personal devices in class unless they 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 Newport College:

- Pupils are only allowed to bring personal internet-enabled devices during lessons/in school with expressed permission from 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.

USING ICT FOR LEARNING

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

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

MICROSOFT TEAMS FOR EDUCATION

- Students must only use their allocated username and password to log on to the school network and to the school domain MS Teams for Education.
- Communication via MS Teams for Education should be limited to the hours between
 - 8:50 am to 4.00 pm on Monday to Thursday
 - 8:50 am to 1:15 pm on Fridayunless with prior arrangement from a particular teacher.
- Students must not divulge their usernames/password to another student and must exercise due diligence to ensure their own remains private.
- Students must not log onto the school's network or MS Teams for Education using login credentials (usernames/ passwords) other than their own.

IMAGES AND VIDEO

At Newport College pupils 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 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 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 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 schoolwork on the internet 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, 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.

Newport College will use only digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will only be published on the school website with parental permission.

Personal student information including home address and contact details will not be published on Newport College web pages.

Newport College will avoid publishing the first name and last name of pupils in video or photograph captions published online.

LEGISLATION

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

- The Data Protection Act 1988
- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- General Data Protection Regulation (GDPR) 2018

SUPPORT STRUCTURES

While it is generally accepted that the internet and related technologies when used appropriately, present exciting teaching and learning opportunities, many of the platforms associated with the internet are of little educational benefit. Indeed, many are detrimental to the healthy mental development of young people and the school strongly recommends students and parents be informed of key support structures and organisations that deal with issues around illegal material or harmful use of the internet (e.g., www.webwise.ie).

Newport College implements the following strategies on promoting safer use of the internet:

- a) Regular year group assemblies (Raising awareness).
- b) ICT classes (Raising awareness).
- c) SPHE Programme and Wellbeing programme (Raising awareness).
- d) Student Council (Peer education).
- e) Safe Internet Usage Awareness Talks delivered by outside individuals and agencies.

SANCTIONS

Misuse of the Internet may result in disciplinary action, 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

NEWPORT COLLEGE PERMISSION FORM

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

Name of Student: _____

Class/Year: _____

Student

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: _____ **Date:** _____

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 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.

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 students' work on the school website.

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

Signature: _____ Date: _____

Address: _____ Telephone: _____

LETTER TO PARENTS/GUARDIANS

Dear Parent/Guardian,

Re: Internet Permission Form

As part of the school's education programme, we offer pupils supervised access to the Internet. This allows students access to a large array of online educational resources that we believe can greatly enhance students' learning experience.

However, access to and use of the Internet requires responsibility on the part of the user and the school. These responsibilities are outlined in the school's Acceptable Use Policy (enclosed). It is important that this enclosed document is read carefully, signed by a parent or guardian and returned to the school.

Although the school takes active steps to promote safe use of the Internet, it recognises the possibility that students may accidentally or deliberately access inappropriate or objectionable material.

The school respects each family's right to decide whether or not to allow their children access to the Internet as defined by the school's Acceptable Use Policy.

Having read the terms of our school's Acceptable Use Policy, you may like to take a moment to consider how the Internet is used in your own home and see if there is any way you could make it safer for your own family.

Yours sincerely,

Principal

POLICY REVIEW

POLICY REVIEW CHECKLIST

The following checklist is used to revise the AUP at Newport College. This is to ensure that the policy is robust and addresses any implementation issues which may arise.

	YES	NO
1. Have AUP implementation issues arisen since the AUP was designed/revised?		
2. Have these issues been discussed with parents, students and teachers and incorporated into an updated AUP?		
3. Given that an AUP is in place, can the school confidently address the following scenarios? <ul style="list-style-type: none"> • A student is found using a chat room to arrange a face-to-face meeting with a friend. • The school uses filtering software but a student accidentally accesses a pornographic website while in your care. • A student publishes defamatory information on a personal website about a peer. 		
4. Has the AUP had a positive impact on curriculum delivery?		
5. Has internal or external expertise assisted the formulation or reformulation of the AUP?		
6. Has the school discussed the use of the Internet with parents and guardians?		
7. Has the AUP as a code of Internet use transferred to home use?		
8. Does an open dialogue exist between students and teachers relating to Internet misuse and safety issues?		
9. Are teachers' and students' Internet safety training needs being met?		

Reviewed by: _____

Review Date: _____

Signed: _____