



RED HILL SCHOOL ACCEPTABLE USE POLICY

General Approach

Red Hill School recognises that access to Information and Communication Technology (ICT) gives our students enhanced opportunities to learn, engage, communicate and develop skills. The aim of this Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner. To that end, we provide access to ICT for student use

Internet use and access is considered a school resource and privilege. This Acceptable Use Policy outlines the guidelines and behaviours that our students are expected to follow when using current and future school technologies. Students are expected to follow the same rules for good behaviour and respectful conduct online as offline. These rules are found in the Code of Behaviour and Anti-Bullying Policies.

If the Red Hill School AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed. The AUP policy should be read in line with the data protection policy, child safeguarding statement and anti-bullying policy. Staff, pupil or parental behaviour towards one another when online is subject to the policies and procedures laid out by the school.

It is envisaged that school community will revise the AUP regularly in line with developing technological issues. This policy should be read by all staff, parents and volunteers carefully to ensure that the conditions are understood. This policy has been reviewed by staff, parents' and ratified by the Board of Management and will be subsequently reviewed as issues and matters arise relating to the acceptable use of IT

The Board of Management of Red Hill School reserves the right to amend this policy to adapt to changing circumstances entirely at its discretion.

When using the internet students, parents/guardians 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.

This Acceptable Use Policy applies to students who have access to and are users of the internet in Red Hill School

It also applies to members of staff, volunteers, parents/guardians and others who access the internet in collaboration or while engaging in distance learning with Red Hill 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.

Red Hill 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 Red Hill School will, where known, inform parents/guardians of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions. **It is vital that all parents and guardians monitor their own child's internet usage at home and ensure that their children are respectful and aware of the risks involved.**

The school will monitor the impact of the policy using logs of reported incidents.

Should serious breaches of online safety take place, class teacher or Principal/Deputy Principal should be informed. See Appendix 1: AUP incident report form.

Red Hill School implements the following strategies on internet safety:

- Internet sessions will be under the direction of teacher.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' Internet usage.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of personal memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission.
- Students and staff will treat others with respect at all times while online and will not undertake any actions that may bring the school or themselves into disrepute.
- Students will be provided with education in the area of internet safety as part of our implementation of the SPHE and Junior Cycle curricula.
- Internet safety advice and support opportunities are provided to students in Red Hill School through our class teachers.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- Red Hill School participates in and facilitates information talks to promote safer more effective use of the internet.

Content Filtering

Red Hill School 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 and YouTube and allows access to personal websites category, and other similar types of websites, such as blogs but blocks access to websites belonging to the personal websites category and websites such as Facebook belonging to the Social Networking category.

Students 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

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

Students will report accidental accessing of inappropriate materials in the classroom to their teacher.

Students will report accidental accessing of inappropriate materials in school but also outside the classroom during distance learning to class teacher or Principal/Deputy Principal

Students and staff will not copy information from the internet without acknowledging the creator and referencing the source of the content.

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 use the school's internet connection only for educational and professional career development activities.

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 should not plagiarise content (copy or use as your own without citing the original creator), including words or images from the internet, for inclusion on our school website. Students should not take credit for things they didn't create themselves or misrepresent themselves as an author or creator of something they found online.

Students 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 students of materials or images not relevant to their studies is only allowed with specific staff permission, which must be recorded on the student's file.

Email and Messaging

Teachers must use encrypted school laptops for access to student/school information. If due to **exceptional** circumstance a personal device is used this is permissible only with an encrypted device.

Staff are not permitted to bring their phones to the classroom (Child Protection Policy) or engage in any personal business on school devices such as access to personal emails, access to social media sites etc.

Teachers should routinely permanently delete emails from trash. (please see GDPR Policy)

The use of personal student email accounts is allowed at certain times at Red Hill School, e.g. for use in Google Classroom, these must be set up by class teacher with parental consent. These emails may only be used for curricular access

- Students should not under any circumstances share their email account login details with other students.
- Students should not use school email accounts to register for online services such as social networking services, apps, and games.

- Students should not use their school accounts for any personal online activities.

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

Students 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 should avoid opening emails that appear suspicious. If in doubt, students should ask their teacher or parent/guardian during distance learning before opening emails from unknown senders.

Red Hill School will use email addresses provided by parents to support communication with parents. Red Hill School will use “Text a Parent” facility to communicate with parents on the mobile numbers provided to the school. If due to **exceptional** circumstance a personal device is used this is permissible only with an encrypted device.

Red Hill School will use “Text a Parent” facility to communicate with parents on the mobile numbers provided to the school.

Social Media

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

- Use of instant messaging services and apps including Seesaaw App, is allowed to support daily communication between parents and teachers, the delivery and completion of homework materials and the appropriate sharing of educational resources.
- WhatsApp, Microsoft Office, Zoom etc. is allowed in Red Hill to facilitate staff communication.
- Use of blogs such as Word Press, Tumblr etc. is not allowed in Red Hill School
- Use of video streaming sites such as YouTube and Vimeo etc. is allowed at certain only with the express supervision of school staff.

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, other members of Red Hill School

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

Staff and students must not use school email addresses for setting up personal social media accounts or to communicate through such media. Conversely, staff must use their professional school email address when registering for any resources, apps etc relevant to the education of their students.

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

Staff and students must not represent their personal views as being those of Red Hill School on any social medium.

Personal Devices

The Board of Management of Red Hill School will take no responsibility for loss or damage to personally owned digital 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 tablets, gaming devices, and digital music players in Red Hill School:

- Students are only allowed to bring personal internet-enabled devices into Red Hill School with expressed permission and supervision from staff.
- Students are only allowed to use personal internet-enabled devices during lessons with expressed permission and supervision from teaching staff.
- Students are only allowed to use personal internet-enabled devices during relevant lesson sessions.
- Students may not use their personal devices during social time without expressed permission from staff.

Images & Video

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

At Red Hill School students 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 once care is taken that no harm is done to staff or students of Red Hill School.

Written permission from parents/guardians will be obtained on enrolment to allow publication of photographs of students on the school website.

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 elsewhere.

Sharing explicit images and in particular explicit images of students and/or minors 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.

Videos or work prepared by teachers for students' online classes may not be shared with others outside the school community.

Cyberbullying

When using the internet students, parents/guardians 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 Rd Hill 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 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 and Anti-Bullying Policies.

The prevention of cyber bullying is an integral part of the Anti-Bullying policy of our school.

School Website

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.

The "Contact US" form on the school website will be 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 Red Hill School web pages.

Red Hill School will avoid publishing the full name of students in video or photograph captions published online.

Distance Learning

In circumstances where teaching cannot be conducted on the school premises, teachers and SNAs, acting under the direction of teachers, may use a range of online platforms including Google Classroom, Google Meet, Seesaw, Microsoft Teams, Class Dojo, (from the school account only) to assist with distance teaching and learning.

Specific WhatsApp Groups are only used for staff communication with Principal as moderator for the two groups: RHS Teacher Group & RHS SNA Group.

The school has signed up to the terms of service of the online platforms in use by the school. The school has enabled the most up to date security and privacy features which these online platforms provide. Staff members will adhere to school guidelines on the use of platforms for live engagement.

Meetings or classes may only be recorded in exceptional circumstances by the class teacher. Permission must be sought from the school Principal or Deputy Principal.

Videos or work prepared by teachers for students' online classes may not be shared with others outside the school community.

Parents/guardians must sign a consent form for their children to engage with teachers and SNAs using online platforms.

Primary students' parents/guardians must agree to monitor their child's participation in any such lessons and to be in the room with the child for any one-to-one meetings or classes.

Children will be expected to follow school guidelines on online behaviour.

Staff, parents/guardians and students should be mindful of school hours and not contact each other on these platforms where possible outside of these hours.

Implementation and Review.

Ratification

The policy was ratified by the Board of Management on 2020. It will be monitored on an ongoing basis and will be reviewed in May 2022, or earlier if required.

Signed: _____

Signed: _____

Chairperson of Board of Management

Principal

Date: _____

Date: _____

List of Appendices:

1. AUP Incident Form
2. Permission Form
3. Code of Behaviour for Online Learning and Online Meetings



Permission Form

I _____ (student name) 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: _____

Date: _____

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 understand the Code of Behaviour applies to all school activities.

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.

Parent/Guardian Signature

Date

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

Code of Behaviour for Online Classes or Meetings

Our Code of Behaviour for online classes, meetings and communications is, like our Code of Behaviour at school, based on respect for oneself and others. We expect the same high standards of behaviour as we would in school.

To help us get the most benefit from working online, we ask that the following guidelines be followed:

1. Dress appropriately for school.

2. Be aware of your surroundings. Choose a room with as little distraction as possible but with an adult close by. Be mindful of noise from other people or pets.

3. Ensure that you have a clean, work-appropriate background with good lighting. It is worthwhile testing out your camera and audio before your start. Try to have all of your upper body showing especially your face and arms, this ensures everyone can see who is talking.

4. Mute your microphone when you're not talking. Only turn it on if you are invited to speak. Muting your microphone when you're not speaking allows others to share their thoughts without distraction or frustration.

5. Use the hand icon to show you would like to speak

6. Do not use the chat function unless invited to by your teacher. Be respectful at all times when using Chat.

7. Eliminate distractions and focus on the class or meeting. If you are using your phone/tablet or laptop to attend the online class or meeting, close all other apps and mute notifications.

8. No eating allowed during online classes or meetings

9. Stay seated and stay present during online classes or meetings. Do not leave the room or talk to others not participating in the class or meeting

10. Sanctions:

If you do not follow these guidelines and repeatedly disrupt your own learning and that of others, you can be removed from the class or meeting, either for a specified period or for the entire session.

If the poor behaviour is repeated, the teacher, in the first instance, or the principal, will engage with you and your parents or guardians.

We are cognizant of the age and stage of development of all of our students and as such will use appropriate discretion in relation to the above.