

# BOYNE

# COMMUNITY SCHOOL



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## ACCEPTABLE USE AND DIGITAL CITIZENSHIP POLICY

### INTRODUCTION

This policy is informed by both the mission statement and the ethos of Boyne Community School which aims to enable students to reach their full potential academically, personally and socially. This policy reflects the caring and pastoral nature of our school and recognises that the policy encompasses the entire school community of students, parents and staff.

### OUR AIM

The aim of this Acceptable Use Policy (A.U.P) is to ensure that students 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 Therefore, if the school's AUP is not adhered to this privilege will be withdrawn and appropriate sanctions will be imposed. It is envisaged that school and parent representatives will revise the AUP annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

This version of the AUP was created In November 2019

## **OUR SCHOOL'S STRATEGY**

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

- Internet sessions will always be supervised by a teacher.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- Students and teachers will be provided with training in the area of Internet safety.
- 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 floppy disks, memory sticks, CD-ROMs, or other digital storage media in school is not permitted, students are encouraged to use their Google Drive accounts.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

## **LEGISLATION**

The school will make available information on the following legislation relating to the use of the Internet for teachers, students and parents\Guardian's should familiarise themselves with:

Data Protection Act 1988 (and Amendment Act 2003) <http://www.dataprotection.ie/>

<http://www.irishstatutebook.ie/1988/en/act/pub/0025/index.html>

<http://www.irishstatutebook.ie/2003/en/act/pub/0006/index.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>

## **OTHER POLICIES RELATED TO OUR A.U.P:**

- Anti-bullying
- Child Protection
- Mobile Phone policy
- Code of Behaviour
- Code of Conduct during in-house examinations.

## **WORLD WIDE WEB**

- Students will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials or attempt to circumvent protective software.
- Students will report accidental accessing of inappropriate materials.
- Students will use the internet for educational purposes only.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Students will never disclose or publicise personal information.
- Downloading materials or images which are not relevant to their studies is in direct breach of the school's AUP.
- Students will be made 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 COMMUNICATION**

- The school community will not use email for personal reasons.
- The school community should avoid opening emails that appear suspicious. If in doubt, pupils should ask their teacher before opening emails from unknown senders.
- Email which is used for educational purposes will use approved email addresses and will be supervised or authorised by a teacher.
- When using email for school reasons the school community is asked to respect boundaries in relation to time of the day when sending emails to staff and/or students.
- Members of the school community will not send or receive any material that is illegal, obscene and/or defamatory<sup>1</sup>, or that is intended to annoy or intimidate another person.
- Members of the school community will not reveal their own or other people's personal details, such as addresses or telephone numbers, pictures, usernames or passwords.
- Members of the school community should never arrange a face-to-face meeting with someone they only know through emails or other online communication.
- Internet chat/social networking sites: students will only have access to chat rooms, discussion forums, messaging or other forms of electronic communication that have been approved by the school.
- Where appropriate, usernames will be used to avoid disclosure of identity.

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<sup>1</sup> Defamation — also called calumny, vilification, traducement, slander (for transitory statements), and libel (for written, broadcast, or otherwise published words) — is the communication of a statement that makes a claim, expressly stated or implied to be factual, that may give an individual, business, product, group, government, or nation a negative or inferior image..

## CONTINUITY OF SCHOOLING / DISTANCE LEARNING

Where the need arises, the school will maintain teaching, learning and assessment through distance learning. Digital platforms chosen by the school namely, Google Classroom, Google Meet and Zoom will be used by teachers and students to continue engagement.

- Teachers and students set up these platforms and digital spaces as part of our return to learning practices at the start of each academic year.
- The I.T curriculum is designed to help students engage with the various platforms that we use here within the school. This support is introduced early on in 1st year.
- It is envisaged that all students will participate to the best of their ability within these online platforms, where a student encounters difficulties they should aim to communicate this to the school through the many channels available to them.
- Students are encouraged to participate online in a safe, respectful and friendly manner which upholds their digital citizenship pledge.
- The school will aim to provide guidance to parents where appropriate in relation to students' online experiences and safety.

### **In the event of a school closure;**

- Devices for online engagement can be obtained from the school. Parents should make contact with the school and devices will be issued out based on needs due to limited supply.
- Students are to treat these devices with the utmost care. Damage to devices outside of normal wear and tear may incur a cost to the parent/guardian.

## GOOGLE CLASSROOM AND SCHOOL COMMUNICATION

- Boyne Community School is a Google School. Every pupil has been furnished with a school email address: [yyfirstnamelastname@boynecs.ie](mailto:yyfirstnamelastname@boynecs.ie) (yy denotes year student started in the school). This is the official email address for accessing their Google classroom for Learning. The school domain @boynecs.ie will not recognise email addresses from outside this domain and access to Google Classrooms will be denied.
- The normal school calendar will apply for online classes and communication between staff and students. Teachers will not be responding to communications at weekends or during holidays.
- Teachers can be contacted using email during school term during school hours, 8:50am – 3:50pm, Monday – Thursday and 8:50am - 1:05pm Friday.
- Every teacher has established a Google classroom for each of their classes. This is accessed through a code which has been given to each student. It is the responsibility of each student to ensure that they have their up to date access codes for every subject area that they are studying.
- Parents can view their child's progress through the Vs Ware system. Every parent has a username and a password. Parents should contact the school office if they do not have access to Vs Ware.

## **A GUIDE TO ONLINE CLASSES:**

In the event of a school closure classes will continue online remotely.

- Work will be allocated as per the timetable to avoid timetable clashes.
- Teaching and Learning will be a combination of live online lessons, assignments set and self-directed project work.
- Pupils are asked to log into their online classes as scheduled by their teacher using only their school email address. All user names must include the students full name.

### **During live classes;**

- Online behaviour must at all times be appropriate and respectful.
  - Mute unless directed to unmute by the teacher. This is to avoid unnecessary distractions.
  - Teachers will direct classes on the appropriate use of cameras.
  - Headphones are advised to be worn during live classes to help maintain concentration and reduce distractions.
  - Students do not have permission to record online classes or use images from online classes. The school's code of behaviour will be invoked if a student posts a teacher's/student's image and/or defamatory content about a teacher/student on social media.
- Roll will be taken for each live class on VShare and teachers will keep a record of engagement and work submitted for other classes.
  - Pupils are expected to engage with online classes with the same respect and positive attitude as they would in a school based classroom. The school Code of Behaviour is applicable to remote teaching and learning including Anti- Bullying Policy, Acceptable Usage policy.
  - When an online class has not been scheduled for a specific subject but the student is timetabled to have that subject it is recommended that the student logs into the relevant Google Classroom, checks for any work left and completes that work. This would also be an ideal opportunity to engage in some study for that subject.
  - Students are expected to check email and Google classroom posts regularly for work.
  - Teaching and Learning best practice will continue to apply with students expected to present all assignments to the best of their ability and on time. Each piece of work will have a deadline for submission. Late submissions will be recorded on Vshare.
  - All lack of engagement will be referred to the year head.

Google Classroom and the school's online communication platforms are provided to ensure, amongst other reasons, the continuation of Teaching & Learning during periods where the school is required to close during term time. It is imperative that the behaviour of all pupils adheres to that of our code of behaviour. The posting of inappropriate or offensive images and /or engaging in inappropriate or offensive behaviour will necessitate the reporting of such behaviour to the school authorities and if necessary the Gardaí.

## **SCHOOL WEBSITE**

- Students will be given the opportunity to publish projects, artwork or school work on [www.boynecs.ie](http://www.boynecs.ie) in accordance with this policy and approval processes regarding the content that can be loaded to the school's website.
- The website will be moderated to ensure that there is no content that compromises the safety of students or staff.
- The publication of student work will be coordinated by a teacher and authorised by the school.
- Students' work will appear in an educational context.
- Students will continue to own the copyright of any work published.
- The school will endeavour to focus on group activities when using digital photographs, audio or video clips. Content focusing on individual students will not be published on the school website without parental consent.
- Personal student information including home address and contact details will be omitted from school web pages.

## **STUDENT PERSONAL DEVICES**

This section refers to personal devices such as: phones, iPods, tablets, cameras, dictaphones, game consoles, PSPs, etc.

Teachers may encourage the appropriate use of mobile phones/devices in pursuit of learning, in classrooms and other learning settings. Staff will make clear to pupils when this is appropriate and students will be given clear guidance on the use of mobile phones/devices in a learning setting.

- Students' personal devices, unless authorised by a teacher, are not to be used on school premises.
- Each student must ensure all their devices are SWITCHED OFF in the school building.
- Note: Devices in 'Silent' or 'Vibrate' mode are not considered 'off'.
- The unauthorized capture of images, video or audio is in direct breach of the school's AUP.
- Connecting or attempting to connect to the school's network system (wired or wireless) without authorisation is in direct breach of the school's AUP.
- Students are reminded that mobile phones are not allowed in State Examinations and they should mirror this behaviour in in-house exams and mocks.

## **USE OF PHOTOS, IMAGES AND VIDEOS**

The development of digital imaging technologies has created significant benefits to learning, allowing staff and pupils to have instant use of images that they have recorded themselves or downloaded from the internet. However, staff, parents / carers and pupils need to be aware of the risks associated with publishing digital images on the internet. Such images may provide opportunities for harassment or breaches of privacy to take place. Digital images may remain available on the internet forever and may cause harm to individuals in the short or longer term. 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 Boyne Community School pupils must not take, use, share, publish or distribute images of others without their permission.

- This policy will apply in conjunction with Boyne Community Schools Anti-Bullying Policy which may be used to determine whether further intervention or sanction is required.
- Taking photos or videos on the premises of Boyne Community School or when participating in school activities is only allowed with expressed permission from staff.
- 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.

## **SOCIAL MEDIA**

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

This policy applies to personal websites such as social networking sites (for example Facebook), blogs, microblogs such as Twitter, chat rooms, 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 by the whole school community of Boyne Community School:

- The school community 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 community related to Boyne Community School.
- The school community must not discuss personal information about pupils, staff and other members of Boyne Community School on social media
- The school community must not use school email addresses for setting up personal social media accounts or to communicate through such media
- The school community must not engage in activities involving social media which might bring Boyne Community School into disrepute
- The school community must not represent their personal views as the views of Boyne Community School on any social medium

## **SANCTIONS**

Misuse of ICT and internet resources both on and off the school premises 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.



# MY DIGITAL CITIZENSHIP PLEDGE

*This pledge will be placed in the student journal and the student and parent will be required to sign it each year.*

## **Respect Yourself**

I will show respect for myself through my actions. I will only use appropriate language and images on the Internet or on the school website /virtual learning environment. I will not post inappropriate personal information about my life, experiences or relationships.

## **Protect Yourself**

I will ensure that the information I post online will not put me at risk. I will not publish full contact details, a schedule of my activities or inappropriate personal details in public spaces. I will report any aggressive or inappropriate behaviour directed at me. I will not share my password or account details with anyone else.

## **Respect Others**

I will show respect to others. I will not use electronic mediums to bully, harass or stalk other people. I will not visit sites that are degrading, pornographic, racist or that the school would deem inappropriate. I will not abuse my access privileges and I will not enter other people's private spaces or work areas. I will respect my peers and teachers by not using technology inappropriately in or out of class.

## **Protect Others**

I will protect others by reporting abuse. I will not forward or disseminate any materials (including emails and images) that are harmful to others and that the school would deem inappropriate.

## **Respect Copyright**

I will respect the ideas and writings of others and will not plagiarise works found on the internet. I will acknowledge all sources including images. I will not download or install software on school machines without permission. I will not steal music or other media and will refrain from distributing these in a manner that violates their licenses.

## **Respect Technology**

I will take all reasonable precautions to protect ICT equipment from damage. I will not tamper with its software or jailbreak it. I will not interfere with school ICT systems or attempt to bypass school restrictions. Respecting and Protecting the School Community Open internet sessions will always be supervised by a teacher and the school will monitor ICT and internet usage. Students should not seek to access unsupervised ICT.

All students of the school will be required to sign a Digital Citizenship and User Acceptance Policy Form. The student Digital Citizenship Pledge will be on prominent display in all rooms with ICT equipment and in other appropriate places around the school premises. Content and images which reference students will only be published on the school app/website, social media accounts and print media with the permission of parents/guardian. Parental Consent will be sought as part of the User Acceptance Policy form.

## B.C.S User Acceptance Form for Acceptable Use of I.C.T Policy

Name of Pupil:

Address:

Class/Year:



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.

Pupils Signature:

Date:

As the parent or legal guardian of the above pupil, 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 pupils access unsuitable websites.

I accept the above paragraph:                      Yes    /    No                      (Please circle as appropriate)

In relation to the school website, I accept that, if the school considers it appropriate, my child's school work may be chosen for inclusion on the school's 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:                      Yes    /    No                      (Please circle as appropriate)

Parent/Guardian Signature:

Date:

Ratified by the Board of Management on the 27th April 2020:

Signature of Chairperson: