

Digital Acceptable Use Policy

Presentation Secondary School, Kilkenny



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Introduction

Presentation Secondary School (PSS), Kilkenny, is an all-girls voluntary secondary school under the trusteeship of CEIST. The school follows the curriculum as laid down by the D.E.S. It operates within the rules, regulations and guidelines as laid down by the D.E.S. The Acceptable Usage Policy (AUP) adopted by PSS operates in tangent with the principles and values of our school vision as outlined in particular in the following policies:

- Child Protection Policy
- Anti-bullying Policy
- Homework Policy
- Health and Safety Policy
- Code of Behaviour

This policy is in keeping with the school Mission Statement and the values underpinned by the Presentation ethos of inclusive education and the practice of upholding the dignity of all within our school community.

Mission Statement

Inspired by the vision of Nano Nagle, PSS mission statement is as follows:

- The Presentation Secondary School, Kilkenny is a Catholic Voluntary School. It is a community of students, staff, parents/guardians, and management who share a Christian vision of life.
- Our school seeks to ensure that students are enabled to reach their full potential– academic, spiritual, physical, social, cultural and creative – encouraging them to face life with optimism, self-confidence and an appreciation of excellence at all levels.
- Inspired by the vision of Nano Nagle, the foundress of the Presentation Order, this school shows special concern for the disadvantaged and is committed to promoting a just society.
- Recognising the uniqueness of each individual, we strive to develop an awareness of personal dignity and to foster mutual respect and sensitivity to the environment.
- In keeping with the evolving nature of society, our response is creative and relevant to the needs of our time.
- We acknowledge that this vision can only become a reality through the positive cooperation of all partners in the school and wider community.

Rationale

The benefits of eLearning in education include:

- Access to world-wide educational resources including museums and art galleries;
- Opportunities to involve students actively in their own learning;
- Educational and cultural exchanges between students worldwide;
- Access to experts in many fields for students and staff;
- Communication with support services, professional associations and colleagues;
- Staff professional development through access to national and international developments, educational materials and good curriculum practice.

How will eLearning enhance learning?

- Internet access will be planned to enrich and extend learning activities.
- Access level will be reviewed to reflect the curriculum requirements and age of students.
- Students will be educated in the effective use of the Internet in research.

Supporting Legislation

PSS AUP is supported and informed by the legislation listed below which relates to the use of the Internet. Teachers, students and parents should familiarise themselves with them.

- Data Protection Act 1998 (and Amendment Act 2003)
 - www.dataprotection.ie
 - www.irishstatutebook.ie/1988/en/act/pub/0025/index.html
 - www.irishstatutebook.ie/2003/en/act/pub/0006/index.html
- Copyright and Related Rights Act 2000
 - <http://www.irishstatutebook.ie/eli/2000/act/28/enacted/en/html>
- Child Trafficking and Pornography Act 1998
 - www.irishstatutebook.ie/1998/en/act/pub/0022/index.html
- Interception Act 1993
 - www.irishstatutebook.ie/1993/en/act/pub/0010/print.html
- Video Recordings Act 1989
 - www.irishstatutebook.ie/1989/en/act/pub/0022/index.html
- Children First Act 2015
 - <http://www.irishstatutebook.ie/eli/2015/act/36/enacted/en/pdf>

Aim of the Digital Acceptable Use Policy

The aim of the PSS Digital Acceptable Use Policy (AUP) is to ensure that students will benefit from learning opportunities offered by the school's Information Computer Technology (ICT) and the internet resources in a safe and effective manner. PSS aims to create a culture of responsibility and wish to stress the partnership required between family, school and student on this matter.

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 as outlined in this policy will be imposed.

This version of the AUP was created in March **2018** by members of the school's ICT committee and updated in **2020**.

The AUP still applies in the event of remote teaching and learning.

Shared Responsibilities

PSS will endeavour to provide adequate instruction and training for students on using ICT safely. PSS will also provide support structures to parents in helping their daughter to use the internet wisely. PSS is a Google School and utilises the Google Suite of apps as our primary platform to facilitate learning and teaching. Staff will be provided with training and instruction on how best to use ICT in their classrooms for maximum educational benefit for students. However, it is important to highlight the responsibilities that all stakeholders share within PSS for the successful implementation of this policy.

1. Students are provided with training in responsible use of eLearning materials and technology and are expected to abide by the guidelines involved.
2. Students will be provided with access to the World Wide Web in the Computer Room and general classrooms. Wireless access is available in areas throughout the school and students are required to abide by this AUP.
3. A variety of ICT platforms such as Google Classroom, Padlet, Jam board will be utilised for the purpose of learning and teaching. Students are required to engage with the platforms designated by their subject teachers to support learning and to submit homework as well as class assignments via the designated platforms.
4. Parents will be asked to sign a consent form in the Students' Journal.

5. Filtering and or virus protection software and/or equivalent systems will be used and updated regularly. Firewalls are in place.
6. Students, teachers and other staff members will be provided with training in the area of Internet safety.
7. Students and teachers will be familiar with copyright issues relating to online learning.
8. Uploading and downloading of non-approved software will not be permitted.
9. Students should use the World Wide Web for educational purposes only.
10. It is emphasised that, while the school has a duty of care, all students are expected to act responsibly when using any technology or participating in eLearning activities.
11. Students must treat all equipment with care and respect.
12. CDs and USB sticks or other digital storage media are not permitted without permission from the teacher, librarian or ICT facilitator. It is advisable that a virus check would always be done.
13. Google Drive should be the primary cloud service used to store files, in order to lessen the use of USB drives, and network or PC storage.
14. Appropriate words / language must be used at all times e.g. when saving files.
15. No additional software should be installed on school computers unless permission is given by a member of staff.
16. Students must respect the rights of others, the integrity of the computer system and they must obey all relevant laws, rules, regulations and contractual obligations.

PSS AU Strategy

PSS employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the use of the internet. These strategies are as follows:

General

- Internet sessions will always be supervised by a teacher
- The schools computer rooms and mobile Chrome Book/Laptop trolley may only be used by students when a teacher is supervising them
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material
- The school will endeavour to monitor students' internet usage by asking teachers to circulate the classroom vigilantly during class and/or carrying out random checks on the browser history of the computers.
- 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 memory sticks or other digital storage media in school requires a teacher's permission
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute
- Each student will be issued with a school email account for educational purposes only. The students are encouraged to send and receive emails using this account within the preskilkenny.ie domain.
- Students will be advised by their teacher how to log-in to the school network. Students should ensure that once into the network, they sign in to their G Suite account to access Google services, and also ensure that they have signed out of their Google account at the end of use.

World Wide Web

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will report accidental accessing of inappropriate materials to their teacher or other staff member
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Students will never disclose or publicise confidential personal information.

- Downloading materials or images not relevant to their studies is in direct breach of the school's AUP.
- Students will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored by the school authorities for unusual activity, security and/or network management reasons.

Email usage

- Each student will have an email account which is to be used for school-related activities.
- Email should not be used for:
 - personal gain or profit
 - representing oneself as someone else
 - knowingly altering or destroying the integrity of any information
 - the defamation of, or allegations about, any individual or organisation
 - copyright infringement
 - commenting on any pupil or staff member or making fun of or in any way attempting to bully their fellow pupils or staff members
 - sending or receiving any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person or persons
- Students will not reveal their own or other people's 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.
- Emails to an external organization should be written carefully and authorised before sending.
- Students must be aware that their message may go to persons other than the intended recipient. Thus they should be able to stand over everything they write.
- Students must not open email attachments from unknown sources.
- The forwarding of chain letters is not permitted.

Internet communication

- Students will only have access to chat rooms, discussion forums, messaging or other electronic communication forums that have been approved by the school.
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes.
- Usernames will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via internet chat is strictly forbidden

School Website

- The point of contact on the website should be the school address, school email and telephone number.
- The website will be regularly checked to ensure that there is no content that compromises the safety of students or staff.
- Websites using facilities such as guest books, notice boards or weblogs will be checked frequently to ensure that they do not contain personal details
- The school will also use Facebook and Twitter as a means of internet communication.
- The publication of student work will be coordinated by a teacher.
- Students' work such as projects, artwork or school work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without expressed written permission.
- Parents will be asked to opt out of permitting their daughter's photo to be published on the website. (See Presentation Permission form below).
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities.
- Video clips may be password protected.
- Personal student information including home address and contact details will be omitted from the school web pages.

- Students will continue to own the copyright on any work published.
- The Principal has overall responsibility to ensure that the content is accurate and appropriate.

Virtual Learning Environments

Definition

Virtual learning environments (VLEs) are web-based interfaces that assist learning and teaching by providing and integrating online resources and tools. PSS primarily utilises Google Drive within the G Suite Google for Education VLE to share resources with their students.

Rationale

Since all students seek to use ICT to enhance their learning across the curriculum, the Virtual Learning Environment (VLE) is being developed to provide a wide range of interactive activities, course support materials and access to supported structures of learning in a safe and monitored online environment. School staff will be responsible for the development, upgrading and updating of course contents.

Familiarity with a VLE facilitates the acquisition of transferable ICT skills that can be used in other curriculum areas in school, in continuing education or training and in employment. It also encourages students to engage in valuable collaborative learning experiences and receive online mentoring support from peers and teachers.

VLE Student Responsibilities

- Remember that access to the PSS VLE is a privilege not a right.
- Use the VLE in a responsible manner, e.g.: being polite and using appropriate language, maintaining their own and others' privacy.
- Use the VLE to develop their competence in ICT skills and general research skills

Students are not permitted to

- Use the VLE in such a way that disrupts the use of the VLE by other users
- Download software or other files without permission.
- Compromise others' privacy by publishing, sharing or distributing personal information about any user (such as: home address; email address; phone number; photos)
- Use another user's password or allow other users to use their password
- Engage in any activity which may result in the loss of or damage to another student's work
- Retrieve, send, copy, store or display offensive information, images or language
- Upload or use malicious code in any form within the VLE

Recording and Storage of Students Work

As part of effective teaching and learning strategies, teachers will engage in recording students' work e.g. presentations/group work to help them give students accurate feedback and guidance on how to improve their learning. This material will be recorded using school devices only and it will only be stored on the school network system. In particular a sample of student work is required to be stored for inspection by the State Examinations Commission (SEC) in relation to the Classroom Based Assessments (CBAs) now part of the Junior Cycle curriculum.

Student's Personal Devices

This section refers to personal devices such as mobile phones, iPods, cameras, game consoles etc.

- Student personal devices, unless authorised by a teacher, are not to be used on school premises. Each student must ensure that all her devices are switched off in the school building.
- Mobile phones usage is not permitted at break time or lunchtime anywhere in the school. Please note that devices on 'Silent' or 'Vibrant' mode are not considered switched off.
- If a student contacts home themselves in the event of being sick, or wanting to leave school, this will be considered a violation of the mobile phone rule. This behaviour is contrary to our Code of Behaviour. Unauthorised use of a student's personal device will result in immediate confiscation of the device which will only be returned to a parent/guardian on the following day at 4pm.
- Students are permitted the appropriate use of personal devices, at the discretion of the teacher when away on school business.
- The unauthorised capture of images, video or audio is in direct breach of the school's AUP and such behaviour, if repeated, will be considered as cyberbullying. Such behaviour will be addressed within the school's Anti-Bullying policy.
- 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 also.

Students may be permitted to use their own devices in class with the permission, and under the direction, of the teacher. In any other circumstances, students using their own technology in school (such as leaving a mobile phone turned on or using it in class, sending nuisance text messages or the unauthorized taking of images with a mobile phone camera, still or moving) are in direct breach of the school's AUP.

Sanctions

Misuse of ICT and internet resources 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.

Support Structures

When appropriate, the school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the internet.

PSS has also adopted the *Children First Act 2015* which is part of the school's child protection policy. This policy will be made available for all parents.

Designated Liaison Person (DLP) of Presentation, Kilkenny - Mr. Shane Hallahan (Principal)

Deputy Designated Liaison Persons (DDLPs) of Presentation, Kilkenny –

- Ms. Sandra Campion (Deputy Principal)
- Mr. Anthony Reynolds (Deputy Principal)

Presentation Secondary School Digital Acceptable Use Permission Form



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

Student Name: _____

Year Group _____

Student

I have read and I agree to follow the school's Acceptable Usage Policy. I accept that my role is to use the computer system, the World Wide Web and Virtual Learning Environment in a responsible way and I will follow the policy laid out in this document.

Student's Signature: _____

Date: _____

Parent/Guardian

As the parent or legal guardian of the above student, I have read the Digital Acceptable Use Policy and grant permission for my daughter or the child in my care to access e-Learning facilities such as the World Wide Web and Virtual Learning Environments. I understand that the school will take all reasonable precautions to ensure that students cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the World Wide Web. I agree that the school is not liable for any damages arising if students access unsuitable material/websites.

I accept the above paragraph _____

I do not accept the above paragraph _____

(Please tick as appropriate)

Parent/Guardian Signature: _____

Date: _____

Parent/Guardian consent for Web publication of work and/or photograph

I agree that, if selected, work by my daughter or the child in my care may be published on the school's website, Facebook page and Twitter account. I also agree that photographs that include my daughter or child in my care may be published. My daughter is aware of this agreement and she will take the responsibility to absent herself from photographs being taken within the context of school life.

I accept the above paragraph _____

I do not accept the above paragraph _____

(Please tick as appropriate)

Parent/Guardian Signature: _____

Date: _____

Please **Print** Parent/Guardian Name: _____

Letter to Parents/Guardians

Dear Parent/Guardian,

As part of the school's education programme we offer students supervised access to the Internet. This allows student's 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 Digital 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 Digital Acceptable Use Policy.

Having read the terms of our school's Digital 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. Some guidelines/advice is contained on the following sites –

www.webwise.ie/parents/

www.thinkuknow.co.uk

www.connectsafely.org

www.cybersafeireland.org

www.hotline.ie

If you require any clarification or assistance in this area, please do not hesitate to contact us.

Yours sincerely,

Mr. Shane Hallahan,
Principal.

Review and Ratification

This policy was adopted by the Board of Management on _____

This policy is subject to review at the discretion of the Board of Management but sufficiently in advance to allow changes to be communicated to interested parties.

This policy has been made available to school personnel and provided to the Parents Council.

A copy of this policy will be made available to the DES and CEIST if requested.

Signed *Maria Kelly*
Chairperson of Board of Management

Date *Nov 2020*

Signed *Shane Hallahan*
Principal

Date *Nov 2020*

Review Date ___ Nov 2021 _____