

April 1st 2020



Good Counsel College

Internet Acceptable Use Policy

An Augustinian School

1. Introduction

The aim of the Good Counsel College **Internet Acceptable Use Policy** (IAUP) is to ensure that pupils will benefit from learning opportunities offered by the school's internet resources in a safe and effective manner.

The spirit of this policy is reflective of the school's ethos of providing a caring, learning environment imbued with the Augustinian values of truth, unity and love.

This policy must be adhered to by all who make use of internet services in connection with Good Counsel College, staff, students, parents and any other persons who may have occasion to use these services in a school related capacity.

Internet use and access is 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the IAUP – will be imposed.

2. School's Strategy

The school is committed to providing education and training in internet usage and will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet.

3. General

- All Internet sessions on campus must be supervised or approved by a teacher.
- Filtering software and/or equivalent systems, implemented by PDST, are used in order to minimise the risk of exposure to inappropriate material.
- Students and teachers who use the Internet must make themselves aware of issues relating to 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. Use of USB Keys to store and update school work should be discontinued with a commitment to move to cloud storage of all such material by the end of the 2020/21 school year. In the meantime USB keys used in school should only contain material relevant to school work.
- CD-ROMs must not be used without the express permission of a teacher and only for a specific purpose approved by the teacher. The school reserves the right to read all disks and to check them for viruses.
 - Students will observe good 'netiquette' (i.e. etiquette on the Internet) at all times and will not undertake any actions that

may bring the school into disrepute. Network etiquette at Good Counsel College should include the following –

- Be polite.
- Use appropriate language. Do not swear, use vulgarities or use any other inappropriate language.
- Do not reveal your personal address or phone number or the personal addresses or phone numbers of others.
- Illegal activities are strictly forbidden.
- Students should always back up their own work.
- Students should not access the internet on their own personal devices unless for a specific purpose and with the express permission of a teacher.
- Student work should never be stored on Hard Drive of a PC.

4. World Wide Web

- We must not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- We must not access online casinos, gaming or betting sites.
- We should use the Internet for educational purposes only.
- We should be familiar with copyright issues relating to online learning.
- We must never disclose or publicise personal information. We must 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.
- Online shopping is prohibited unless carried out with a teacher.
- Any use of proxy sites to circumvent the content filter will result in disciplinary action in line with the school's policy.

5. Email

- All students have a Good Counsel College domain email account for all work relating to the College. It is each student's responsibility to have a unique password for this account that should not be shared with any person.
- This email address should not be used to set up social media accounts.
- Students are not permitted to access personal email or webmail accounts or to set these up through the school network.
- All online teacher/student exchanges should be via Good Counsel College e-mail, Microsoft Teams and Office 365 only. Use of online platforms other than these should be discontinued.

- All communications should follow the good 'netiquette' guidelines above.
- The College can trace all communications, if the need arises, across this platform.
- You should bring any concerns regarding communications to the attention of school management as soon as possible.

6. Internet Chat

- Office Teams may be used only under the guidance and instruction of the teacher and for the express purpose of teaching and learning.
- Students will only have access to chat rooms, discussion forums or other electronic communication forums that have been approved by the teacher.
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes. At student request teachers may set up Teams for student groups to engage in peer collaboration in subjects and projects. The subject teacher will be an observing, non participating, member of the group.

7. Inappropriate behaviour online

Hate mail, harassment, nasty personal comments, discriminatory remarks and other anti-social behaviour are prohibited on the network regardless of whether it is accessed using school or personal equipment.

Good Counsel College reserves the right to discipline any student for actions engaged in off-campus if they are intended to have an effect on a student or staff member, if they adversely affect the safety and well-being of a student or staff member while in school or if they bring the school into disrepute in any way.

Making recordings of, or taking screenshots, of online video lessons being delivered by staff members is expressly prohibited. Likewise posting of photographs or references to staff members on the internet or any social networking site is strictly prohibited and will be viewed as an extreme breach of this policy resulting in disciplinary action.

Unauthorised use of the school's name or logo in setting up of private accounts, websites, memes, GIF's, etc. is strictly prohibited.

8. School Website

- Students will be given the opportunity to publish projects, artwork or school work on the World Wide Web.
- The publication of student work will be co-ordinated by school personnel who will select and edit it as appropriate.
- Photographs published on the website will normally focus on group activities.
- Personal student information including home address and contact details will be omitted from school web pages and school social media accounts.
- Students will continue to own the copyright on any work published.
- Photographs of students participating in school activities may be published on school web pages and school social media accounts unless parents have requested in writing that this not be done.

8. Legislation

Students, parents and teachers should familiarise themselves with legislation relating to the use of the Internet and school social media accounts. The following legislation is available on www.bailii.org or relevant Irish Government sites:

- Data Protection (Amendment) Act, 2003
- Data Protection Act 1988
- Child Trafficking and Pornography Act., 1998
- Interception Act, 1993
- Video Recordings Act, 1989
- Data Protection Act 2018
- See our GDPR Policy www.goodcounselcollege.ie

9. Sanctions for Misuse

Any breaches of the IAUP should be reported to school management at the earliest opportunity. Incidents of online/cyber bullying should likewise be reported to management and will be dealt with both under the terms of the IAUP and the school's Anti -Bullying Policy.

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges, suspension and, in extreme cases expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

It is envisaged that school staff, student and parent representatives will review the IAUP at 2 year intervals.

Chairperson

Date: _____

Fr Paddy O'Reilly, OSA

Principal

Date: _____

Mr Mark O'Brien