



Coláiste Pobail Setanta

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Acceptable Usage Policy Regarding Mobile Phone/Personal Media Devices & Internet Use in The College.

Ratified by the BOM on 23-5-18

Our Mission Statement:

Our college is a vibrant learning community where, students, parents and teachers are encouraged supported and challenged in pursuit of the highest standards of achievement and academic excellence.

We foster equality respect and integrity in our college. We embrace diversity and recognise that everyone is unique and has a positive contribution to make.

Rationale

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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.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 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 pupils who have access to and are users of the internet in Coláiste Pobail Setanta .It also applies to members of staff, volunteers, parents, carers and others who access the internet in Coláiste Pobail Setanta.
- Misuse of the internet may result in disciplinary action, including referral to Stage 4 of the College Learning Code , suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.
- Colaiste Pobail Setanta may 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 Coláiste Pobail Setanta will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions as per the Learning Code
- Coláiste Pobail Setanta implements the following strategies on promoting safer use of the internet :
- Pupils will be provided with education in the area of internet safety as part of our implementation of the SPHE and CSPE curriculum.
- Internet safety advice and support opportunities are provided to pupils in Coláiste Pobail Setanta through our [INDUCTION, PASTORAL CARE, ICT, PEER MENTORING programmes].
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- Coláiste Pobail Setanta participates in Safer Internet Day activities to promote safer more effective use of the internet.



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Mobile phones and other electronic digital devices have the potential to interrupt class learning and to violate the right to privacy of others.

While Coláiste Pobail Setanta accepts that a student may have a phones /personal electronic equipment, the following policy aims to maintain a safe, nurturing, learning environment where the personal dignity and rights of all the members of the College community are preserved.

The College will NOT accept responsibility for phones /personal electronic equipment that are lost, stolen or damaged on College premises or during College organised activities on or off school grounds.

Students may use phones /personal electronic equipment in a responsible way before and after school, only. If a student brings phones /personal electronic equipment to school, this must be switched off, placed in a secure location and not visible at all times.

Students participating in school related activities (e.g. co-curricular, extra-curricular activities, school trips, tours etc.) must abide by the policies governing these activities as outlined and interpreted by the teacher(s) in charge.

Inappropriate use of phones /personal electronic equipment to harass an individual will be dealt with in line with the Anti-Bullying Policy.

Definition of items covered by this policy:

Personal electronic equipment means: all phones, mp3/4 players, I-pads and all other devices which could be used to communicate with, record or film another individual. The Student Device is required by the student in class and therefore only its inappropriate use is covered by this policy. This policy also covers personal music equipment and any other device which could interfere with health and safety regulations, and could compromise the learning environment in Coláiste Pobail Setanta.

Context of Policy:

1. Security of the learning environment in our college

During school hours, students must give teaching and learning their full attention and participate fully in all class activities. All personal electronic equipment must be switched off at the entrance to the College, and must be put in a safe place by the student until the end of the school day, ideally the locked student locker. Only devices introduced by the College will be usable by students in class or anywhere in the College. Students must adhere to all College guidelines in respect of these devices.

2. Protection of individual persons working or studying in the college

It is absolutely prohibited to photograph/film/record another person without his/her prior permission and approval or that of the teacher. Any phones /personal electronic equipment or any other recording devices, if confiscated, may be checked by the College authorities to ensure that they have not been misused in this manner. If it is found that a person has filmed/recorded another individual without his/her knowledge or approval, and/or if that material has been shared with other people either from one device to another or on the internet, the case will immediately be brought before the Board of Management. The most severe sanctions possible may be sought by the Board.

Circulating, publishing or distributing (including on the internet) material associated with College activities including but not limited to material in relation to staff and students where such circulation undermines, humiliates or causes damage to another person, is considered a serious breach of the College Learning Code



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and will result in Stage 4 sanctions. As part of such disciplinary action the Board of Management reserves the right to suspend or expel a student or students where it considers the student's actions warrant such sanctions.

3. Health and Safety Regulations

Students must be able to hear safety instructions when issued on the College grounds and/or in the corridors and classrooms-therefore the use of personal electronic equipment is not permitted on the College grounds or in the College building during school hours. Any parent(s)/Guardian(s) wishing to urgently contact their son/daughter may contact the College Front Office to relay urgent messages. Any student needing urgently to contact their parents(s) guardian(s) may come to the school office to use the phone with their Year Head/Tutors permission.

Mobile Phones:

Students are discouraged from bringing mobile phones to school. Students that bring their mobile phones to school must ensure that (a) they are switched off at all times during the school day and (b) they are kept out of sight, preferably locked in lockers. Confiscated phones are to be handed into the College Front Office. Confiscated phones will be returned after 1 week for the first confiscation and 1 month for the second confiscation.

Any student found or reported to be using the camera of their mobile phone at any time, will have their phone confiscated and be referred to the relevant Year-Head for a Stage 4 sanction, see Learning Code, Appendix 1 and point 2 above.

Parent contacting students.

In order to assist the College in implementing the policy parents/guardians are asked not to contact students by mobile phone during class time. Contact with the school may be made through the school office at 01- 6402403 in the event of an emergency.

If a student is feeling unwell or needs to contact their parents/guardians, he /she should always inform his/her Teacher/Tutor/Year head. Parents will be contacted by the College when necessary.

Procedure when a personal mobile devise is used inappropriately. See Appendix 1.

Photos /videos may not be taken at any time in College, without the express permission of the teacher.

Students in contravention of this policy will have their phone, including sim card and battery, confiscated by a teacher.

In the event of a mobile phone being confiscated, the College will inform the Parent/Guardian of the situation.

It is the responsibility of the teacher who confiscates the phone to place it in an envelope with the student's name and class group and give it to the Year-Head or Front Office for safe keeping. The confiscation details will be recorded by the Year-Head or Secretary.

On the first confiscation the mobile phone/ personal electronic equipment can be collected by a parent/guardian after 1 week.

On the second or subsequent occasions the mobile phone/ personal electronic equipment can be collected by the parent/guardian after 1 month



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If a student refuses to hand up a phone when first asked it will be then confiscated for two weeks. If refusal to hand up the phone is accompanied by aggressive or abusive behaviour to staff, then this will be dealt with under the school's Behaviour and Learning Policy/Code.

The parent/guardian may collect the mobile phone/ personal electronic equipment after the designated time from the Front Office. When collecting the mobile phone/ personal electronic equipment, parents will acknowledge in writing receipt of return of the mobile phone/ personal electronic equipment. At the end of the academic year, uncollected mobile phones/ personal electronic equipment will be donated to a charity of the College's choice.

Monitoring of the Students Devise.

The students devise can be monitored and checked throughout the school year by the Class Tutor, Year-Head, Ms. Allen or any staff member that forms the opinion that the devise has been used for a purpose other than education or has inappropriate content.

If a student has been discovered to be playing games/accessing inappropriate sites etc. the devise will be confiscated by the teacher and given to the Year-Head, who will contact the parents regarding its collection. The Year-Head will give the devise to the Principal who will have it checked before returning it to the parent and student.

The College may reset then students devise to factory settings the case where inappropriate content has been accessed.

Inappropriate use of the student's devise may result in the Learning Code being applied.

Internet Use

Responsible Internet Use Rules for our College

The computer system and data contained within, on the server, cloud, college devises and student's devices is owned by the College. These rules will help us to be fair to others and to keep everyone safe.

- Students may only use their own network login and password
- Students may not look at, change or delete other peoples' files
- Students may not bring in any personal software, or personal digital devices into the computer room
- Students must ask permission before using the internet
- Students must inform the teacher if they see a problem with any computer
- Students may not download software from the internet
- Students must obey copyright rules
- Students must not give their email address or phone number on line
- Students may only email people their teacher has approved
- Students must be respectful of the feelings of other users
- Students may not use internet chatrooms or similar platforms.
- Students must tell a teacher immediately if they see anything they are unhappy with or if they receive messages they do not like
- The College may check a student's computer files, internet and email history.
- If a student breaks these rules, they may not be allowed to use the computers or the internet.
- Should serious online safety incidents take place the Year-Head and Principal will be informed and stage 4 of the Learning Code may be used.



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The College may exercise its right to monitor the use of the College's computer/internet systems, including access to websites, the interception of email and the deleting of inappropriate materials where it believes unauthorised use of the school's computer system/internet is or may be taking place, or the system is or may be being used for harmful or criminal purposes or for storing harmful, unauthorised or unlawful text or imagery.

Content Filtering

Colaiste Pobail Setanta has chosen to implement the following level on content filtering on the Schools Broadband Network:

- Level 2 This level allows access to a wide range (i.e. millions) of educational and other websites but it blocks websites belonging to the 'games' category.

Pupils taking steps to by-pass the content filter by using proxy sites or other means may be subject to disciplinary action, through the Learning Code and, in extreme cases, suspension or expulsion, see Level 4 of the Learning Code, College Suspension Policy and College Expulsion Policy.

Web Browsing and Downloading

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

Pupils must report accidental accessing of inappropriate materials in the classroom to their teacher.

Pupils must report accidental accessing of inappropriate materials in school but outside the classroom to either their Tutor, Year-Head, Deputy Principal or Ms. Michelle Allen.

Pupils and staff may not copy information from the internet without acknowledging the creator and referencing the source of the content in line with the Colleges copyright licence.

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 reason by the College authorities.

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

Pupils may 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 not allowed.
- Downloading by pupils of materials or images not relevant to their studies is not allowed.



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Email and Messaging

- The use of personal email accounts is not allowed at Colaiste Pobail Setanta
- Students should not use school email accounts to register for online services such as social networking services, apps, and games.
- Students should be aware that email communications are monitored.

Students may not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person. See College Learning Code and Anti Bullying Policy

Students may not use of school email accounts or personal emails.

Students must immediately report the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature to their Tutor, Year-Head, Deputy Principal or Ms. Michelle Allen, and must not respond to any such communication.

Students should avoid opening emails that appear suspicious. If in doubt, pupils should ask their teacher before opening emails from unknown senders.

Students and Staff may only use College approved platforms to communicate with each other and not use personal devices or platforms for this purpose.

Social Media

The following statements apply to the use of messaging, blogging and video streaming services in Colaiste Pobail Setanta :

- Use of instant messaging services and apps including Snapchat, Whats Apps, G Chat, Discord, Facebook, Messenger etc. is not allowed in Colaiste Pobail Setanta.
- The use of an appropriate blogging platform will be identified by the College where necessary
- Use of video streaming sites such as YouTube and Vimeo etc. is with express permission from teaching staff.

Staff and students 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 Colaiste Pobail Setanta community. See Learning Code and Antibullying Policy

Staff and students must not discuss personal information about pupils, staff and other members of the Colaiste Pobail Setanta 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.

Staff and students must not engage in activities involving social media which might bring Colaiste Pobail Setanta into disrepute.



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Staff and students must not represent their own personal views as being those of Colaiste Pobail Setanta on any social medium.

Personal Devices

The following statements apply to the use of internet-enabled devices such as mobile phones, tablets, gaming devices, and digital music players in Colaiste Pobail Setanta

- Students are not allowed to bring personal internet-enabled devices into Colaiste Pobail Setanta.
- Students are not allowed to use personal internet-enabled devices during lessons.
- Students are not allowed to use personal internet-enabled devices during social time.

Images & Video

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 Colaiste Pobail Setanta students must not take, use, share, publish or distribute images of others without their permission and that of the teacher.

Taking photos or videos on school grounds or when participating in school activities is not allowed under any circumstances without the permission of the teacher.

Taking photos or videos on school grounds or when participating in school activities is allowed once care is taken that no harm is done to staff or pupils of Colaiste Pobail Setanta .

Taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from staff.

Written permission from parents or carers will be obtained before photographs of pupils are published on the College website and other platforms.

Pupils must not share images, videos or other content online with the intention to harm another member of the College 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 will result in referral to Level 4 of the Learning Code and referral to the BOM

Cyberbullying

When using the internet students, 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. This behaviour will subject to Level 4 of the Learning Code and the College Antibullying Policy.

Measures are taken by Colaiste Pobail Setanta to ensure that staff and students are aware that bullying is defined as unwanted negative behaviour, verbal, psychological or physical, conducted by



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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 College Learning Code.

College Online Presence

The College website and other online platforms will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff.

The publication of student work and images will be coordinated by the College.

Colaiste Pobail Setanta will only use digital photographs, audio or video clips of students and College activities with parental permission.

Personal student information including home address and contact details will not be published on Colaiste Pobail Setanta web pages or other online platforms.

This policy and its implementation will be reviewed annually by the Board of Management,

This policy has been developed by a working group including: Principal, Deputy Principal, and representatives of the Board of Management.

The College will monitor the impact of the policy using:

- Logs of reported incidents.
- Surveys and/or questionnaires of pupils.
- Surveys and/or questionnaires of pupils, parents, and teaching staff.

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

The implementation of this Internet Acceptable Use policy will be monitored by the Principal and Board of Management.



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Mobile Phone/Personal Media Devices & Internet Use Agreement. Appendix 1

The College authorities cannot be responsible for the safe keeping of various items of electronic equipment's students choose to bring to school. They do this entirely at their own risk and against college advice. Such items should be locked safely in the locker.

Students Guidelines

Stage 1:

Students may not have any personal electronic equipment turned on in the school building during class hours.

Any equipment seen/heard/used during class hours will immediately be confiscated by staff, put in a confiscation envelop and given to the relevant Year Head.

The College authorities may check the device to ensure that it has not been used to photograph, film or record any other person or persons. It will be returned after 1 week.

If it has been used inappropriately, a meeting will be organised with parent(s)/Guardian(s) to discuss the referral to the Board of Management.

Stage 2:

The second time electronic equipment is seen/heard/used during class time, it will immediately be confiscated put into a confiscation envelop and given to the year head. The college authorities may check the advice to ensure that it has not been used to photograph, film or record any other person or persons.

If it has not been used inappropriately, it will be returned after one month to the parents(s) Guardian (s)

If it has been used inappropriately, a meeting will be organised with parent(s)/Guardian(s) to discuss the referral to the Board of Management.

Stage 3:

The third-time electronic equipment is seen/heard/used during class time, it will immediately be confiscated put into a confiscation envelop and given to the year head. The college authorities may check the advice to ensure that it has not been used to photograph, film or record any other person or persons.

If it has not been used inappropriately m, it will be returned at the end of the school year to the parents(s) Guardian (s)

If it has been used inappropriately, a meeting will be organised with parent(s)/Guardian(s) to discuss the referral to the Board of Management.

I have read the college's policy on personal electronic equipment and Internet use and agree to uphold the condition of this policy.

Student: _____

Rang _____

Parent/Guardian: _____

Date _____



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Permission Form

Appendix 2

The College will provide information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with: Data Protection (Amendment) Act 2003 Child Trafficking and Pornography Act 1998 Interception Act 1993 Video Recordings Act 1989 The Data Protection Act 1988

I agree to follow the College'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/Guardian of the above student, I have read the Acceptable Use Policy and grant permission for my son/ daughter/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 College to provide for online safety but the school cannot be held responsible if students access unsuitable websites.

In relation to the College website and other online platforms, I accept that, if the College considers it appropriate, my child's schoolwork may be chosen for publication. I understand and accept the terms of the Acceptable Use Policy relating to publishing students' work online.

Signature: _____

Date: _____

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

Name of Student: _____

Rang: _____

Class/Year: _____