Acceptable Use Policy

Revised April 2023 –

Incorporating

Remote Learning Protocol

Rationale

This policy is to promote good practice and safe, responsible use of many aspects of the internet both in school at outside of school. It was developed to notify students and their parents/guardians about acceptable use and student responsibilities when using ICT facilities in Blackwater Community School. Office365, ICT resources and access to the Internet supports teaching and learning in Blackwater Community School. The use of the technology resources is a privilege and comes with rights and responsibilities for all users.

At Blackwater Community School we believe in providing access to education technology, tools and resources. Essential to this effort is our commitment to rethink teaching and learning. We have made a huge investment in infrastructure and services to ensure the best education possible for our students.

This policy forms an agreement between the student, the parent/guardian and Blackwater Community School. It makes parents/guardians aware that by signing the Acceptable Use Policy they consent to their son/daughter using the ICT and internet facilities in the school. 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

The Acceptable Use Policy was first created on 26/08/09 by Mr David Cunningham (IT-Coordinator) as advised by internet safety guidelines as set out by www.webwise.com and was last revised in January 2021 to incorporate online and remote learning and teaching protocol.

Aims
- To outline the rules and regulations regarding the use of all ICT facilities in Blackwater Community School, (Computer Rooms, COWS, DCG Room, SEN Room, LCA Room).
- To promote a sense of respect and responsibility in students regarding ICT facilities.
- To pledge as far as possible safe use of the internet to ensure that students will benefit from learning opportunities offered by the school's internet resources.
- To make parents aware of the ICT facilities in Blackwater Community School and to notify them of the responsibilities and expected behaviour of their son/daughter.
- To provide a secure and protected environment for learning.
- To outline sanctions that will be imposed in cases whereby there is misuse of or damage to ICT facilities.

This policy must be read in conjunction with all other school policies including;

- GDPR Policy
- Child Protection Policy
- Code of Behaviour
- Anti-Bullying Policy
- Smartphone/Well-Being Policy

Terminology used in this document

AUP: Acceptable Use Policy

ICT: Information Communication Technology

Hardware: Physical parts of a computer e.g. monitor, mouse and keyboard

Operating Software: Software that manages the resources of a computer and allows the application software to run.

Applications Software: Programs that run on a computer e.g. word, spreadsheets

Peripherals: Hardware such as printers that are connected to a computer.

LAN: Local Area Network.

Server: A powerful computer that controls access to all other computers.

Internet: Worldwide connected network of computers used to share information.

Email: Electronic Mail

Wi-Fi: Wireless fidelity. Data is exchanged between devices wirelessly.

School Strategy

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

General

➢ Students must use their own username and password assigned to them by a teacher when using ICT equipment.

➢ All students will be issued with a Microsoft Office 365 package. This will provide access to Office applications such as email (Outlook), cloud storage (OneDrive), communication and collaboration platform (Teams) and digital note-taking app (One Note) for keeping/sharing all of notes, research, plans, and information, Students are encouraged to save their work to their OneDrive account rather than on the school network or on personal devices.

➢ The school reserves the right to monitor students' activity on Office 365 to ensure that it is being used appropriately and for educational purposes only. Students should seek permission from their teacher before sharing any content using their Office365 account with another member of the school community. Students should also be mindful of copyright infringements and plagiarism when sharing material via Office365.

- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.
- Internet sessions will always be supervised by a teacher.
- Filtering software and/or equivalent systems (as supplied by the NCTE) will be used in order to minimise the risk of exposure to inappropriate material.
- The school may monitor students' Internet usage to ensure safe and appropriate use.
- 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 memory sticks, CD-ROMs, DVDs or other digital storage media in school requires the permission of an ICT teacher.
- Any use of the schools computing resources or Internet connection that could be considered bullying is in breach of this policy and in breach of the anti-bullying policy and will be treated accordingly.

Hardware, software and peripherals

- All computers, mobile devices, software and peripherals accessible by students are subject to the AUP policy. These resources are not the personal property of students but an important shared resource.
- Students may use any program available from the Start Menu of the OS or programs available from desktop shortcuts to complete tasks and assignments.
- Students are forbidden to interfere with any OS settings such as changing desktop backgrounds or to remove programs or shortcuts.
- Hardware is to be treated with respect and students must not damage any equipment. This includes the computer, monitor, mouse, speakers, scanners, headphones and projectors.
- Students should report any computer failure or damage when they start work to the teacher.
- Students are not allowed to download any program from the internet, install any program from a CD-ROM/DVD or any other source. This includes plug-ins for playing games or music.

LAN

- Each student, upon entering the school, will be given access to their own private password-protected account on the LAN. This will allow them to create, modify and store documents on the school servers.
- Students are forbidden to use the LAN facilities to store, print material that is illegal, hateful, rude, offensive or sexually explicit.

- Students are not allowed to print, display or circulate by electronic means any materials that would be considered bullying or intimidating in nature.
- Teacher permission is required before students print any material.
- Under no circumstances should students make any changes to LAN settings or interfere with any cables or connections.
- Access to computer rooms, use of LAN and the internet is only allowed with the express permission of the teacher for each such access.

World Wide Web

- Internet sessions in the school will be supervised by a teacher
- 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 accordance with school procedures.
- 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).
- Downloading by students of materials or images not relevant to their studies is in direct breach of the school's acceptable use policy.
- Students will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, for security and/or network management reasons.

E-Mail

- Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers of pictures.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the Internet.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.
- Students will only use their approved school e-mail accounts for school correspondence.
- Students should be mindful of the security of their accounts at all times.

- Should a student receive material, which they find offensive or abusive or time wasting they should immediately report it to the supervising teacher.

- Students must inform a teacher or IT co-ordinator if their account becomes subject to unsolicited email/SPAM or becomes inadvertently involved in unsuitable activities.

Internet Chat

- Students will only have access to chat rooms, discussion forums 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 and will always be supervised.
- Usernames will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via Internet Chat will be forbidden.

School Website

- Pupils 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 a teacher.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Where images of individuals are used, no personal information such as his/her name will accompany that image.
- Pupil's work will appear in an educational context on webpages and may include a copyright notice prohibiting the copying of such work without express written permission.
- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- Personal student information including home address and contact details will be omitted from school webpages.
- Pupils will continue to own the copyright on any work published.

Social Media

- Blackwater Community School is currently represented on a number of social media platforms eg school website, School App and approved Instagram accounts. It is the view of the school that having an official presence on social media sites can provide a platform for the school to encourage responsible use as well as lend credibility when engaging with parents, prospective parents, staff, students and the wider community.
- The social media presence of Blackwater Community School aims to foster a sense of pride and school spirit as well as promote the school to prospective parents and students.

- Social media will be regularly checked to ensure that there is no content that compromises the safety or good name of pupils or staff.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Where images of individuals are used, no personal information such as his/her name will accompany that image.
- Personal student information including home address and contact details will be omitted from school social media sites.
- The school YouTube channel hosts videos of school activities and performances.

Computer Rooms & COW laptops
- Access to computer rooms and use of mobile laptops is only allowed with the express permission of and under the supervision of the teacher.
- Permission to use these facilities is prebooked by teachers through the Calendar available in Microsoft Outlook. This booking system is set up annually by the ICT Co-ordinator and shared with staff.
- Interfering with any furniture or fittings by students in the computer rooms is strictly forbidden.
- Students will follow teacher instructions while using the computer rooms and mobile devices.
- Drinks, food and school bags are not permitted in the computer rooms.
- Students are not allowed to interfere with multimedia projectors or the teacher's computer.
- Waste paper must be placed in the recycling bin.
- At the end of class students must place their chairs neatly at their workstation.

Health & Safety
- Students will report any loose, frayed, or stray cables to the teacher.
- Students are not allowed to reach behind computers or other peripheral devices to plug or unplug anything.
- Students should sit properly and comfortably in their chairs.
- Students must follow teacher directions in the case of an emergency; leave the room in an orderly manner.
- Under no circumstances should a student return to the room until instructed by a teacher to do so.

Legislation

The school 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
- Copyright and Related Rights Act 2000
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

Support Structures

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

Sanctions

Misuse of the Internet 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.

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

Name of Student: _____

Class/Year: _____

Student

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 of the rules outlined.

Student Signature: _____ Date:

Parent/Guardian

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my son/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 that the school cannot be held responsible if students access unsuitable websites.

I accept the above paragraph ☐ *(Please tick as appropriate)*

In relation to the school website, I accept that, if the school considers it appropriate, my child's schoolwork may be chose 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.

I accept the above paragraph ☐ *(Please tick as appropriate)*

Signature: _____ Date: _____

Address: _____ Phone: _____

Blackwater Community School

Technology Contract

I, _____ give permission for my child _____ to use a

Samsung tablet device, Model number _____ and tablet number _____ during school time.

1. Collect tablet each morning from Ms O Sullivan's office.

2. Sign the tablet out in the morning and back in each evening.

3. The student will use the same tablet each day- according to assigned number.

4. The device is for School Use only.

5. Do not download or install any apps on the tablet without the authorisation of Ms O Sullivan or ICT Co-ordinator.

6. No personal data, files, images, or videos belonging to the student will be downloaded or stored on the device.

7. If the tablet is damaged, lost or stolen while in the student's possession, it is their responsibility to report this to Emma Barry or Jane Prendergast.

8. The student will be responsible for any costs incurred through damage or loss of the device while in their possession

I agree with these rules.

Parent Signature: _____

Student Signature_____

Date: _____

Remote Learning Protocol   Jan 2021

To support efforts in this unsettling and challenging times and to ensure consistency and high quality of education for all the students in BCS we have produced the following guidelines in the promotion of blended learning.

Blended learning is the delivery of the curriculum by facilitating learning in an effective combination of different modes. These modes include In-school, live online (remote) and self-directed. Since our return in September 2020, we have provided our students with the skill set to access and build their confidence in remote and self-directed learning while maintaining the support of in-school engagement.

We have compiled a list of guidelines and expectations for members of our school community to support us all to engage in high quality, effective and safe distance learning. Teacher, Students and Parent/Guardians have rights and responsibilities, and it is integral to the ethos of our school as a caring community that mutual respect and tolerance should always characterise all relationships in our school.

Please Note:

These guidelines should be read in conjunction with all school policies, including Code of Behaviour, Anti-Bullying Policy, Acceptable Use Policy, ICT Code of Conduct as outlined in student PR books and which apply to both in-school and remote classes.

Students whose behaviour is regularly inappropriate online and which is consistently below the accepted school standard, may be excluded from school activities.

The school reserves the right to report any illegal activities to the appropriate authorities.

Students are expected to use Microsoft Office 365 as the main hub for all communications regarding their class arrangements e.g. links to videos, sharing of PowerPoints, assignments etc. Students are also expected to monitor their school email accounts daily.

**This protocol is subject to change as emerging needs evolve.

Guidelines and Expectations

In advance of going online:

- Make sure your device is fully charged before class begins.

- Find a suitable location – noise free etc,

- Log onto the correct app at the time requested by your teacher.

- Be aware of what others may be able to view or hear around you/ in the background.

- Be class ready, have materials you will need in advance of going online.

While Online:

- Remember the Rules of 'Netiquette' (please see below)

- Clarify with your teacher the work you have been assigned.

- Clarify the due date for work assignments.

- Write all assigned work into your PR book, this will help Parents/Guardians to support you.

- Take notes, as you go, on the important point of the lesson. Writing will help you to understand the material and to stay more engaged in the learning.

- Stay organised, ensuring folders are kept updated.

- Ask your teacher (or SNA) for guidance and suggestions, if you have any questions or difficulties.

- If you are still unclear let your teacher know by emailing your teacher **during school hours. (8.30am – 4 pm)**

Attendance:

- A roll will be kept of all class attendance, students will have their **camera on at all times** but speaker on mute until instructed by the teacher to unmute for roll.

- If a teacher has a concern about a student's repeated lack of attendance or lack of participation in class, then the relevant tutor/year-head will be informed, and contact home will be made.

Netiquette:

- Our schools Code of Behaviour, School Rules and ICT Acceptable Use Policy apply to all Remote Learning.

- A high sense of respect is expected from students when engaging with their online class.

- The use of proper internet etiquette is always expected.

- Circulating or publishing (including on the internet) material recorded without consent with the purpose of humiliating, undermining the reputation of or causing damage to another person, whether considered a 'joke' or not , may be considered as a serious breach of discipline and appropriate sanctions will be imposed. This could result in suspension or expulsion from school depending on the circumstances.

- Inappropriate language or behaviour will result in disciplinary action.

- Remember that Remote Learning is not private. Think about the consequences of anything you might write or post online.

- Above all, be positive and participate to the best of your ability in your engagement with BCS Remote Learning.

Parents:

- Please support your son/daughter by helping to develop a routine during the school day, encourage them to try and complete any online schoolwork to the best of their ability.

- Please encourage them to contact their subject teacher, year head or school management, within school hours, if they are having any difficulties.

- Please contact your son/daughter tutor or year-head within school hours by email if your child is ill or unable for school/ engage in learning, as would normally occur if in school classes were in operation.

- By facilitating your child's live online lessons in your home, your child's lessons may feel different, but the same rules of communication apply as if they were regularly taught lessons in school. This means that the interaction during these lessons is to be between the **teacher and student only.**

- Parents may request additional support from the school Guidance, SEN and Year team if required. Initial contact can be made by parents through school office or email and appropriate follow up and supports will be agreed.

- Parents/Guardians will be able to view your child's progress, engagement, and assessments online through the VS Ware portal.

- Any issue with online accessibility, please contact school office.

Blackwater Community School

Laptop Agreement

Student Name: _____

Class: _____ Year _____

Laptop _____ (ID number) is the property of Blackwater Community School, Lismore.

The laptop is for the sole use of the named student _____ and for the purpose of attending and participating in online classes only.

Any software or hardware issues, vandalism, damage, loss, or theft of the laptop must be reported immediately to the school's office or to the IT Department through email ann.bennett@blackwatercs.com.

Students are reminded that in using these laptops they must always comply with the school's **Acceptable Usage Policy**.

Students must be aware that all use of internet and online communication services can be audited and traced to the account of the user. All material on the laptop is subject to review by authorised school staff. If at any stage there is a Garda request, Blackwater Community School will provide the authorities with access to the laptop and personal holdings associated with the use of the machine.

Students should not:

• Create, participate in or circulate content that attempts to undermine, hack into and/or bypass the hardware and/or software security mechanisms that are in place.

• Disable settings for virus protection, spam and/or internet filtering that have been applied as part of the school standard

• Use unauthorised programs and intentionally download unauthorised software, graphics, videos, music or games.

• Intentionally damage or disable computers, computer systems or DET networks.

• Use the laptop for unauthorised commercial activities, political lobbying, online gambling, harassment of others or any unlawful purpose.

• Disseminate images or sound using the laptop to others for the purpose of causing embarrassment to individuals or the school, or for the purpose of bullying or harassment.

The school has the right to invoke appropriate disciplinary processes to deal with such behaviour by a student.

Care and Use of Laptop

- Whilst the laptop is issued to the student, they are responsible for taking care of and securing the laptop and accessories. They are responsible for any damage caused to the laptop and will have to pay for any repairs or replacement if required.

- If a laptop is damaged students must report the damage immediately to administration personnel. If damage occurs to the laptop the school will determine when and/or if a replacement machine is made available to the student.

- Before switching on, gently place the laptop on a stable surface and then switch on.

- Avoid moving your laptop around when it is turned on and always package, carry and store the laptop in its carry case for transportation.

- Ensure the laptop is switched off before being placed into the carry case and transported.

- Take care when using the laptop. Avoid dropping or bumping the machine. Do not poke, prod, push or slam the LCD screen. Never pick up the laptop by its screen.

- Only connect the adapter supplied to your machine. Never use an adapter belonging to another machine.

- Do not wrap the cord tightly around the adapter box and when unplugging the power cord, pull on the plug itself, not the cord.

- Computer batteries can become hot during use. Do not use the computer on your lap.

- Always store in a secure location.

- Do not have food or drink near the laptop.

I wish to participate in the Blackwater Community School Laptop Agreement. I have read and understood the above agreement. I agree to abide by the guidelines outlined and I acknowledge my responsibility to use the laptop in accordance with these rules and understand the consequences should I fail to abide by these rules.

Parent/Guardian Signature _____

Student Signature _____

Date _____