



Acceptable Use Policy and Social Media Guidelines



St. Joseph's, Fairview

Rationale

We have formulated the following Acceptable Use Policy or AUP in accordance with the schools fundamental aim to foster in students a sense of self-reliance, independence, co-operation and responsibility and to provide them with skills for life-long learning where the school believes that access to the schools ICT resources plays an important role.

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP and the Code of Behaviour will be imposed.

Google Classroom & Remote Learning

Scoil Iósaif is a Google School. Every pupil has been furnished with a school email address: j.doe@stjosephsfairview.ie. This is the official email address for accessing their Google classroom for Learning. The school domain @stjosephsfairview.ie **will not** recognise email addresses from outside this domain and access to Google Classrooms **will be denied**.

Every teacher has a school email address in this domain, eg a.other@stjosephsfairview.ie

Teachers can be contacted using email during school term during school hours, 9am – 3.30pm, Monday – 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.

Code of Behaviour in Scoil Iósaif applies online in Google Classroom in the same way as it applies in the actual physical classroom. All breaches of the code will be dealt with according to the school rules and regulations.

Online work and assignments should be submitted on time. Department of Education deadlines must be observed. Extensions cannot be granted. Issues with WiFi/ Broadband should be reported to the teacher/and /or school office as soon as possible.

Exams and assessments must be completed within the school day at the time allotted by the teacher. Individual timetables are not possible to accommodate.

Parents can view their child's progress through the VSWare system. Every parent has a username and a password. Parents should contact the school office if they do not have access to VSWare.

Online Classes Rules/ Conduct

- In the event of a school closure classes will continue online remotely.
- Pupils are expected to engage with online classes with the same respect and positive attitude as they would in a school based classroom.
- Pupils are asked to log into their online classes as scheduled on their timetable.

- When work is scheduled online a deadline will be set for submission. Please adhere to these deadlines. Progress with the curriculum will be ongoing and therefore it is essential that pupils adhere to their school timetable to the best of their ability.
- Online behaviour must at all times be appropriate and respectful.
- A Google Classroom is 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 excellence. The posting of inappropriate or offensive behaviour will necessitate the reporting of such behaviour to the school authorities and if necessary the Gardaí. It may also result in the Google Classroom being closed.

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by the schools Internet resources in a safe and effective manner.

Schools 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

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 Scoil Íosaif.

- It also applies to members of staff, volunteers, parents, carers and others who access the internet in Scoil Íosaif.

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

Scoil Íosaif will 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 Scoil Íosaif will, where known, inform

parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

Scoil Íosaif 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.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.

This policy and its implementation will be reviewed annually by the following stakeholders:

- Board of Management

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

The school will monitor the impact of the policy using:

- Logs of reported incidents.
- Internal monitoring data for network activity.
- Surveys and/or questionnaires of pupils, parents, and teaching staff.

Should serious online safety incidents take place, the school DLP should be informed.

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

Content Filtering

Scoil Íosaif has chosen to implement the following level on content filtering on the Schools Broadband Network:

- Level 4 - This level allows access to millions of websites including games and YouTube but blocks access to websites belonging to the personal websites category and websites such as Facebook belonging to the Social Networking category.

Pupils taking steps to by-pass the content filter by using proxy sites or other means may be subject to disciplinary action, including written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion.

Web Browsing and Downloading

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

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

Pupils will report accidental accessing of inappropriate materials in school but outside the classroom to the teacher.

Pupils and staff will not copy information from the internet without acknowledging the creator and referencing the source of the content.

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 reasons.

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

Pupils will 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 allowed with staff permission.
- Downloading by pupils of materials or images not relevant to their studies is allowed with staff permission.

Email and Messaging

- The use of personal email accounts is only allowed at Scoil Íosaif with expressed permission from members of the teaching staff.
- Pupils should not under any circumstances share their email account login details with other pupils.
- Pupils should not use school email accounts to register for online services such as social networking services, apps, and games.

Pupils will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

Pupils should immediately report the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.

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

Social Media

The following statements apply to the use of messaging, blogging and video streaming services in Scoil Íosaif:

- Use of instant messaging services and apps including Snapchat, Whats Apps, G Chat etc. is allowed in Scoil Íosaif with express permission from teaching staff.
- Use of blogs such as Word Press, Tumblr etc. is allowed at certain times in Scoil Íosaif.
- Use of video streaming sites such as YouTube and Vimeo etc. is allowed in Scoil Íosaif.

Staff and pupils 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 Scoil Íosaif community

Staff and pupils must not discuss personal information about pupils, staff and other members of the Scoil Íosaif community on social media.

Staff and pupils must not use school email addresses for setting up personal social media accounts or to communicate through such media.

Staff and pupils must not engage in activities involving social media which might bring Scoil Íosaif into disrepute.

Staff and pupils must not represent your personal views as those of bring Scoil Íosaif on any social medium.

Personal Devices

Pupils using their own technology in school should follow the rules set out in this agreement, in the same way as if they were using school equipment.

The following statements apply to the use of internet-enabled devices such as tablets, gaming devices, and digital music players in Scoil Íosaif :

- Pupils are only allowed to bring personal internet-enabled devices into Scoil Íosaif with expressed permission from staff.
- Pupils are only allowed to use personal internet-enabled devices during lessons with expressed permission from teaching staff.
- Pupils are 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 Scoil Íosaif pupils must not take, use, share, publish or distribute images of others without their permission.

Taking photos or videos on school grounds 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. Sharing explicit images of other pupils automatically incurs suspension or up to expulsion as a sanction.

Cyberbullying

When using the internet pupils, 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.

Measures are taken by Scoil Íosaif to ensure that staff and pupils are aware that bullying is defined as unwanted negative behaviour, verbal, psychological or physical, conducted by 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 school's code of behaviour. This does not deal with public forms of intentional negative behaviour, which is not viewed as private and once-off.

The prevention of cyber bullying is an integral part of the anti-bullying policy of our school.

School Websites

Pupils will be given the opportunity to publish projects, artwork or school work on the internet in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.

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

Webpages allowing comments or user-generated content will be pre-moderated and checked frequently to ensure that they do not contain any inappropriate or offensive content.

The publication of student work will be coordinated by a teacher.

Personal student information including home address and contact details will not be published on Scoil Íosaif web pages.

Legislation

There is no specific legislation governing Internet safety at school level. This is complicated by the fact that the Internet functions in a global context whereas the law functions in a localised one. The following pieces of legislation however have relevance to Internet safety.

Data Protection (Amendment) Act 2003

Child Trafficking and Pornography Act 1998

Interception Act 1993

Video Recordings Act 1989

The Data Protection Act 1988

Sanctions

Misuse of the Internet will result in disciplinary action. In extreme cases, suspension or expulsion in accordance with the school Code of Behaviour may be applied. The school also reserves the right to report any illegal activities to the appropriate authorities.

Roles and Responsibilities – Teachers

- Teachers will assign specific chrome books in the classroom. Teachers will endeavour to closely supervise students' use of computers at all times. However, it is the responsibility of the student to act responsibly when using a computer / Chromebook.
- Teachers will explain and revisit the AUP at the start of each academic year.
- Teachers will ensure that students Internet use will be planned, task-orientated and educational within a regulated and managed environment.

SOCIAL MEDIA GUIDELINES WITHIN ACCEPTABLE USAGE POLICY (“A.U.P.”)

INTRODUCTION

These guidelines and A.U.P. have been developed to assist all employees of Scoil Iósiaf (hereinafter referred to as “the School”) in making ethical, respectful and acceptable decisions about their professional and personal social media usage and to provide clear direction on the importance of protecting the School’s reputation and confidential information.

Social media refers to social and professional networking platforms such as Facebook, Twitter, WhatsApp, YouTube, LinkedIn, Snapchat, Instagram, blogs, message boards and forums and other similar online facilities.

The guidelines and A.U.P. are not intended to prevent employees from engaging in social media but are intended to inform employees as to what is considered by the School to constitute appropriate / inappropriate social media usage and conduct.

For those employees who are members of the School’s teaching staff, the guidelines and A.U.P. give effect to agreed professional protocols as prescribed by the Code of Professional Conduct for Teachers (Teaching Council, June 2012) which provides that teachers should: -

“ensure that any communication with pupils/students, colleagues, parents, school management and others is appropriate, including communication via electronic media, such as email, texting and social networking sites.”

and

“ensure that they do not knowingly access, download or otherwise have in their possession while engaged in school activities, inappropriate materials/images in electronic or other format.”

All employees should be mindful of what they post on social media, who can see it and how it can be linked back to the School and work colleagues. Misuse of social media can cause injury to others and can have a negative impact on the reputation of the School. Social media communications are never truly private and once information is published it becomes part of a permanent record.

Employees are **at all times prohibited from using or publishing information on social media which has the potential to negatively impact / reflect on the School and / or its employees and / or its students e.g.:** -

- publishing defamatory, abusive or offensive material concerning any employee, volunteer, member of School management, parent(s), student(s), visitor or other member of the School community;
- publishing any confidential or sensitive information concerning the School or members of the School community;
- publishing material that might reasonably be considered to have the effect of damaging the reputation of the School.

The School reserves the right to take disciplinary action, up to and including dismissal, in respect of employees who engage in prohibited conduct and conduct in breach of this policy.

Given the ever developing and changing nature of social media and the internet the within guidelines and policy will be reviewed and adapted as required.

This policy should be read in conjunction with staff policies which are applicable to social media usage, in particular the dignity at work, internet and email usage, data protection, the Code of Professional Conduct for Teachers and other and disciplinary policies and procedures.

ACCEPTABLE USAGE POLICY

A. SOCIAL MEDIA USAGE ON A SOCIAL MEDIA SITE OR PROFILE ESTABLISHED IN THE COURSE OF EMPLOYMENT WHICH RELATES TO SCHOOL BUSINESS / MATTERS

- i. **Seek permission:** Employees must seek or have permission from the Principal / Deputy Principal(s) before setting up a site or profile relating to School business and or School matters / registering in the School's name on social media sites, user groups, special interest forums and bulletin boards / using social media for teaching and learning purposes.
- ii. **Property:** The property rights in a sanctioned social media account in the name of or on behalf of the School are vested in the School.
- iii. **Responsibility:** A permitted employee is responsible for his/her social media usage, for ensuring that private and confidential information is respected and protected at all times and for compliance with the terms and conditions of the relevant social media platform.
- iv. **Privacy & Confidential information:** Confidential information pertaining to the School, its employees, volunteers, students, parents and others in the School community must be respected and maintained at all times. Personal information about any students, parents, employees or volunteers must not be divulged or discussed on social media sites.
- v. **Unacceptable use:** Employees must not create, publish, download or communicate material/content that could reasonably be regarded as defamatory, inappropriate, discriminatory, offensive, hostile, pornographic, damaging to the School's reputation or referring to a third person without their permission. Uploading, forwarding or linking to the aforementioned content is also unacceptable. Employees must never reveal sensitive details whether relating to the School, its employees, volunteers, students, parents and other members of the School community on social media sites.
- vi. **Behaviour:** Postings by an employee on a social media site that are defamatory, inappropriate, discriminatory, offensive, hostile, pornographic, divulging personal data without consent or damaging to the School's reputation will be addressed pursuant to the School's disciplinary procedure and may result in disciplinary sanction up to and including dismissal.

B. PERSONAL SOCIAL MEDIA USAGE

- i. **Boundaries:** Personal profiles are not to be used to conduct school business or to communicate with students/parents. Online interaction with management, other employees and/or school contacts should be appropriate and professional in nature. Employees must not use the official School e-mail address when participating in personal social media / social media that is not related to the employee's job. Personal use of social media must not occur during working time but is restricted to break times at work.

- ii. **Identity:** Where an employee chooses to identify him/herself on social media as an employee of the School, s/he must make it clear that their communications do not represent the School, its ethos, position, opinions or views. The employee must write in the first person and state clearly s/he is posting in a personal capacity and not in the course of employment or on behalf of the School and state clearly that the views expressed are his/her own and not those of the School. Employees should at all times be mindful of their communications and possible consequences.
- iii. **Be mindful and respectful:** Employees must be mindful that their conduct not only reflects on themselves but also reflects on their professionalism and the School. Employees should exercise sound judgement, common sense and respect when participating in social media. Employees should not use insulting, offensive or disparaging language. If in doubt, don't publish or post anything. Information published online is permanent and never completely private.
- iv. **Responsibility:** Employees are personally responsible for their posts and actions on social media.
- v. **Privacy & Confidential information:** The obligations detailed at (A)(iv) above apply also to employees' personal social media usage. Do not divulge or discuss confidential information pertaining to the School, its employees, volunteers, students, parents and others in the School community and personal information, including photographs, of third persons (including employees, students, parents and other members of the School community) must not be posted, divulged or discussed without the permission of the person concerned.
- vi. **Unacceptable use:** Employees must not create, publish, download or communicate material/content that could reasonably be regarded as defamatory, inappropriate, discriminatory, offensive, hostile, pornographic, damaging to the School's reputation or referring to a third person without their permission. Uploading, forwarding or linking to the aforementioned content is also unacceptable. Employees must never reveal sensitive details whether relating to the School, its employees, volunteers, students, parents and other members of the School community on social media sites.
- vii. **Behaviour:** Postings by an employee on a social media site that are defamatory, inappropriate, discriminatory, offensive, hostile, pornographic, divulging personal data without consent or bring the School into disrepute will be addressed pursuant to the School's disciplinary procedure and may result in disciplinary sanction up to and including dismissal.

REPORTING

Employees should immediately report to the Principal / Deputy Principal any inappropriate, abusive or defamatory or other unacceptable social media activity concerning the School, its employees, volunteers, students or other members of the School community. Such reports will be fully and confidentially investigated, the reported activity will be reviewed and, where appropriate, the content will be reported using the relevant online reporting mechanism.

ENFORCEMENT

The School will monitor social media usage on School computers, laptops, mobiles, tablets, notebook computers, smartphones, School accounts and School user names. The foregoing IT resources are the School's property and are to be used for legitimate School business. Whilst the School will not specifically monitor social media for references to the School, its employees, volunteers, students, parents and other

members of the School community, employees should not expect privacy in this regard.

A reported or suspected breach of this policy is a serious matter and will be investigated by School management pursuant to the appropriate workplace procedure. The School reserves the right to use information that is expressly prohibited by this policy and which comes to School management's attention whether through monitoring or otherwise for disciplinary purposes.

Non-compliance by employees with any aspect of this policy may be subject to disciplinary action up to and including dismissal.

C. Review of Policy

This policy has been ratified by the Board of Management at its meeting of February 2021

Signed

James Rogan - Chairperson

Signed:

Seán Stack - Principal