

Acceptable Use Policy (AUP) 2017-2020

Castleknock Community College



Review Dates

Staff	May 2012 & Jan. 2017	Reviewed
Parents	Oct. 2012 & May. 2017	Reviewed
Student Council	Nov. 2012 & May 2017	Reviewed
BOM	Nov. 2012 & June 2017	Ratified

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Section 1 - General Approach -

The Internet is a powerful educational resource that can significantly enhance teaching and learning, when used appropriately. The Board of Management of Castleknock Community College is committed to providing access to Internet facilities in the College, for precisely that purpose. However, there are many potential dangers associated with the use of the Internet and it is the responsibility of the Board of Management to protect all users of the College's Internet facilities, in particular students of the College, from these dangers. It is also the responsibility of the Board of Management to comply with Irish Legislation in this area:

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988.

This policy governing access to and use of the Internet by students & staff of the College outlines practices and procedures and is also intended to provide maximum protection for users from potential dangers associated with the use of the Internet.

The aim of this Acceptable Use Policy (AUP) is to ensure that staff & students will benefit from learning opportunities offered by the College's Internet resources in a safe and effective manner. Internet use and access is considered a College resource and privilege. Therefore, if the College AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

This policy was ratified by the Board of Management in May 2017 and will be reviewed in January 2020. Before signing, the AUP should be read carefully to indicate that the conditions of use are accepted and understood.

Section 2 - Content Filtering, Web Browsing & Downloading -

Castleknock Community College allows access to millions of websites including games and YouTube, and other similar types of websites, such as blogs but blocks access to websites belonging to the personal websites category and websites such as Facebook belonging to the Social Networking category.

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 are encouraged to report accidental accessing of inappropriate materials in school but outside the classroom to their tutor and or Year Head/Assistant Year Head. Pupils and staff

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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 Castleknock Community College's internet connection only for educational and career development activities.

Pupils will not engage in online activities such as uploading or downloading large files (including software) 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 only allowed under teacher supervision.

Section 3 - Email & Messaging -

The College will encourage all students to use their assigned email account. The use of personal email accounts is acceptable in agreed circumstances. (E.G. Applying to College/UCAS, Career & character references).

Pupils should not under any circumstances share their email account login details with other pupils. Pupils will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

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

Section 4 - Social Media-

The principles set out in this policy are designed to help ensure that social media is used responsibly so that the confidentiality of pupils and other staff and the reputation of the College is protected.

This policy applies to personal websites such as social networking sites (for example Facebook), blogs, microblogs such as Twitter, chat rooms, forums, podcasts, open access online encyclopaedias such as Wikipedia, social bookmarking sites such as del.icio.us and content sharing sites such as Flickr and YouTube. The internet is a fast moving technology and it is impossible to cover all circumstances or emerging media.

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The following statements apply to the use of messaging, blogging and video streaming services by students and staff at Castleknock Community College:

- 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 Castleknock Community College community
- Staff and pupils must not discuss personal information about pupils, staff and other members of the Castleknock Community College community on social media
- Staff and pupils must not use College 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 Castleknock Community College into disrepute
- Staff and pupils must not represent their personal views as the views of Castleknock Community College on any social medium.

Section 5 - Personal Devices & Mobile Phones -

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

- Pupils are only allowed to bring personal internet-enabled devices into Castleknock Community College with expressed permission from staff.
- Pupils are only allowed to use personal internet-enabled devices during lessons with expressed permission from teaching staff.

Students may carry their mobile phone on their person, but it must be turned off, not on silent.

- The one exception to this rule is during exams, when the Exam Rules will supersede this policy. Mobile phones should NEVER be brought into an exam, and exam papers will be cancelled if it emerges that a student has done so.
- Phones and devices should not be used in any way between classes, before classes, etc.
- If a student needs to contact home urgently, they will be allowed to use the phone in the Main Office. If parents need to contact children urgently, they should phone the Main Office.
- If a student breaches these rules the phone (and SIM card) will be confiscated immediately and given to the Year Head.
- In the event of a dispute about whether these rules have been breached, the phone shall be handed over immediately to the teacher who will give it to the Year Head so the matter can be investigated.
- At all times, the privacy of a student shall be respected. Where the data on a phone is accessed it shall only be to determine whether there has been misuse of the phone, not to monitor the private activities of the owner.

If a phone disturbs a class or if a student is seen using a phone outside the permitted time:

- The phone will be confiscated for two school days.

- A second offence will lead to the phone being confiscated for five days, and will necessitate a parent/guardian coming in to collect it after the five days have lapsed.

If a phone has been used to take photographs/audio or video footage:

- The phone will be confiscated until the matter can be resolved
- If the material has been taken without the consent of the subject(s) therein, the student responsible may be suspended¹
- If the material has been taken without the consent of the subject(s) therein and subsequently posted on the internet, shown to others or distributed in any manner, the student responsible may be suspended and may be recommended for permanent exclusion from the College.
- Depending on the nature of the content viewed, Castleknock Community College reserves the right to contact relevant outside bodies (Gardai, legal advice, HSE, etc) to determine the appropriate course of action.

Exempt occasions.

There are certain events in the life of the School where it is normal and reasonable for photographs to be taken and where the explicit consent of the subject therein would usually not be required. These include concerts, sports events, TY activities, trips, etc. Students should use discretion as to what is appropriate and must continue to be extremely cautious about posting anything to the internet or showing it to others without achieving the direct consent of those involved. If they are in any doubt at all about what is appropriate, the guidance of a member of staff should be sought in advance. If, in the opinion of the College, their actions are deemed to have been inappropriate the sanctions as outlined above shall apply.

Section 6 - Images & Video -

The development of digital imaging technologies has created significant benefits to learning, allowing staff and pupils instant use of images that they have recorded themselves or downloaded from the internet. However, staff, parents / carers and pupils need to be aware of the risks associated with publishing digital images on the internet. Such images may provide opportunities for harassment or breaches of privacy to take place. Digital images may remain available on the internet forever and may cause harm to individuals in the short or longer term.

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 College into disrepute.

At Castleknock Community College pupils must not take, use, share, publish or distribute images of others without their permission.

¹ This policy will apply in conjunction with the *Castleknock Community College Counter-Bullying Policy* which may be used to determine whether further intervention or sanction is required.

Taking photos or videos on the grounds of Castleknock Community College or when participating in school activities is allowed once care is taken that no harm is done to staff or pupils of Castleknock Community College. Taking photos or videos the grounds of Castleknock Community College 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 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 of other pupils automatically incurs suspension as a sanction.

All parents/guardians are invited to sign the *Digital Image Guidelines* which grants the College permission to publish photographs of students with due regard to the guidelines.

Section 7 - Cyber bullying-

This type of bullying is increasingly common and is continuously evolving. It is bullying carried out through the use of information and communication technologies such as text, social network sites, e-mail, instant messaging (IM), apps, gaming sites, chat-rooms and other online technologies. Being the target of inappropriate or hurtful messages is the most common form of online bullying. As cyber-bullying uses technology to perpetrate bullying behaviour and does not require face to face contact, cyber-bullying can occur at any time (day or night). Many forms of bullying can be facilitated through cyber-bullying. For example, a target may be sent homophobic text messages or pictures may be posted with negative comments about a person sexuality, appearance etc.

Access to technology means that cyber-bullying can happen around the clock and the pupils home may not even be a safe haven from such bullying. Pupils are increasingly communicating in ways that are often unknown to adults and free from supervision. The nature of these technologies means digital content can be shared and seen by a very wide audience almost instantly and is almost impossible to delete permanently. While cyber bullying often takes place at home and at night, the impact can also be felt in school.

In accordance with the Counter-Bullying Procedures for Schools, Castleknock Community College considers that a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.

- 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 Castleknock Community College 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 College's Code of Behaviour.
- In the event of a critical incident please refer to the extract from the "Critical Incident Policy" as outlined in the appendix of this policy.

Section 8 - College Website -

- 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 College'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.
- Castleknock Community College will use only digital photographs, audio or video clips, focusing on group activities. Content focusing on individual students will only be published on the College website with parental permission.
- Personal student information including home address and contact details will not be published on Castleknock Community College web pages.
- The Castleknock Community College will avoid publishing the first name and last name of pupils in video or photograph captions published online.

Section 9 - Sanctions -

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 College also reserves the right to report any illegal activities to the appropriate authorities

Castleknock Community College will deal with incidents that take place outside the College that impact on the wellbeing of pupils or staff under this policy and associated codes of behaviour and anti-bullying policies. In such cases Castleknock Community College will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of the College and impose the appropriate sanctions.

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

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.

Castleknock Community College 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. From 2017 this provision will be presented through the Well Being Programme.
- Internet safety advice and support opportunities are provided to pupils in Castleknock Community College through our Induction Programme, SPHE Programme (Well Being) & Internet Safety Week
- Teachers will be provided with continuing professional development opportunities in the area of internet safety
- Castleknock Community College participates in Safer Internet Day activities to promote safer more effective use of the internet
- Sanctions specific to Personal Devices & Mobile Phones are outlined in Section 5 of this Policy.
- This Policy recognises and respects the importance of The College's Child Protection Policy in relation to all IT usage & safety

Section 10 - Permission Form-

All students who enrol at Castleknock Community College must agree to follow the College's Acceptable Use Policy and sign the AUP Form. This form must be countersigned by the students' parents/guardians. **(See Appendix).**

Appendix 1 - Guidance on Social Media Use & Critical Incidents

Social media is now part of everyday communication and information sharing. Most students are avid and competent users. Social media messages speed up the rate at which information is shared. This can have a significant influence on the behaviour of young people during a critical incident. Some social media communication may occur without the knowledge of school staff that leads to distress among students or their parents/guardians.

The following information may assist to consider issues related to social media use when dealing with a critical incident.

- It is essential that the College takes account of the need to have competency in the use of social media among management and staff. If not, the members of the Critical Incident Team should consult those familiar with its use. Senior students from the Student Council could be part of this process. Normalising social media use by the student body during a critical incident is very important.
- Social media literacy should be addressed in the curriculum. It is essential that College management, staff and students understand the role of social media, and its positive and negative aspects. A positive disposition to social media by the College may encourage thoughtful use by students during a critical incident.
- Agreement on appropriate use of social media during a critical incident should be included in the College's Acceptable Usage Policy (AUP). All staff should follow agreed online professional protocols as prescribed by the New Code of Conduct by Teachers i.e. *“Teachers should ensure that any communication with pupils/students, colleagues, parents/guardians, school management and others is appropriate, including communications via electronic media, such as email, texting and social media etc.” (The Teaching Council, 2012)*. The Critical Incident Management Team may also remind staff, students and other relevant community members about their AUP during times of crises.
- When dealing with a critical incident it is advised that the College acts quickly and with caution. A message could be placed on the website and on any other school social media account along the following lines:

“You may be aware of a recent event within the College community. We ask you to respect the family’s privacy and sensitivities at this time by considering if you should post any comments, especially on social media. We will inform you through the normal channels of any relevant developments”.
- The College could use social media to provide up to date information for all concerned throughout the various stages of the incident. Positive messages and

appropriate advice for young people and their parents/guardians to discuss social media use with their children and monitor use more actively following a crisis.

- It is important that the Critical Incident Management Team members are familiar with safe messaging guidelines that should be followed when sending messages to staff. Should the need arise during a crisis; the College management can contact the Dublin & Dun Laoghaire ETB for advice and support.
- Young people often post Rest-in-Peace (RIP) messages on social media when tragedies occur. These posts can be heartfelt and emotional particularly in cases of death by suicide. Messages such as “*I miss you and will see you soon*” or “*I will follow in your path*” should cause concern and be followed up with the individual concerned. The death by suicide of an individual may influence others. Young people are especially prone to contagion. Those who are emotionally vulnerable may act on suicidal impulses.
- Activity on social networking sites during a critical incident can be a source of potentially important information, such as suicide pacts, identification of vulnerable groups or individual young people who may be at risk of suicide. Given privacy restrictions to people’s personal pages, distressing information may be posted without the knowledge of parents/guardians or College management. It is likely that users will block access so activity of this nature will not be accessible to everybody.



Appendix 2 - A Classroom Session following news of a Critical Incident

Normally, the class teacher, class tutor or other relevant personnel that knows the students should be the person to inform the class of the events and lead the classroom session. Students generally feel safe and secure with someone they know. If the teacher feels uncomfortable with this role another staff member may share the task. Teachers should have the opportunity to opt out of this work if they feel unable to handle it and other arrangements should be made for that class group.

The aim of the session is to break the news to give the students the opportunity to discuss what has happened and to express their thoughts and feelings in a secure environment. The teacher needs to listen and be empathic.

The session needs to be tailored to the age and development level of the class group.

The outline of the session is as follows:

- Step 1 Giving the facts and dispelling rumours
- Step 2 Sharing stories and allowing and encouraging the sharing of thoughts and the expression of feelings
- Step 3 Normalising the reactions
- Step 4 Worries (for younger children)
- Step 5 Advising about social media usage
- Step 6 Empowerment
- Step 7 Closure
- Step 8 Free Time
- Step 9 Recovery



<p>STEP 1</p> <p>Giving the facts and dispelling rumours</p>	<p>Tell the students in a calm, low key and factual voice</p> <ul style="list-style-type: none"> • What has happened • Who was involved • When it happened • The plan of the day <p>Sample Script</p> <p><i>I have something very sad I want to share with you. The factual information agreed upon by the staff e.g. (name of student), who attends our school and was missing, has been found. You will probably be aware, through social media, that he is dead. Yesterday, the Gardaí found his body. They are investigating what has happened and will let us know as soon as they find out more information.</i></p> <p><i>I am feeling sad about what's happened. Let's spend some time together now helping each other to talk about how we feel about what has happened.</i></p>
<p>STEP 2</p> <p>Sharing stories</p>	<p>Take some time for discussion. Students may wish to tell their story of the event. As a result they will feel less alone because of their common shared experiences. Assisting them to verbalise their experiences helps their recovery. For those students who find it difficult to verbalise their experiences, or for students with learning difficulties, it may be helpful to allow them to express their feelings and recount their experiences in other ways. Writing stories or using art can be particularly helpful, especially for younger students. Give the students a choice as to how they want to represent their experiences. Have a box of tissues at hand.</p> <p>Sample Script</p> <p><i>To help us today, we are going to make a memory box for (name of deceased). You can draw a picture of a time you remember with (name of deceased) or write a poem or a letter to him. If you like we can put these in a nice box and give it to (name of deceased) family sometime soon. This will help them to see how important (name of deceased) was.</i></p>
<p>STEP 3</p> <p>Normalising the reactions</p>	<p>Tell the students that they will all react differently to what has happened and that there is no right or wrong way. List some possible feelings and reactions, (see R9). Explain that their reactions are normal responses to abnormal circumstances. Tell the students that the reactions or symptoms will go away in time. Tell them that if the symptoms have not gone away after a few weeks, they should let you or their parents know. In addition to conversations they may have with friends on social media they may need to talk to someone in person about how they are feeling. Depending on the incident and the age of the students, distribute hand-outs – see Appendices 6,7, 8 & 9.</p>
<p>STEP 4</p> <p>Worries (for younger children)</p>	<p>Sample Script</p> <p><i>You may be worried about (name of deceased) – that they might be sad or lonely or hungry or cold. When someone dies they do not feel cold or hungry or feelings like that anymore.</i></p> <p><i>You may be worried that the same thing could happen to you or someone else in your family.</i></p>

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	<p><i>What happened to (name of deceased) does not happen very often.</i></p> <p>If the classmate has been ill, you could say he was very sick and the chances of this happening to someone else you know are low.</p>
STEP 5 Advising about Social Media Usage	<p>Discussions may begin with an outline of the various social media currently being used by members of the group. The value of these as a way of keeping in contact with and supporting friends should be acknowledged. Students may be asked for experiences of ways in which such communication has helped them as well as examples of ways in which it has gone wrong. Media involving live communication such as Skype or Viber are generally more conducive to support and less open to misunderstanding than text-based means. Students will be encouraged to consider how much social media usage is too much, particularly late into the night. More guidance on social media use is contained in Appendix 17.</p>
STEP 6 Empowerment	<p>Help the students to identify strategies that they might use to help manage their reaction, for example, talking to family and friends, getting enough sleep, taking plenty of exercise and appropriate use of social media – may all help. If appropriate, students can share strategies that worked for them in other stressful situations or brainstorm ideas as to what might help. Overall, it is important to help students regain a sense of control.</p>
STEP 7 Closure	<p>End the session by focusing on the future. Depending on the nature of the incident, help the class decide what they would like to do about various issues, e.g., what to do about the person's empty chair, about writing cards or letters. Reiterate the message that their reactions are normal responses to abnormal circumstances.</p>
STEP 8 Free Time	<p>After the discussion the teacher may want to allow the student's some free time outside, in the classroom or an agreed area, depending on the age.</p>
STEP 9 Recovery	<p>It may be useful to continue to do these activities at intervals during the days following and to intersperse them throughout the curriculum in the coming days.</p> <p>Normal routines should generally be returned to as soon as possible.</p> <ul style="list-style-type: none"> • Students should be encouraged to resume sports and other extra-curricular activities. • It is appropriate that the class curriculum is adjusted or adapted. For example, teachers should avoid presenting new learning material for a while following an incident as concentration may be impaired. • Use opportunities which arise within ordinary classwork, where coping and support can be reinforced. • Students could be encouraged to discuss how to avoid future crisis and lessons learnt from their experiences. There will also be opportunities for structured discussion within the College's social, personal and health education programmes. SPHE curriculum time is an ideal context in which to offer support.

Appendix 3 - Digital Images & Internet Usage - Parental Consent Form -



Digital Images & Internet Usage

Parental Consent Form

Digital Image

Digital photos and video are exciting new media which can motivate and inspire pupils. Research has shown that using digital images in education can help encourage creativity, motivation and enthuse pupils and improve communication and team-working skills.

We ask that parent(s) / guardian(s) consent to their son / daughter taking part in the production of digital videos and promotional material. The following guidelines will apply with regard to taking publicity photographs of students in the College,

1. Staff will be aware of possible Child Protection issues when taking photographs of students and where these photographs are used.
2. Parent(s) / Guardian(s) are happy to trust the judgement of teachers in publications such as newsletters, prospectus etc without asking for specific permission each time.
3. Pupils may be identified in these publications to celebrate their achievements.
4. The risks of using digital images in education are minimal but the College has a duty of care towards our students. Therefore pupils in photographs published on our website, www.castleknockcc.ie will not be named or identified in any way other than by group e.g. Winning Football Team etc.
5. This consent form will apply for the duration of your daughter/son's time at Castleknock Community College.

All digital work in the college is underpinned by our Internet Safety Policies.

Please indicate your consent by signing below

Student's Name: _____

Parent(s) / Guardian(s): _____

Date: _____

Appendix 4 - Internet Permission Form -



Internet Permission Form

Name of Pupil: _____

Class/Year: _____

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.

Pupil's Signature: _____

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

I accept the above paragraph: Yes / No

(Please circle as appropriate)

In relation to the school website, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the school's website. I understand and accept the terms of the Acceptable Use Policy relating to publishing children's work on the school website.

I accept the above paragraph: Yes / No

(Please circle as appropriate)

Signature: _____ (Parent/Guardian)

Date: _____

