ACCEPTABLE USAGE POLICY (AUP)

Contents

SCOPE

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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.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 students, 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 policy applies to all electronic communications systems provided by Moate Community School including, but not limited to internet, intranet, e-mail, personal computers, laptops and tablet devices, digital cameras, telecommunication systems and devices.

Breach of this policy may result in disciplinary action, including but not limited to written warnings and records, withdrawal of access privileges, clean-up-duty, detention, and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

All users are expected to use common sense and to conduct themselves in a manner, which is appropriate to the school environment. Breaches of this policy may result in personal liability of users and/or vicarious liability on behalf of Moate Community School under many enactments including, but not limited to the following:

- Employment Equality Acts, 1998

- Equal Status Act, 2000 and 2012

- Data Protection Act 1988 and 2003

- General Data Protection Regulations GDPR

- The Education and Training Boards Act, 2013

- The Companies Acts 1963 - 2001

- Copyright and Related Rights Act 2000, 2004 and 2007

- Child Trafficking and Pornography Act 1990 1998 and 2004

This policy and its implementation will be reviewed by the Schools Development Planning committee and the Board of Management of Moate Community School.

The school reserves the right to monitor the impact of the policy using:

- Logs of reported incidents.

- Monitoring logs of internet activity (including sites visited).

- Internal monitoring data for network activity.

Should serious online safety incidents take place, the Principal or Deputy Principal should be informed.

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

Moate Community School implements the following strategies on promoting safer use of the internet:

- *Students will be provided with education in the area of internet safety as part of our implementation of the wellbeing curriculum.*

- *Internet safety advice and support opportunities are provided to pupils in Moate Community School through our wellbeing programmes.*

- *Teachers will be encouraged to participate in continuing professional development opportunities in the area of internet safety.*

- *Moate Community School participates in Safer Internet Day activities to promote safer more effective use of the internet.*

- *Open Access facilities are supervised in computer rooms at lunch time to facilitate and encourage safe use of the internet.*

CONTENT FILTERING

Moate Commmunity School   has chosen to implement the following level on content filtering on the Schools Broadband Network:

Level 5: This level allows access to the same websites as Level 4, but allows access to 'personal websites category', and other similar types of websites, such as blogs.

Students taking steps to by-pass the content filter by using proxy sites or other means may be subject to disciplinary action, including but not limited to; written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion.

WEB BROWSING AND DOWNLOADING

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

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

Users will report accidental accessing of inappropriate materials in school but outside the classroom to the Principal, Deputy Principal or Year Head.

Students and staff should not intentionally copy information from the internet without acknowledging the creator and referencing the source of the content. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Users will be encouraged to use the school's internet connection for educational and career development activities.

Students 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.

Users will not engage in online activities such as uploading or downloading very large files that result in heavy network traffic which impairs the service for other internet users.

Users will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

PERSONAL DEVICES

Staff and Students 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 including but not limited to tablets, gaming devices, and digital music players in Moate Community School.

Students can bring personal internet-enabled devices into Moate Community School, it is their own responsibility to take care for these items. As per school rules students mobile/smart phones should be powered off at the gate.

Students are only allowed to use personal internet-enabled devices during lessons with expressed permission from teaching staff.

EQUIPMENT AND RESOURCES

All equipment provided by Moate Community School for use by staff remains the property of the school.

It is the user's responsibility to be informed of the correct operating procedures for the computer resources or products used. A user who is uncertain as to the correct procedure in any situation should obtain clarification from itsupport@moatecs.com before proceeding.

Users must not engage in conduct that interferes with other's use of shared computing resources and/or the activities of other users.

SECURITY AND PASSWORDS

Users must not utilise any other person's access rights or attempt to gain access to resources or data. In exceptional circumstances where access is required, it must be requested via email to itsupport@moatecs.com Users must not attempt to bypass or probe any security mechanisms governing access to the computer systems.

No staff member may misrepresent himself / herself as another individual. This includes using another staff member's username and password or email address.

Passwords must remain confidential to each user and must not be relayed to any other person. Each user carries sole responsibility for security access to his/her computer, laptop or any other electronic device.

PRIVACY

It should be understood that Moate Community School does not provide users with a guarantee or to the right to privacy or confidentiality in connection with the use of any technology and users should have no expectation of privacy in the use of the Moate Community Schools ICT resources.

MONITORING

Moate Community School reserves the right and intent to monitor e-mail content and Internet usage to ensure technology is being used properly and to protect Moate Community School and its employees from liability under equality, data protection, pornography and copyright legislation. This does not constitute infringement of any individual rights to personal privacy under Data Protection and the GDPR.

Monitoring may be carried out on all Electronic Data including all Web site, Desktop and PC content. This list is not exhaustive. Monitoring developments may change over time. In addition, Moate Community School may monitor all PC's for inappropriate images and content.

LEGAL IMPLICATIONS OF STORING ELECTRONIC DATA

All information held in electronic format is subject to legislative requirements, as is information held in paper format. These requirements include but are not exclusive to Copyright, Data Protection and Freedom of Information Legislation and the liabilities which may result from breaches of such legislation.

Personal information should contain only information relevant to the individual and to the purpose for which it is being stored. Data must not be used for any other purpose. This data must be maintained in an accurate format and must be altered if the user/Board becomes aware of inaccuracies.

It is an offence to alter or falsify documents in an electronic format or paper / hard copy format. Care must be taken when forwarding or sending information which has been received from a third party or which is specific to another organisation.

Users should be aware that merely deleting information may not remove it from the system and deleted material may still be reviewed by the employer and / or disclosed to third parties.

MATERIAL OF OBSCENE OR OFFENSIVE NATURE

Users are subject to all legislation regulating the use of Moate Community Schools ICT resources. Users must not store, download, upload, circulate or otherwise distribute material containing:
- Any derogatory comment regarding gender, material status, family status, sexual orientation, religious or political belief, age, disability, race or membership of the travelling community or other categories pursuant to applicable law.
- Any material of a pornographic nature.
- Any material of a paedophilic nature.
- Material containing offensive or foul language.
- Any content prohibited by law.

If a user receives any offensive, unpleasant, harassing or intimidating messages via e-mail or other computer sources they should bring it to the attention of school management.

VIRUS PROTECTION

Viruses can enter an organisation a number of different ways including:
- Unscanned digital storage media (e.g. CDs, DVDs, floppy disks, USB memory sticks) being brought into the organisation
- E-mails or attachments
- Downloaded data from the Internet

It is the personal responsibility of each individual to take precautions to ensure that viruses are not introduced into any Moate Community School resources or system with which they come into contact.

No computer user may interfere with or disable the Anti-Virus software installed on their desktop PC or laptop. Any virus, virus error messages or security incidents must be reported promptly to itsupport@moatecs.com

Do not forward a virus warning to anybody else.

Such warnings are usually hoaxes and are designed to persuade users to delete systems files on their PC. Do not engage and do not forward the email. Report it, by creating a new email to itsupport@moatecs.com

E-MAIL

Moate Community School staff and students have an e-mail account to facilitate the sending and receiving of school related messages for example between staff, students and school vendors. All communications should be done by the organisation e-mail only.

While email brings many benefits to Moate Community School in terms of its communications internally and externally, it also brings risks to the organisation, we ask that where users use it outside of their Moate Community School roles – for this reason we encourage users, where possible to limit its use to school related business.

RISKS ASSOCIATED WITH E-MAILS

- Messages can carry viruses that may be seriously damaging to the schools systems

- E-Mail attachments may belong to others and there may be copyright implications in sending or receiving them without permission.

- It has become increasingly easy for messages to go to persons other than the intended recipient and if confidential or commercially sensitive, this could be breaching Moate Community Schools security and confidentiality.

- E-mail is speedy and, as such, messages written in haste or written carelessly are sent instantly and without the opportunity to check or rephrase. This could give rise to legal liability on the part of Moate Community School.

- An e-mail message may legally bind Moate Community School contractually in certain instances without the proper authority being obtained internally.

- E-mails should be regarded as potentially public information, which carries a heightened risk of legal liability for the sender, the recipient and the organisations for which they work.

RULES FOR E-MAIL USE

The content of any e-mail must be in a similar style to that of any written communication such as a letter or report as they have the same legal standing. It is important that e-mails are treated in the same manner as any other written form of communication in terms of punctuation, accuracy, brevity and confidentiality. Similarly, any written, stored or forwarded and disseminated information must adhere to the guidelines within the Data Protection and

the Employment Equality legislation and in accordance with the equality rules and procedures of Moate Community School.

In order to avoid or reduce the risks inherent in the use of e-mail within Moate Community School, the following rules must be complied with:

- The following Moate Community School email disclaimer or a link to same must appear at the end of every e-mail sent from your Moate Community School address:

  "Any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the organisation. Stakeholders of Moate Community School are expressly required not to make defamatory statements and not to infringe or authorise any infringement of copyright or any other legal right by email communications. Any such communication is contrary to organisational policy. The organisation will not accept any liability in respect of such communication, and the stakeholder responsible will be personally liable for any damages or other liability arising. Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. Moate Community School accepts no liability for any damage caused by any virus transmitted by this email. Email transmission cannot be guaranteed to be secure or error-free, as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. The sender, therefore, does not accept liability for any errors or omissions in the contents of this message which arise as a result of email transmission."

- The Moate Community School name is included in the address of all staff members and is visible to all mail recipients. This reflects on the image and reputation of the organisation, therefore, e-mail messages must be appropriate and professional.

- Every effort should be made to ensure correct spelling and punctuation is maintained in all communications.

- Occasional and reasonable personal use of e-mail is permitted provided that this does not interfere with the performance, work duties, responsibilities and customer service of Moate Community School.

- An e-mail should be regarded as a written formal letter, the recipients of which may be much more numerous than the sender intended. Therefore any defamatory or careless remarks can have serious consequences, as can any indirect innuendo. The use of indecent, obscene, sexist, racist, harassing or other appropriate remarks whether in written form, cartoon form or otherwise is forbidden.

- E-mails must not contain matters which may discriminate on grounds of gender, marital status, family status, age, race, religion, sexual orientation, disability or membership of the Traveller community.

- E-mails must not contain any inappropriate or lewd content or content likely to cause offence.

- Distribution lists (group emails) may only be used in connection with school related business or for educational purposes unless otherwise sanctioned by school management.

- Do not subscribe to electronic services or other contracts on behalf of Moate Community unless you have express management approval to do so.

- If you receive any offensive, unpleasant, discriminatory, harassing or intimidating messages via the e-mail system you must immediately inform school management.

- Chain mails or unsuitable information must not be forwarded internally or externally.

- Moate Community School reserves and intends to exercise the right to review, audit, intercept, access and disclose all messages created, received or sent over the electronic mail system for any purpose or where it deems necessary.

- Notwithstanding Moate Community Schools right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other users and accessed only by the intended recipient. Users are not authorised to retrieve or read any e-mail messages that are not sent to them. However, the confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message.

- Prior permission of school management should be sought if a user wishes to register with a site or a service in the name of Moate Community 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 websites administrator endeavours to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff.

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 Moate Community School 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 and care is taken that no harm is done to staff or pupils of Moate Community School.

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 as a sanction.

OTHER ELECTRONIC TOOLS

Other electronic equipment (e.g. photocopiers, cameras, fax machines etc.) remain the property of Moate Community School and as such must be treated with care. All users are expected to use common sense and use equipment in a manner, which is appropriate to the ethos of the school.

SOCIAL MEDIA

- Moate Community School recognises the presence and value of social media tools which can facilitate communication, learning and collaboration. When using these tools, users are expected to communicate with the same appropriate and professional conduct online as offline.

- Users should consider rules governing copyright, intellectual property and confidentiality before posting to social media.

- Users should be mindful of their privacy settings and postings on personal social platforms. Staff should note that the use of social media in the school environment is subject to the same guidelines and rules as previously outlined in this policy.

- 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 Moate Community School community

- Staff and pupils must not discuss personal information about pupils, staff and other members of the school 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 Moate Community School into disrepute.

- Staff and pupils must not present their personal views as those of Moate Community School on any social medium.

More specific information will be set out in Moate Community Schools Social Media Policy (under construction).

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 and another pupil or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

Measures are taken 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.

Measures are taken by Moate Community School 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.

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

ENCRYPTION

All confidential and personal data stored on Moate Community School devices must be protected by encryption software. It is the responsibility of the user to ensure that the data is encrypted (password protected) and the encryption software is up to date. This responsibility includes data stored on personal devices.

INFRINGEMENTS OF POLICY

Failure to comply with the policy and guidelines outlined above may result in:

- The withdrawal of e-mail and Internet facilities from the individual(s) involved;

- Initiation of disciplinary procedures and disciplinary action, up and to including expulsion/dismissal.

- Serious breaches of the policy may result in initiation of criminal or civil proceedings.

Date: _____

Chairperson of the BOM:_____