



# Internet Acceptable Use Policy



Our Acceptable Usage Policy (AUP) has been written in accordance with government guidelines. This policy covers students who may use technology while on the school premises, school tours and using their LMETB account in a distanced learning environment.

The staff of Enfield Community College have a separate Information & Communication Technology (ICT) Acceptable Usage Policy & Security Guidelines which is governed by Louth Meath Education Training Board.

## **School**

Enfield Community College is a co-educational, multi denominational school in Louth Meath Education Training Board (LMETB).

## **Our School Philosophy**

'Enfield Community College is a school of Excellence where students are happy and secure in a learning atmosphere characterised by respect, positive attitude, responsible behaviour and belonging. We focus on the whole young person and aspire to develop them as intellectual, emotional and spiritual individuals. We encourage the highest standards in our students ensuring that they reach their full potential through strong relationships and positive reinforcement.

## **Rationale for the use of ICT**

It is generally agreed that ICT can positively affect a students' learning.

The following are some of the reasons for the incorporation and integration of ICT in Enfield Community College:

- Students need to learn how to use these technologies for their own personal and professional development in the knowledge economy
- The fashionable nature of ICT technologies and the Internet lead to a greater diversity of learning experiences which make the classroom a more interesting place and therefore appeals to a wider range of students.
- Due to their interactive capacities, multimedia technologies enable the creation of environments in which active learning can take place rather than passive reception of information.
- Computer-based, independent learning results in a non-threatening, non-judgemental environment.
- One consequence of the information explosion is that the individual teacher cannot know everything of value to their students. However, with the aid of ICT, they can often guide their students to the information they seek.
- ICT can help to speed up and improve effectiveness of preparation for the delivery of classwork by teachers.

- The learning benefits associated with ICT for students with special educational needs include improvements in motivation, participation, socialisation, skills development, confidence in their ability, development of potential, continuity for students who have to absent themselves from the College for medical reasons, peer tutoring, etc.
- ICT can challenge the more able student to a greater extent than traditional classroom methods. It provides an opportunity to further their knowledge on a wide variety of subjects and become creative, independent, life-long learners.
- The benefits of the use of ICTs for administrative purposes are many and obvious, allowing our students to function effectively in our current Education System.

### **Aim of the Acceptable Use Policy**

The aim of this Acceptable Use Policy is to ensure that students will benefit from 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. Therefore, if the school policy is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in the Acceptable Use Policy (AUP) – will be imposed.

It is envisaged that school will review this plan as is deemed necessary. Before signing the policy, students and parents / guardians should read it carefully to ensure that the conditions of use are accepted and understood.

### **Technologies Covered**

Enfield Community College may provide students with Internet access, desktop computers, digital imaging equipment, laptop or tablet devices, video conferencing capabilities, virtual learning environments, online collaboration capabilities, online discussion forums, email and more. As new technologies emerge, Enfield Community College may provide access to them also. The policies outlined in this document are intended to cover all online technologies used in the school, not just those specifically mentioned.

## **Enfield Community College ICT Network**

Enfield Community College ICT network is intended for educational purposes. All activity over the network may be monitored and retained. Access to online content via the network is restricted in accordance with policies of LMETB and the Department of Education and Skills. Enfield Community College has chosen to implement the following level on content filtering on the Schools Broadband Network:

- Level 5: This level allows access to millions of websites including games and YouTube and allows access to personal websites category, 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 taking steps to by-pass the content filter by using proxy sites or other means may be subject to disciplinary action.

Students are expected to follow the same rules for good behaviour and respectful conduct online, as offline – these rules can be found in Enfield Community College's existing *Code of Behaviour*. Misuse of school resources may result in disciplinary action. We make every effort to ensure students' safety and security online but will not be held accountable or liable for any harm or damages that result from misuse of school technologies. Students are expected to alert their teacher immediately of any concerns for safety or security.

## **Enfield Community College's Strategy**

Enfield Community College employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet.

These strategies are as follows:

### **General**

- Internet sessions will always be supervised by a teacher.
- Filtering software and/or equivalent systems will be used to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor students Internet usage.
- Students and teachers will be provided with guidelines in the area of Internet safety.
- 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 personal memory sticks, CD-ROMs, or other digital storage media in Enfield Community College requires a teacher's permission.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.
  
- Any use of the schools computing resources or Internet connection that could be considered bullying is in breach of this policy and is also in breach of the school's anti-bullying policy and will be treated accordingly.
  
- Students will be made aware that any usage, including distributing or receiving of information, school related or personal may be monitored for unusual activity, security and/or network management reasons.
  
- Downloading and uploading materials or images not relevant to school studies will also be considered to be in direct breach of the school's acceptable use policy.

## **Email**

- Enfield Community College provides students with email accounts for the purpose of school related communication.
- Email accounts should be used with care. Email usage may be monitored and archived.
- Enfield Community College recognises that online collaboration can have an educational value and the school may provide students with access to a variety of online tools that allow communication, information sharing, and messaging among students.
- Students are expected to communicate with the same appropriate, safe, mindful and courteous conduct online as offline.
- While in the school premises, students will use only approved email accounts under supervision by or permission from a teacher.
- The use of personal email accounts is not allowed at Enfield Community College.

- Students will not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.
- Pupils should not under any circumstances share their email account login details with other pupils.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- 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.

### **Enfield Community College's own mobile devices**

- Enfield Community College may provide students with mobile computers, digital recorders or other devices to promote learning both inside and outside of the school. Students should abide by the same policy, when using school devices off the school network, as on the school network.
- Students are expected to treat these devices with respect and should report any loss, damage, or malfunction to their teacher immediately. Students may be financially accountable for any damage resulting from negligence or misuse.
- Use of school issued mobile devices may be monitored and archived.
- The unauthorised taking of images with a school provided device, still or moving, is in direct breach of the schools Acceptable Use Policy and Code of Behaviour & Discipline (policy).

## **Personal Devices**

Students are not permitted to have mobile phones or any personal internet-enabled device in Enfield Community College as per our Code of Behaviour & Discipline policy. Students using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending text messages, or the unauthorised taking of images with a mobile phone camera, still or moving is in direct breach of the schools Acceptable Use Policy and Code of Behaviour & Discipline (policy).

## **Enfield Community College Website**

Enfield Community College is committed to using our website in order to promote our school, showcase student work and to provide information for our students, their parents/guardians and the general public. Enfield Community College may also make use of other self-controlled websites to this end.

- Students may be given the opportunity to publish projects, artwork or other schoolwork on the World Wide Web.
- The creation and publishing of photographs, audio and video clips will focus on educational activities.
- Personal information including home address and contact details will be omitted from school web pages.
- Enfield Community College will continue to own the copyright on any work it publishes.
- The website will be regularly checked to ensure that there is no content that compromises the safety of students or staff.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on achievements may be used from time to time.

## **World Wide Web**

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will report accidental accessing of inappropriate materials.

- 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).
- Students will never disclose or publicise personal information.
- Downloading 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, security and / or network management reasons.

### **Enfield Community College ICT Security**

Students are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programmes and not opening files or programmes of unknown or un-trusted origin. Students should use common sense if a website does not look right and should inform a teacher before clicking on anything they deem to be not right. If students believe a computer or mobile device might be infected with a virus, they should alert a teacher. Students should not attempt to remove the virus or download any programmes to help remove the virus.

### **Downloading Files and Programmes**

Students should not download or attempt to download or run .exe programmes over the school network or onto any school resources or devices. Students may be able to download other file types, such as images of videos, PDF, MS Office Documents, etc.

For the security of our network, download such files only from reputable sites, and only for educational purposes.

### **Personal Safety**

If students see a message, comment, image, or anything else online that makes them concerned for their personal safety, bring it to the immediate attention of:

- A teacher if at school or on a school activity.
- A parent / guardian if at home.

Students should never share personal information about themselves or others, including phone numbers, addresses, PPS numbers and birth-dates over the Internet. Students should never agree to meet someone in real life, who they have met online.

### **Social Media**

The following statements apply to the use of messaging, blogging and video streaming services in Enfield Community College:

- Use of instant messaging services and apps including Snapchat, WhatsApp, Google Chat etc. is not allowed in Enfield Community College.
- Use of blogs such as Word Press, Tumblr etc. is allowed in Enfield Community College with express permission from teaching staff.
- Use of video streaming sites such as YouTube and Vimeo etc. is only with express permission from teaching staff.
- Students should 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 Enfield Community College community.
- Students should not discuss personal information about students, staff and other members of the Enfield Community College community on social media.
- Students must not use school email addresses for setting up personal social media accounts or to communicate through such media.
- Students must not engage in activities involving social media which might bring Enfield Community College into disrepute.

### **Images & Video**

- At Enfield Community College students should 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 allowed once care is taken that no harm is done to staff or students of Enfield Community College.

- Written permission from parents or carers will be obtained upon (re)enrolment with regards to photographs of pupils published on the school website.
- Students should 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.

### **\*\*Distance Learning\*\***

This section has been introduced to reflect the changing circumstances brought about by Covid-19 and the significant increase in the use of technology to continue student learning. It refers to the use of technology for distance or remote teaching during stay-at-home instruction (distance learning) and also blending learning (on site and off site teaching and learning) on return to school.

In all cases, students **must** use their @lmetb.ie account to log in. Students are not to use any other account under any circumstances for the purposes of distance learning/blended learning.

The list of applications that are approved for distance learning are:

- Office365, including:
  - Microsoft Outlook (e-mail)
  - Microsoft Teams
  - Microsoft OneNote
  - Microsoft Forms
  - Microsoft Stream

### **Distance Learning Approach**

Distance Learning will take what is known as a blended approach and some teachers may use different methods more than another teacher. In all cases, the primary aim is to cover the required

curriculum areas for their specific subject. The teacher will decide the most effective method to use to achieve this aim using a combination of the above approved Microsoft applications. Students should get in touch with their teacher right away if they are having difficulty with any aspect of their subject or if they are finding the workload unmanageable.

## **Responsibilities**

For staff and teachers:

- Teachers have overall control of the online interaction of their class
- Disruptive students will be removed in order to allow those who wish to partake a fair chance to do so. Repeatedly disruptive students may receive a temporary ban from all online access.
- 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.
- Teachers will assign specific places in the computer room/ assign specific laptops in the classroom. Teachers will endeavour to closely supervise students' use of computers at all times.

For students:

- You are to communicate through your @lmetb.ie account only. The use of any other account or e-mail address is strictly prohibited.
- Do not engage in communications with any account other than an @lmetb.ie account and report any such activity to your teacher at their @lmetb.ie e-mail account.
- You must always be civil and respectful to your teachers and fellow students.
- You are not to record or forward any content within a Teams group – such as worksheets, exam papers, answers, solutions, videos, notes, PowerPoint presentations, voice recordings – to anyone else without the permission of the creator of that content.

For parents:

- You should ensure that your son or daughter is checking in regularly for assigned work
- Where live classes are being run you should ensure your son/daughter is in an area of the house that is quiet and free from distractions. Please be mindful of Child Protection Guidelines, for example, bedrooms should not be used for live classes.
- Live online classes should be viewed by your son/daughter only.

## **Live Online Classes**

Teachers may deliver some of the course “live” using Microsoft Teams. This will use varying combinations of audio, video, virtual whiteboards and screencasts.

In the use of Teams:

- Students must always follow the direction of their teacher just as in the classroom
- Students are not to turn on their video at any time, without prior permission from their teacher.
- Students are not to turn on their microphone unless the teacher invites them to do so. In any case, all microphones should be on mute when a person is not speaking to avoid distracting background noise being broadcast to everyone.
- Some Team sessions are recorded, and these recordings may be made available by the teacher to the class to watch back again later. This recording includes any video, screenshares, whiteboards and audio from the class and should not be forwarded to a third party without the permission of the teacher / content creator.'
- Only the teacher is allowed record a session (all users will be notified when a lesson is being recorded). No-one else is permitted to record.

## **Cyberbullying**

This section should be read in conjunction with all other school policies.

- When using the internet pupils, parents and staff are expected to treat others with respect at all times.
- Measures are taken by Enfield 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 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.
- Cyberbullying will not be tolerated in Enfield Community College. In many cases, cyberbullying is a crime.
- Students should remember that all online activities are monitored and retained.
- It is the responsibility of the student to act responsibly when using a computer / laptop.

### **Legislation**

Enfield Community College can provide information on the following legislation relating to use of the Internet which teachers, students and Parents / Guardians should familiarise themselves with:

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

### **Support Structures**

Enfield Community College will inform students and Parents / Guardians 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. Enfield Community College also reserves the right to report any illegal activities to the appropriate authorities.