

## St Anne's Community College, Killaloe



### Acceptable Use Policy

Devices and the internet are of immense value to teaching and learning.

At St Anne's Community College the use of digital technology in teaching and learning is promoted and supported. However, digital technology and the internet also contain some dangerous content and can be misused. Types Digital technology include but are not limited to Phones, I Pads, PCs, cameras, Smart watch's, gaming devices, Dictaphones, iPods, visualizers, projectors and tablets.

This Acceptable Use Policy (AUP) is a document, which students and their parents, guardians or carers agree to abide by when they accept a place at St. Anne's Community College, Killaloe.

This policy details the ways in which the internet, digital technology email, teams, mobile phones and related devices and platforms can and cannot be used by students in our school. This is to protect the safety of the whole school community. This policy is not limited to during school time as school email, Teams etc. can be used outside of school time.

#### Internet/World wide web

The school internet must be used for school purposes only. A student may not attempt to access, download, spread or print inappropriate material. If a student has any concerns regarding the internet, please report your concerns to the Head of Year. Connecting or attempting to connect to the school's network system (wired or wireless) without authorisation is in direct breach of the school's AUP. If a student is aware of inappropriate material they are expected to report it to the school authorities.

## School email

The school email must be used for school purposes only. The school email is not a personal email for personal use. School email must not be used for social networking sites and/or purchases.

Only relevant information should be shared on email. Using language which is respectful and in keeping with the ethos of the school. Content should be respectful of all school students and personnel.

Be aware of emails from unreliable sources. Do not click on unknown links. If you receive an email from an unreliable source, please report to your Head of Year. It may be a Phishing email. We will never email you for your bank account details or for a payment.

Keep your log-in secure, do not share it with others. Please sign out of your email after use. If you feel your log in has been compromised, or any other issues regarding emails please report to your Head of Year.

## Teams

- Teams is a school platform and students' accounts can be accessed by the principal and other key members of staff. Teams should not be used for socialising with other students. Inappropriate remarks on Teams are also unacceptable. Spot checks will take place this year.
- Every student should be a member of a class team for each subject and a member of a year group team. If you have accidentally been left out please inform your teacher or Head of Year.
- Teachers may send messages to a class group on Teams or upload resources during the school day but they do not expect students to see these during the school day. Therefore, checking mobile phones during school hours is not needed.
- Students should have their teams' notifications turned off between 9am and 4pm. Students can view teams at home after school hours.
- Students should note that teachers are not contactable 24-7. Students may send their teacher a message after school, but they may not respond immediately. Usually, teachers tell their students what they need to know in class so being present and paying attention in class is very important.
- In class, a teacher may need students to use Teams or other digital learning tools. This is allowed as students are being supervised and the teacher will ensure that their students are staying on task.

- During study classes, students are not allowed to use their mobile phone unless the teacher, who left work, says it is essential to complete a task. In study classes you must use your books, notes and copies to study.
- If there are valuable notes on your Teams or OneNote it is recommended that students print them off at home or copy them out by hand.
- If parents need to discuss an issue with a teacher they should email [stanneskillaloe@lcteb.ie](mailto:stanneskillaloe@lcteb.ie) or phone the main office. Parents should not make contact with teachers via Teams. However, parents may need access to a student's Teams account for other reasons including their parent teacher meeting scheduled once a year.

### School Computers/laptops/projectors/iPads/cameras and other devices

Students may only use their own log in for school computers/laptops/iPads and other school devices.

School equipment must be treated with care and respect. If the PC/laptop/iPad or other device, you begin to work on has been tampered in any way please report this immediately to your class teacher and Head of Year.

Procedures around the signing in and out of school devices must be followed.

### Cyber bullying

Cyberbullying is strictly forbidden at St Anne's Community College.

Cyberbullying may be defined as the use of electronic communication to bully a person. Including sending messages or posting material of an intimidating or threatening nature. Including posting or spreading rumours, threats, sexual remarks. Sharing a victim's personal information or pejorative labels (e.g. Hate Speech).

Cyberbullying can take place on social media, messaging platforms, gaming platforms and mobile phones. It is repeated behaviour, aimed at hurting, scaring, angering, humiliating or shaming those who are targeted. It can involve circulating embarrassing comments or pictures, excluding from group chats and events by friends or other students.

It may include name calling or making fun of others. Students should stay safe online and not engage with content or fake accounts that might lead to cyberbullying.

Respect needs to be shown to other people's opinions online as would be expected in person. Students should block people they do not know or who could bully them. Only speak to people on-line that you know in person.

If cyber bullying outside of school affects the relationships in the school it will be dealt with under the schools AUP and the schools Positive Code of Behaviour, Schools Anti-Bullying Policy.

There are consequences for behaviour on line just like in person. Students attempting to or involved in cyberbullying will be dealt with under the schools Positive Code of Behaviour. Cyberbullying of any kind is in breach of the schools Code of Positive Behaviour, Anti bullying Policy and Acceptable Use Policy. Sanctions include various sanctions including detentions, suspensions up to and including expulsion of a student from the school.

### Impersonating other people

Students should only use their own log ins/devices. If someone is a friend of someone else this is not a reason to accept them as a friend. Only accept friendship requests from those who you know in real life. Check with the person in person before accepting a friend. Don't reply to emails unless you are sure it is them. It is essential that each student commits to keeping their personal information private while on line. Students are asked not to post any image or recording or audio of school staff or students online, including platforms such as Facebook, Twitter, Snapchat, Whats App, Blogger, Instagram, YouTube text messages, teams or other such platforms/tools/websites.

Any attempts to impersonate another person online, email, Teams or in any other form is strictly prohibited and will be dealt with under the schools Positive Code of Behaviour.

### Plagiarising and use of other peoples work on line

Plagiarism is strictly forbidden. Plagiarism is using other people's work and passing it off as if it is your own work. This can happen accidentally or deliberately. Examples include copying another students' work. Copying ideas, images, or any other material without crediting the source. The State Examinations strictly prohibits all kinds of copying or plagiarism. Sanctions for Copying/plagiarism will be dealt with under the schools Code of Positive behaviour but also as necessary under the rules for State Examinations Commission and Department of Education as necessary.

### Reliability of information on line

Only accept information from reliable sources online. Nobody controls all the information on the internet. Sources like the Irish Government sites and National organisations and Universities are reliable sources.

### Mobile Phones

The school mobile phones policy is incorporated under this policy.

### Images/Recording/Audio

Images/Recording/Audio can only be taken of school students or personal with the permission of the school. Such images can only be shared with the permission of the school. The school does not permit the taking the images or videos or audio on school property and does not permit the sharing of such images. This includes uploading images to social media platforms such as Snap Chat or other ways of sharing images.

### Posting of inappropriate material

Posting or facilitating the posting of inappropriate material online is in strict violation of the schools AUP.

### Data Protections Regulations


Students need to follow data protection regulations and remember that all content may be subject to data protection request.


### Sanctions for breaches of the AUP Policy

There are consequences for behaviour in the digital world just like in person. Breaches of the schools AUP are subject to sanctions. The sanctions for Breaches of this policy are in line with the school Positive Code of Behaviour and Anti-Bullying Policy. Minor incidents will be dealt with by warnings and minor sanctions. However, sanctions for serious breaches of the AUP include amongst others, detentions, suspensions up to and including the permanent expulsion of a student from the school.

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

This policy was ratified by the board of Management on the 16/6/22

  
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Signed (School Principal)

  
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Signed (Chairperson of the Board of Management)