

# Wilson's Hospital School.



Acceptable Use Policy.

**School Name:      Wilson's Hospital School.**

**Address:              Multyfarnham, Co. Westmeath.**

The aim of this Acceptable Use Policy (AUP) is to ensure that students and staff will benefit from learning opportunities offered by the school's Internet resources in a safe and positive manner. 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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions will be imposed. The AUP covers academic and other work which may take place during class time or study time, including at home and at the weekends.

It is envisaged that the AUP will be revised annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

Members of Staff and SEN students with school devices must also adhere to Conditions of Use documentation for those devices.

This version of the AUP was reviewed May/June 2020 by the Digital Leaders' Committee, the Students' Council, the Parents' Council and the School Management Board.

This Policy applies to staff and students of Wilson's Hospital School ("the School"). The School reserves the right to amend this policy from time to time entirely at its discretion.

This Policy applies to all of the school's "Devices", which means all computers, laptops, tablets, smart phones and all other IT resources provided by the school and/or that connect to the school's network.

## **School's 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**

- Internet sessions will always be supervised by an adult.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- Attempts should not be made to access internet sites, including social networking sites currently blocked by the NCTE's broadband filter. Only members of staff have permission to access YouTube.
- Students and staff making use of the IT facilities are expected to act in a mature and appropriate manner.
- Students and staff will be provided with training in the area of Internet safety.
- Uploading and downloading of non-approved software is not permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of memory/USB sticks, external hard drives, CD-ROMs, or other digital storage media in school requires a teacher's or supervisor's permission.
- Students and staff will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

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All students and staff are provided with an individual user account with logon details and a password. For this network, the following apply:

- Students/members of staff must logon to the school network using their own logon account and password.
- Students/members of staff shall not reveal their logon password to another student or member of staff nor shall they logon another student/member of staff or allow another student/member of staff to logon using their account.
- Students/members of staff may not examine, change or use another user's network/logon account.
- If students/members of staff allow others to use their accounts/passwords or assigned resources, they will be held responsible for their use.
- If students/members of staff suspect that their logon account has been compromised it is their responsibility to report this immediately.
- Consistent with national laws, students' and members of staffs' Internet usage may be monitored by School Management or their representative.

### **Classroom Procedures for Members of Staff**

- When carrying out a search for an image, please ensure that the data projector is off before selecting the image.
- The School Administration System (vsware) should never be shown through the data projectors in front of students. Staff will log out of vsware at the end of the school day.
- YouTube is a video sharing forum available on the teachers' PCs. If a student is allowed to log onto the teachers' PCs they will have access to YouTube even using their own accounts. Therefore, in line with the current policy that students do not have access to YouTube, it is very important that, if teachers allow students to use the teacher's PC that they carefully monitor that usage.
- Teachers will have previewed any video segment in advance of showing it to the whole class.
- Best practice would be to not put the data projector and sound on until any "advert" at the start of a YouTube video has finished.

### **World Wide Web**

- Students/members of staff will use the Internet for educational purposes only.
- Students/members of staff will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students/members of staff will report accidental accessing of inappropriate materials in accordance with school procedures.
- Students/members of staff will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Students/members of staff will not disclose or publicise personal or confidential information to others online. Examples of this are, but not limited to, their own or other students/members of staffs' home addresses, telephone numbers, email addresses, online profile information or name and location of their school.
- Students/members of staff who use or maintain their own websites, social media, personal blogs or similar should not use these sites to bully, intimidate or hurt others whom they know by association with Wilson's Hospital School. Images or other files relating to Wilson's or to individuals in Wilson's should not be posted without the consent of Wilson's or of the individual and in all cases names should not be attached to such images or files.

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- Downloading materials or images not relevant to school work, is in direct breach of the school's acceptable use policy.
- Downloading games or social media onto school equipment is not allowed
- Students/members of 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.

### **Email & Internet Chat**

- Microsoft Office 365 is the official digital communications service chosen by the school. Students will be provided with a mailbox and online storage, as well as other services as deemed useful.
- Students/members of staff making use of emails are expected to act in a mature and appropriate manner.
- The school Management or their representative may monitor students'/members of staffs' Internet usage and school email account (where emails are provided by the school).
- Students/members of staff will not reveal their own or another student's/member of staffs' personal details such as addresses or telephone numbers or pictures.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- The use of social media applications or setting up of private groups (e.g. WhatsApp; Facebook, Snapchat, Instagram) for class or student-teacher communication is strictly prohibited.
- Students/members of staff must logon to the school email using the logon details provided and their own password.
- Students/members of staff shall not reveal their logon or password to another member of staff/student nor shall they logon another member of staff/student or allow another member of staff/student to logon to their email account.
- Students/members of staff may not examine, change or use another user's email account unless requested to by Management.
- If students/members of staff allow others to use their accounts/passwords or assigned resources, they will be held responsible for their use.
- If students/members of staff suspect that their email account has been compromised it is their responsibility to report this immediately.
- School email addresses should only be used for school related matters.
- All email communications between members of staff and students must use school email addresses.
- Consistent with national laws, the school Management or their representative may monitor students'/members of staffs' school email account. All such monitoring will be conducted in accordance with law including, where applicable, the EU's General Data Protection Regulation ("GDPR").
- Manipulating identifiers in order to disguise the origin of content being transmitted through the Virtual-Workspace is not allowed.
- Students/members of staff shall not use the School email facility to bring the School into disrepute. Students/members of staff will not send or receive any material that is illegal, obscene and defamatory or that is intended to annoy or intimidate another person.
- Students/members of staff shall not send or forward chain mail.
- Subject-specific email accounts set up by members of staff are governed by the above procedures.
- Students/members of staff should be aware of the School's responsibility to report inappropriate activity to the relevant authorities.

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- Students/members of staff may access their School email outside of the School (for example, on their home computer).
- Students/members of staff who access their School email outside of the School must abide by the AUP rules for use of the School email facilities.
- Students/members of staff with School email facilities will read their emails regularly and delete old email. Where an account is full, new mail will be withheld until old mail is deleted.
- Students/members of staff must use their school email account for all school email communications. Email communications received from any other email address the student may hold is not appropriate and will not be accepted for school work.
- Emails from students to teachers should be sent during normal school working hours with queries/submissions that relate to subject work only. We ask students to be mindful of email etiquette as distinct from online communication with peers. For example, an appropriately polite start to the email, maintain a respectful tone throughout, and sign off as appropriate. (See Appendix A: WHS Guidelines and Protocols for Remote Learning)
- When students/member of staff leave Wilson's Hospital School any account they have on the school network will be archived within two months and any material stored there will no longer be available. Their Office 365 and all material in it will be deleted after two months.
- While it is preferable for students, parents and teachers to communicate during working hours, it is appreciated that is not always possible. What is also appreciated is that when an email is sent outside of school working hours, a response will not be considered necessary until the next working day.

### **Distance/Remote/Blended Teaching and Learning**

#### **(See also Appendix A: WHS Guidelines and Protocols for Remote Learning)**

- In circumstances where teaching cannot be conducted on the school premises, teachers/members of staff may use Office 365 including Meet, Zoom, Padlet or other platforms approved by the Principal as platforms (the "Online Platforms") to assist with remote/blended teaching and learning where necessary.
- In the case of Office 365 parents/guardians by signing this AUP grant access to their child to have a school email address such as [pupilname@whs.ie](mailto:pupilname@whs.ie)
- During times of distance learning parents/guardians will be expected to monitor their child's use of the Office 365 and Online Platforms.
- If teachers are using Zoom, parents/guardians by signing this AUP consent to their child having a school email address as above to allow their child access to the lessons.
- Parents/guardians must also agree to monitor their child's participation in any such lessons conducted on the Online Platforms.
- The use of subject content-based videos and images including voiceovers may be used by staff/students to share and submit class work. Live chat and mic may also be used for classes. However, the use of live cameras in remote learning by students is not permitted.
- During periods of distance learning, students are required to check their EMAIL ACCOUNT/TEAMS each day to collect assigned work and instructions from various subject teachers. It is important for learning that students engage with the set tasks and activities to the best of their ability in the circumstances; and that they submit work on completion as advised by their subject teachers.

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- Students/members of staff shall not send or forward chain mail, spam, links etc.
- As student internet access cannot be supervised by teachers during periods of distance learning, student personal responsibility is essential and/or parental/guardian monitoring where possible.

### **Photographs**

- All photos of students and members of staff taken for school business must be taken on a school camera or school device. These photos must be transferred as soon as possible to the official school archives and permanently deleted from the device.
- Photos of students and members of staff cannot be taken on personal devices for compliance with the Children First Act 2017 and General Data Protection Regulation Act 2018.
- Personal photos cannot be taken on school devices.
- Inappropriate "selfies" are prohibited.

### **School website & other school social media platforms**

- Any student given the opportunity to publish projects, artwork or school work on the World Wide Web will do so in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website and other school social media platforms
- The website and other social media platforms will be regularly checked to ensure that there is no content that compromises the safety of students or members of staff.
- Any publication of student work will be co-ordinated by a teacher.
- Any published students' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website without parental permission. Video clips may be password protected.
- Personal student information including home address and contact details will be omitted from school web pages.
- The school website will avoid publishing the first name and last name of individuals in a photograph.
- Parent(s)/guardian(s) are requested not to 'tag' photographs or any other content which would identify any children or staff in the school.
- Parent(s)/guardian(s) are requested to ensure that online messages and/or comments to the school's social media sites are respectful. Any messages written on social media are treated in the same way as written messages to the school.
- Students will continue to own the copyright on any work published of which they hold ownership.
- This Policy should be read in conjunction with our Data Protection Policy.

### **Personal Devices including Mobile Phones**

- Students and members of staff may be given permission to bring their personal devices to school for academic purposes and accessing the internet for particular project work. Such use by students shall only be authorised when supervised by staff and using the NCTE's broadband filter.
- Personal laptops & other devices used by students/members of staff must be operated in accordance with the school's Acceptable Use Policy. The school reserves the right to examine contents stored on such personal devices.

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- Such equipment must have up to date anti-virus and cannot be used to access the school network, except by pre-arrangement.
- In the event of unauthorised accessing of the internet by students on their personal devices, Parents/Guardians should be aware of their responsibilities for the consequences in this regard when allowing their child/children take such devices to school.
- Parents and Guardians should advise their child/children that only authorised access is acceptable to the school and discourage any other internet access by them while at school.

### **Legislation**

The school draws attention to the following legislation relating to use of the Internet with which teachers, students and parents should familiarise themselves. They are available on [www.irishstatutebook.ie](http://www.irishstatutebook.ie)

- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- Children First Act 2017
- EU General Data Protection Regulations 2018

### **Support Structures**

Students and parents may be informed by the school of key support structures and organisations that deal with illegal material or harmful use of the Internet e.g. [www.webwise.ie](http://www.webwise.ie)

Students/members of staff who are concerned about inappropriate use of digital media or other information communication technology should report their concerns to the Warden/Principal (child protection liaison person), or in her absence the Deputy Principal or Guidance Counsellor.

### **Sanctions**

Misuse of the Information Technology equipment and facilities including use of the Internet by students and any other use deemed contrary to learning, unethical, illegal or unauthorised may result in disciplinary action as set out in the School Rules for students, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

## **Appendix A: WHS Guidelines and Protocols for Remote Learning.**

- Please be reminded that WHS Acceptable Use Policy and Code of Behaviour remain in place for this period of remote learning and that users must engage in a responsible and appropriate manner at all times. It is essential that users review these policies– and how they relate specifically to online behaviour when using technology for education.
- During the current school closure school approved educational platform Office 365 including Teams, Outlook etc. is in use to support and facilitate teaching and learning. All of the WHS protocols contained in the aforementioned policies are relevant to the use of this software platform and associated apps for online learning and must be observed in all communications between students and teachers.
- The use of subject content-based videos and images including voiceovers may be used by teachers and students to share and submit class work. Live chat and mic may also be used for classes, however, the use of live cameras in remote learning by students is not permitted.
- School EMAIL accounts in Outlook in Office 365 are set up for all student-teacher-class contact. Queries/ requests for learning support may be submitted to subject teachers via school email or through school approved applications. Personal email addresses are not permitted and should not be used. All email communications between members of staff and students must use school email addresses.
- Please note that individual emails from students to teachers should be sent during normal school working hours with queries/submissions that relate to subject work only. We ask students to be mindful of email etiquette as distinct from online communication with peers. For example, an appropriately polite start to the email, maintain a respectful tone throughout, and sign off as appropriate. While it is preferable for students, parents and teachers to communicate during working hours, it is appreciated that is not always possible. What is also appreciated is that when an email is sent outside of school working hours, a response will not be considered necessary until the next working day.
- The use of social media applications or setting up of private groups (e.g. WhatsApp; Facebook, Snapchat, Instagram) for class or student-teacher communication is strictly prohibited.
- During periods of online teaching and learning, students and teachers are advised to follow their daily timetable to maintain a structured approach to learning and to keep a record of all completed work in their school journal.
- Students are required to check their EMAIL ACCOUNT/TEAMS each day to collect assigned work and instructions from various subject teachers. It is important for learning that students engage with the set tasks and activities to the best of their ability in current circumstances; and that they submit work on completion as advised by their subject teachers.
- As student internet access cannot be supervised by teachers during this period of school closure, student personal responsibility is essential and/or parental/guardian monitoring where possible.
- Please contact your year-head if there are any other issues affecting your ability to engage with remote learning.



### Permission Form

Please review the attached school Acceptable Use Policy, sign and return this permission form to the school.

**Name of Student/Member of Staff:** \_\_\_\_\_

**Class/Year:** \_\_\_\_\_

**Student/Member of Staff**

I agree to follow the school's Acceptable Use Policy on the use of Information Technology and the Internet. I will use IT and the Internet in a responsible way and obey all the rules explained to me by the school.

**Student/Member of Staff's Signature:** \_\_\_\_\_

Date: \_\_\_\_\_

**Student's Parent/Guardian**

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my son/daughter or the child in my care to use the school's IT system including 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 students access unsuitable websites.

**I accept the above paragraph**       **I do not accept the above paragraph**

(Please tick 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 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**       **I do not accept the above paragraph**

(Please tick as appropriate)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_