



# **Assumption Secondary School**

## **Internet Acceptable Use Policy.**



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## Internet Acceptable Use Policy



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## General Approach

The aim of this Acceptable Use Policy is to ensure that students will benefit from learning opportunities offered by the school's digital resources in a safe and effective manner. The responsible use of internet and digital technologies, both online and offline and access is considered an integral part of teaching and learning. Therefore, if the school AUP is not adhered to agreed sanctions will be imposed.

This policy is subject to review.

Before signing, the AUP should be read carefully to ensure that the conditions of use are understood.

When using the school internet service all users 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.

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:

- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- Uploading and downloading of non-approved software will not be permitted.
- The use of personal external digital storage media in school requires school permission.
- Virus protection software will be used and updated on a regular basis
- Internet use within school will always be supervised by a teacher.

This Acceptable Use Policy applies to students who have access to and are users of the internet in Assumption Secondary School.

- It also applies to members of staff, volunteers, parents, carers and others who access the internet in Assumption Secondary School.

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 school also



reserves the right to report any illegal activities to the appropriate authorities. Logs of reported incidents will be maintained.

Assumption Secondary School implements the following strategies on promoting safer use of the internet:

- By promoting digital literacy, digital citizenship, and fostering safe online environments.
- Teaching students about the importance of responsible online behavior and developing respectful and kind relationships online.
- Implementing the SPHE, CSPE and RSE curricula.
- Student Support Team engagement.
- Communicating and implementing the school's 'Internet Acceptable Use Policy' for technology.
- Level 4 content filtering is used on the school's broadband network. The filter blocks access to websites belonging to the personal websites category and websites such as Facebook belonging to the Social Networking category.
- Referring to appropriate online behaviour as part of the standards of behaviour in the Code of Behaviour.
- Promoting online safety events and /or information for parents who are responsible for overseeing their children's activities online.
- Holding an Internet safety day and/or guest speakers to reinforce awareness around appropriate online behavior.
- FUSE Programme student engagement
- Delivery of Garda programmes that cover issues around personal safety and cyber-bullying.
- The school will consider the additional needs of AEN pupils with regard to programme implementation and the development of skills and strategies to enable all pupils to respond appropriately.

If online safety incidents take place, the post holder for ICT should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by the post holder for ICT, Year Heads, Deputy Principal & Principal.



## Content Filtering

Assumption Secondary School has chosen to implement the following level on content filtering on the Schools Broadband Network:

**Level 4: This level allows access to millions of websites including games and YouTube but blocks access to websites belonging to the personal websites category and websites such as Facebook belonging to the Social Networking category.**

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



## Internet Use

- Students will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will be encouraged to report accidental accessing of inappropriate materials in accordance with school procedures.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- 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.
- Students will use the Internet for educational purposes only.
- Students will not engage in online activities such as uploading or downloading large files that result in heavy network traffic which impairs the service for other internet users.
- Students will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Downloading by students of materials or images not relevant to their studies is in direct breach of the school's acceptable use policy.
- Students will never disclose or publicise personal information or passwords.
- Students will be aware that any usage of the internet and school's digital platform, including distributing or receiving information, school-related or personal, will be monitored.

**Use of file sharing and torrent sites is not allowed.**



## Email and Messaging

**Downloading by students of materials or images not relevant to their studies is not allowed.**

**The use of personal email accounts is only allowed at Assumption Secondary School with expressed permission from members of the teaching staff.**

- Students will use approved school email accounts.
- Students should not under any circumstances share their email account login details with other pupils.
- Students should not use school email accounts to register for online services such as social networking services, apps, and games.
- Students will use approved class email accounts only under supervision by or permission from a teacher.
- Students should be aware that email communications are monitored.

Students will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

Students 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.

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

Students will not reveal their own or other people's 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.

Students will note that sending and receiving email attachments is subject to permission from their teacher



Students will not forward email messages or screenshots of emails or “reply all without the permission of the originator

Students must only use their school email for school related activities and for registering on school based activities only. The use of personal email addresses is not allowed for school based work.

Students should not use school email accounts to register for online services, social networking, apps or games.

Students should 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 report any such communications to a teacher.

All emails and opinions expressed in email are the responsibility of the author and do not reflect the opinion of the school.



# Social Media and messaging services for Staff and Students

The internet provides a range of social media tools that allow us to interact and keep in touch. While recognising the benefits of these media for new opportunities for communication, this policy sets out the principles that members of your school community are expected to follow when using 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 school is protected.

This policy applies to personal websites such as social networking sites (for example Instagram and TikTok), blogs, microblogs such as X, chatrooms, 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.

The following statements apply to the use of messaging, blogging and video streaming services in Assumption Secondary School:

- Students are not permitted to use instant messaging services and apps including Snapchat, WhatsApp, Viber, etc. in school.
- Use of blogs such as WordPress, Tumblr etc. is allowed in Assumption Secondary School with express permission from teaching staff that will monitor usage.
- Use of video streaming sites such as YouTube and Vimeo etc. is with express permission from teaching staff that will monitor usage.

All members of the school community must not use social media, messaging services and the internet in any way to harass, impersonate, insult, abuse or defame others.

Staff and students must not discuss personal information about pupils, staff and other members of the Assumption Secondary School community on social media.



Staff and students must not use school email addresses for setting up personal social media accounts or to communicate through such media.

Staff and students must not engage in activities involving social media which might bring Assumption Secondary School into disrepute.

Staff and Students must not represent your personal views as those of bring Assumption Secondary School on any social medium.

Students will be provided with guidance on etiquette regarding social media.

Teachers can read further information about the use of Social Media and Electronic Communication here: <https://www.teachingcouncil.ie/en/news-events/latest-news/2021/guidance-for-registered-teachers-about-the-use-of-social-media-and-electronic-communication.html>



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## School Allocated Devices

Students using allocated school devices in school must follow the rules set out in this agreement.

**Students are not allowed to use personal internet-enabled devices on the school premises.**



## Digital Learning Platforms (including video conferencing)

Assumption Secondary School digital learning platform is owned and managed by the school. This platform should enable two-way communication.

Students must only use their school email for accessing the school digital learning platform.

Only school devices should be used for the purposes of capturing and storing media.

All school-related media and data should be stored on the school's platform.

The use of digital platforms should be used in line with considerations set out in the school's data protection plan (GDPR).

Each user of the platform will be provided with their own unique login credentials.

Passwords for digital platforms and accounts should not be shared.

Personal email addresses should not be used when creating accounts on school digital platforms.

Assumption Secondary School has a Remote Learning Policy.



## Images and Video

Care should be taken when taking photographic or video images that students are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.

At Assumption Secondary School students must not take, use, share, publish or distribute images of others.

Taking photos or videos on school grounds or when participating in school activities is not allowed.

Students must not share images, videos or other content online with the intention to harm another member of the school community.

Sharing images and in particular explicit images of students and/or minors is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

### School Events

Throughout their school years, students partake in many events which may be recorded (including written) or photographed. These recordings / photographs may be used on the school website, newsletter, prospectus, school ceremonies / presentations as well as in printed publications and other media to celebrate events and achievements and for promotional purposes.

Parents / Guardians will be asked for consent prior to their daughter's enrolment in school.



## Inappropriate Activities

- Promotion or conduct of illegal acts, e.g. under the child protection, obscenity, computer misuse and fraud legislation
- Misuse and fraud legislation
- Racist material
- Pornography
- Promotion of any kind of discrimination
- Promotion of racial or religious hatred
- Harmful content or threatening behaviour, including promotion of physical violence or mental harm
- Any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute
- Using school systems to run a private business
- Use systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the school
- Uploading, downloading or transmitting commercial software or any copyrighted materials belonging to third parties, without the necessary licensing permissions
- Revealing or publicising confidential or proprietary information (e.g. financial / personal information, databases, computer / network access codes and passwords)
- Creating or propagating computer viruses or other harmful files
- Carrying out sustained or instantaneous high volume network traffic (downloading / uploading files) that causes network congestion and hinders others in their use of the internet
- Online gaming
- Online gambling
- Online shopping
- Use of social networking sites, instant messaging and online forums
- Child sexual abuse material
- Any other activity considered questionable



## School Websites

Students 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.

Students will continue to own the copyright on any work published.

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.

Assumption Secondary School will use photographs, audio or video clips etc. on the school website when parental permission is given prior to the students entry to the school.

The publication of student work will be coordinated by a teacher.

Personal student information including home address and contact details will not be published on Assumption Secondary School web pages.



## Cyberbullying

Technology and social media have provided many positive opportunities for entertainment, social engagement and education. Technology is a part of life that can impact even the youngest members of society. However, the increase in the use of technology has led to students becoming increasingly vulnerable to cyber bullying or unacceptable online behaviour. This can happen around the clock and student homes may not even be a safe haven from such bullying. Students 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.

In Assumption Secondary School the implementation of education, school policies and prevention strategies (including awareness raising measures) helps foster and enhance student self-esteem, build empathy, respect and resilience in all our students and explicitly addresses the issues of bullying behaviour.

The prevention of cyberbullying is an integral part of our school Bí Cineálta Policy (anti-bullying policy).

In accordance with the Department of Education *Bí Cineálta Procedures to Prevent and Address Bullying Behaviour for Primary and Post Primary Schools*; Assumption Secondary School acknowledges that a school is not expected to deal with bullying behaviour that occurs when students are not under the care or responsibility of the school. However, where this bullying behaviour has an impact in school, schools are required to support the students involved. Where the bullying behaviour continues in school, the behaviour will be dealt with in accordance to the Bí Cineálta Policy.



## Artificial Intelligence

Assumption Secondary School recognises the potential benefits of Artificial Intelligence (AI) in education and is committed to its responsible and ethical use within our learning environment.

Assumption Secondary School integrates AI into its educational processes to enhance learning, foster innovation, and promote the development of critical skills.

AI Generated material is allowed for assignments/homework if that use is properly documented and credited with an explanation of how the AI tool used and the extent of its contribution.

The selection of AI tools and technologies in Assumption Secondary School aligns with educational goals, including supporting learner agency and promoting critical thinking.

AI Generated material is not allowed for assignments / homework.

AI Generated material is allowed for certain activities with prior school permission.

AI generated material is not allowed in place of student work (homework, assignments, examinations).

AI Generated material is allowed for the purpose of research, brainstorming, revising text.

Note: If used for research students must factcheck, check other sources and reference sources.

Learners must attribute AI text and images properly when used in assignments/homework.

AI systems used in Assumption Secondary School ensure fairness, transparency, and accountability in decision-making processes.

Entering personal, sensitive, or confidential data into any AI system without proper authorisation is strictly prohibited.



AI technologies are integrated into the curriculum to enhance learning and support educational goals. For example; Use AI to generate art, noting the origins of its materials, get students to fact-check essays generated by AI based on their own prompts, incorporate AI-Powered games like Quick Draw or Minecraft.

**Important:** Before introducing any new app into the classroom, take a look at these important considerations:

<https://www.webwise.ie/trending/considerations-for-introducing-a-digital-tool-app-into-the-classroom/>

Students will not create, share or send any AI generated material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

Staff and pupils must not use AI in any way to harass, insult, abuse or defame pupils, their family members, staff or other members of the Assumption Secondary School community

Staff and pupils must not engage in activities involving AI generated material which might bring Assumption Secondary School into disrepute.

Where available Assumption Secondary School provides training and professional development opportunities for teachers to effectively utilise AI tools in their teaching practices, ensuring they stay up to date with technological advancements.

Assumption Secondary School promotes digital literacy and critical thinking skills to help students understand AI, its implications, and responsible usage. This includes data literacy, verification of AI-generated information, and recognising potential biases in AI tools.

Assessment of the impact of AI on learning outcomes is conducted to ensure continuous improvement.

Assumption Secondary School will make necessary adjustments to the AI integration strategy based on assessments and feedback.

Entering personal, sensitive, or confidential data into any AI system without proper authorisation is strictly prohibited. All AI tools authorised for use in Assumption Secondary School comply with data protection regulations.



## Permission Form

The school will provide information on legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:

- Data Protection Acts 1988 to 2018 and General Data Protection Regulations (GDPR)
- Copyright and Related Rights Act 2000
- Child Trafficking and Pornography Act 1998 and Criminal Law (Sexual Offences) Act 2017
- Children First Act 2015
- Harassment, Harmful Communications and Related Offences Act 2020 (Coco's Law)
- Criminal Damage Act 1991

### Support Structures

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

### Sanctions

Misuse of the Internet and digital technologies will be sanctioned with in line with the school's Code of Behaviour and Bí Cineálta Policy. The school also reserves the right to report any illegal activities to the appropriate authorities, including An Garda Síochána.

**Student:** I agree to follow the school's Acceptable Use Policy on the use of the internet and digital technologies. I will use the internet and digital technologies in a responsible way and obey all the procedures outlined in the policy.

Student's name in capitals: \_\_\_\_\_

Students signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent or legal guardian of the above named student:** I have read the Acceptable Use Policy and 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.

Name in capitals: \_\_\_\_\_

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