Presentation College Acceptable Use Policy (2022)

The Aim

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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

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

- Students must treat others with respect at all times and must not undertake any actions that may upset or offend others or bring the school into disrepute.
- No student may access internet without permission.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' Internet usage.

- Students and teachers will be provided with training in the area of Internet safety.
- Students may only access websites or material, which are approved by the teacher.
- Students may not access social media sites unless asked to do so by a teacher for educational purposes.
- Students should report accidental accessing of inappropriate materials in accordance with school procedures.
- Students must 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.

School Ipads & School App

- The School App is mandatory – All communications solely through this App.
- Only managed iPads are allowed, with one device permitted on the school software management system per student.
- Vmerge (management system) conducts updates and remote management of device.
- Apple Care Plus insurance is only available for new iPads purchased through VMergeIT at the time of ordering. It is strongly advised that this policy is purchased.
- Virus protection software will be used and updated on a regular basis.
- Students' iPads can be monitored at all times using the Classroom App. Students are obliged to have Bluetooth on at all times for this to work.

Email

- Students may use their approved school email account under supervision of or with permission from a teacher for school-based activities only.
- Students must not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Students must not reveal their own or other people's personal details; such as addresses or telephone numbers or pictures.
- Students cannot use a personal email address when communicating with a teacher.
- Students must never arrange a face-to-face meeting with someone they only know through emails or the Internet.
- Students should note that sending and receiving email attachments is subject to permission from their teacher.
- Access to Internet Chat rooms is strictly banned.

Online Meetings

- Online meetings have become an integral part of how we communicate and to ensure the safety of all participants, the following points must be observed:
1. We will use MS-Teams Chat for our meetings.
2. The location of the meeting must be quiet and there should be only the parent(s)/guardian(s) in the room. Mobile phones must be switched off.
3. Each parent/guardian will have a meeting schedule. The teacher will admit the parent/guardian to the meeting. No meeting will be longer than 5 minutes in duration. The schedule must be followed.
4. All participants must use the camera function and be visible to one another.

5. No participant may record the meeting. The above points are in place to protect all participants.
    <u>Our online interactions must be courteous and respectful always.</u>

<u>Sanctions</u>

- Misuse of the Internet will result in disciplinary action; including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The school also reserves the right to report illegal activities to the appropriate authorities.
- Uploading and downloading of non-approved software will not be permitted.
- The use of personal digital storage media in school requires the permission of a teacher.
- Students must never share usernames or passwords with other users.
- Students must never access or interfere with the data, displays or storage media belonging to another user, except with their permission.
- Students may only access the student-share drive on the school network with the permission of the teacher and when doing so must adhere to the direction of the teacher at all times.
- Students must respect all school hardware and should report any damage / misuse to the teacher immediately.

<u>World Wide Web</u>

- Students must use the Internet for educational purposes only.
- Students must not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Students must never disclose or publicise personal information.

- Uploading or downloading materials or images that are offensive or irrelevant to students' studies, is in direct breach of the school's acceptable use policy.
- Students must not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.