Acceptable Use Policy (AUP)

Dunshaughlin Community College

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities by the school's Internet resources in a safe and effective manner. Internet use and access is considered a school resource and a privilege. Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions will be imposed.

Before signing, the AUP should be read carefully to indicate that the conditions are accepted and understood.

School's Strategy

The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. This includes the use of school ICT (Information and Communications Technology) devices and equipment including laptops, tablets, school computers and student personal devices including mobile phones, tablets etc. These strategies are as follows:

General

- Internet sessions will always be supervised by a teacher.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material while LMETB students/learners are in LMETB schools and centres. It is expected that parents/guardians have appropriate filtering software in place for students/learners while working away from the school/centre
- The school will regularly monitor students' Internet usage.
- Students and teachers will be provided with training 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 USB keys is not allowed in the college, with the exception of Leaving Certificate examination students whose examination material must be uploaded to USB under the direction of the class teacher.
- Students will observe good "netiquette" (i.e. etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute, or cause hurt or embarrassment to any member of the school community.

World Wide Web

- Students will use the Internet for educational purposes only. Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable.
- Students will not post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to child sexual abuse images, promotion of illegal acts, computer misuse and fraud, racist material, pornography, promotion of any type of discrimination, promotion of racial or religious hatred, or engage in behaviour that breaches the school's code of conduct or that brings the school into disrepute.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- Students will be familiar with copy right issues relation to online learning (Information Literacy). 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 including passwords.
- Students will be aware that any usage, including distributing or receiving information, school related or personal, may be monitored for unusual activity and/ or network management issues.
- Students will not use any social networking websites unless it is part of a supervised learning experience by a teacher.
- Students will not create or propagate computer viruses or harmful files.
- Students will not engage in online gaming, gambling or use social network sites.

Email

- Students will use the approved student school email accounts which includes @lmetb.ie at the end of the email address under supervision by or permission from a teacher
- Students will not send or receive any material that is obscene, defamatory* or that is intended to annoy or intimidate another person.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures or passwords.
- Students will not under any circumstances share their email account login details with other students
- 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 should avoid opening emails that appear suspicious. If in doubt, students should ask their teacher before opening emails from unknown senders

School Website

- Students will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.
- The publication of student work will be co-ordinated by a teacher.
- The website will be regularly checked to ensure that there is no content that compromises the safety of students or staff
- 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.
- Digital photographs, audio or video clips of individual students will not be published on the school website. Instead photographs, audio and video clips will focus on group activities. Video clips may be password protected.
- Personal student information including home address and contact details will be omitted from school web pages.
- Pupils will continue to own the copyright on any work published.

Schoolwise

- Schoolwise is an online learning and teaching platform that teachers and students may use in this school
- It provides teachers with a method of managing lessons setting, sharing content with teachers and students and facilitating live classes remotely
- Students may use the platform to check for homework, see online demonstrations or elements of lessons, engage with live classes, get help and support from teachers and for the purposes of sending work to teachers
- Students should be aware that any links received for Schoolwise meetings and/or classes are for their private use only and they are not authorised to forward any links to other parties either within or outside the school
- This platform is for education and school work only and it must not be used by students and teachers for any purposes other than this
- As with all Schoolwise products extensive user logs are maintained and can be accessed when required for the purposes of an investigation by a school, LMETB, TUSLA, Garda Síochána etc where necessary

Personal Digital Devices

- The school acknowledges that, as a high technology 21st century school that students may use advanced digital devices such as iPads, tablets, laptops or mobile devices to engage in learning.
- Mobile phones, smart watches and all other personal mobile devices must be switched off daily between the hours of 08:40 to 15:40(Mon/Tues/Thurs); 13:10(Wed) & 15:00(Fri) as outlined in the schools Mobile Phone and Mobile Device Policy.
- Dunshaughlin Community College does not require students to have a mobile phone; it is a parental decision to allow your student to bring a mobile phone/device onto school

grounds. The school provides trolley-based devices, access to computer labs and other school-owned digital technology to ensure students are able to access digital learning tools.

- Students are prohibited from viewing or allowing others to view on a digital device, material which is obscene, defamatory or inappropriate.

- The playing of games/videos and use of social media platforms on personal devices on the school campus and on school excursions is strictly prohibited.

- Leaving a mobile phone turned on, sending nuisance text messages, or the unauthorised taking of images with a mobile phone camera or digital device camera, still or moving is in direct breach of the school's acceptable use policy.

- Should students wish to contact home they may do so through the school office and not via their personal mobile phone.

- Failure to comply with the above may result in disciplinary action as outlined in the school's Mobile Phone and Mobile Device Policy and the school's Code of Behaviour.

- Please be advised that the College will take no responsibility for a personal digital device taken onto the campus by a student.

Legislation

The school will provide information on the following legislation relating to use of the Internet which teachers, students and parents 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

- The Data Protection Act 2018

Education & Training on Internet Safety

- Students will be provided with education in the area of internet safety as part of implementation of the SPHE programme
- Internet safety advice and support opportunities are provided to students through Induction Programmes, Transfer and Transition Programmes, Wellbeing Programmes, ICT Classes
- The school holds an annual Wellbeing Week
- The school has many visiting speakers who meet with students in class groups and/or year groups to discuss the area of Internet Use and Online Safety
- An Garda Siochana present various programmes in school to groups of students

Content Filtering

- Content filtering is an essential and integrated element of the broadband service that is provided to schools by the Schools Broadband Programme. The purpose of Content filtering is to ensure (in so far as possible) that inappropriate websites and content are not accessible from within schools
- Pupils taking steps to by-pass the content filter by using proxy sites, Virtual Private Networks (VPNs) or other means may be subject to disciplinary action, including written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion

Sanctions

- Misuse of the Internet and abuse or infringement on the rules outlined in this Acceptable Use Policy may 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 any illegal activities to the appropriate authorities including TUSLA and/or the Gardaí. This could include unacceptable use of the internet, inappropriate use of any app which includes the camera, inappropriate, inaccurate, defamatory, obscene or illegal material found on devices. This also includes the distribution, publication and sharing of any inappropriate images and/or links to private and confidential data

* Defamation — also called calumny, vilification, traducement, slander (for transitory statements), and libel (for written, broadcast, or otherwise published words) — is the communication of a statement that makes a claim, expressly stated or implied to be factual, that may give an individual, business, product, group, government, or nation a negative

Ratification by Board of Management

This policy was adopted by the Board of Management on the 18th November 2024.
This policy will be implemented from 19th November 2024.

BOM & LMETB Ratification/Resolution Process for This Policy

BOM Ratification

Date Ratified by the Board of Management:	*18th November 2024*
Proposed By:	*Gerry O' Connor.*
Seconded By:	*Bill Sweeney.*
Signed: *Cllr. Gerry O'Connor*	*(Chairperson, BOM)*
Scheduled Date for Review of the Policy:	*2025*

LMETB Ratification/Resolution of the ETB Board

Date of Resolution of ETB Board	
Signed	*(Chairperson)*