

St John Bosco Community College



Digital Citizenship and Acceptable Usage Policy

BOM Chairperson

BOM Secretary:

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Mission Statement

St. John Bosco Community College is an inclusive school both in our intake and in the curriculum which we provide. We aim to provide the highest standard of education for all our students. We aim to create a caring atmosphere where students are encouraged and helped to develop their unique gifts and talents.

Our core aim is the provision of an educational experience that is life enhancing for all, both student and teacher, a school that together with the home provides a happy environment where the Christian spirit is nurtured, the dignity of the individual is cherished, where diligence, courtesy, participation and respect are fostered and the code of behaviour is implemented for the good of the individual.

This statement is based on core values:

- Our school is a welcoming, secure and stimulating learning environment.
- Education is a partnership between school, parents/guardians and students.
- Our purpose is to develop each student's confidence, potential and moral values.
- The importance and value of all members of the school community should be at the heart of all decisions and actions.
- Every child in our care is entitled to learn in an environment, which is happy, caring and stimulating, where each individual can learn without fear of bullying or physical abuse, and where consideration, courtesy and respect is shown to all people at all times, in the context of a caring ethos.

Introduction

Our policy is shaped by the vision for St John Bosco Community College coupled with

our school's ethos which aims to enable students to reach their full potential both academically and socially. The policy reflects the pastoral nature of our school, ensuring the wellbeing and safety of our students. It also helps to embed the ideals of the New Junior Cycle.

Rationale

The aim of this ICT Acceptable Usage Policy (AUP) is to ensure that students will benefit from learning opportunities offered by the school's ICT and internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. If the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions will be imposed. It is envisaged that school and parent representatives will be involved in the review of this policy on a regular basis.

St John Bosco Community College Acceptable Usage Strategy

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies include:

General

- Open internet sessions will always be supervised by a teacher.
- Filtering software and/or equivalent systems will be used where appropriate in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor students' internet usage.
- Each student will be issued a unique Computer Network Account username and password once enrolled. This will grant them access to the school's ICT resources at a student's security level. Students must use only their own username at all

times.

- Each student will be issued with a school email account for educational purposes only. These accounts are issued from the school's Google Suite platform and students will be confined to sending and receiving emails within the @johnbosco.ie domain.
 - Students and teachers will be provided with training in the area of internet usage and safety, in addition to demonstrations on the safe use of school Chromebooks.
 - Uploading/downloading and installation of non-approved software will not be permitted. All relevant requests must be made in writing to an appropriate teacher.
 - Virus protection software will be used and updated on a regular basis.
 - The use of digital storage media in school requires a teacher's permission.
 - Students 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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- Use of school cameras - The user agrees that the camera will not be used to take inappropriate, illicit or sexually explicit photographs or videos nor will it be used to embarrass anyone in any way. Any use of the cameras in toilets or changing rooms, regardless of intent, will be treated as a serious violation. The camera will only be used with the expressed permission of a teacher. Cameras will be stored securely.

Internet Use

- Students will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials or attempt to circumvent protective software.
- Students will report accidental accessing of inappropriate materials.
- Students will use the internet for educational purposes only.
- 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.
- Downloading materials or images which are not relevant to their studies is in direct breach of the school's AUP.
- Students will be made 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 / Internal Communications

- Students will not use their school email accounts for personal reasons. Email which is used for educational purposes will use approved email addresses and will be supervised or authorised by a teacher.
- Students will not send or receive any material that is illegal, obscene and/or defamatory, or that is intended to annoy or intimidate another person.
- Students will not reveal their own or other people's personal details to any unknown person online, 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 other online communication.
- Internet chat/social networking sites: students will only have access to chat rooms, discussion forums, messaging or other forms of electronic communication that have been approved by the school. Where appropriate, usernames will be used to avoid disclosure of identity.

Blended / Distance Learning

The school uses Google Suite/Classroom as an educational online platform. All users have their own personal usernames and passwords to access this platform remotely.

Google Classroom is used for the following:

- Creation of virtual classroom groups.
- Assignment of classwork/homework.
- Posting recorded lessons for online access.
- Submission of completed work to teachers.
- Teacher assessment of student work.
- Teacher feedback.
- Communication between teachers and students.

Google Meets/hangouts is used for the following:

- Providing online tuition to students.
- Facilitating staff meetings online.

School Website/Facebook/Instagram

- Students will be given the opportunity to publish projects, artwork or school work on www.stjohnboscocc.ie in accordance with this policy and approval processes regarding the content that can be loaded to the school's website.
- The website will be moderated to ensure that there is no content that compromises the safety of students or staff.
- The publication of student work will be co-ordinated by a teacher and authorised by the school.
- Students' work will appear in an educational context.
- Students will continue to own the copyright of any work published.
- The school will endeavour to focus on group activities when using digital photographs, audio or video clips.
- Personal student information including home address and contact details will be omitted from school web pages.

Student Personal Devices

This section refers to personal devices such as: phones, iPads, tablet devices, cameras, gaming devices, smart watches etc. without prior permission.

- Students' personal devices are not to be used on the school premises. Each student must ensure that all his/her devices are SWITCHED OFF and left in his/her locker throughout the duration of the day or else left at home. Note: Devices on 'Silent' or 'Vibrate' are not considered 'off'.
- The use of students' personal device is permitted for educational purposes while in the confines of a classroom and under the guidance of a supervising teacher.
- Abuse of rules on Student Personal Devices will result in immediate confiscation of device and returned at end of day. On the first occasion, a lunchtime detention will be issued.
Repeated abuse of these rules will result in immediate confiscation and an evening detention will be issued.

- The unauthorised capture of images, video or audio is in direct breach of the school's AUP.
- 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.

Social Media

The use of social media, such as: Snapchat, Instagram, Facebook, YouTube, Twitter, WhatsApp, Blogger etc. by the students gives rise to issues where postings include comments and/or photographs about teachers, school staff, their fellow students and the school. Postings raise issues of conduct inside and outside the school. They raise issues of privacy for both teachers/school staff and students. The use of such media involves a responsibility by the student about what is posted. In general, postings must not bring the school into disrepute.

Specifically, students who use such sites and students who control sites that contain:

- Postings that use the name of the school or a member of the staff.
- Postings that contain pictures/video or other images that identify staff

Will face immediate suspension, parents being fully apprised of the content of the postings

- Postings that concern any student under the care of the school are the school's business and will be judged on the effect they have on the individual who is the subject of the posting.
- All incidents/cases will be addressed individually.
- Students are expected to alert a teacher if they become aware of any harmful or inappropriate posting.
- If a student is a victim of such postings, support will be offered to the student through our student support team.

Sanctions

Misuse of ICT and internet resources may result in disciplinary actions including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion.

Abuse of rules on Students Personal Devices will result in immediate confiscation of device and parental request for collection for repeated offences .

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

All sanctions imposed will be in line with the schools code of behaviour.

Legislation

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

- Data Protection Act 1988 (and Amendment Act 2003)
 - www.dataprotection.ie/
 - www.irishstatutebook.ie/1988/en/act/pub/0025/index.html
 - www.irishstatutebook.ie/2003/en/act/pub/0006/index.html
- Child Trafficking and Pornography Act 1998
 - www.irishstatutebook.ie/1998/en/act/pub/0022/index.html
- Interception Act 1993
 - www.irishstatutebook.ie/1993/en/act/pub/0010/print.html

- Video Recording Act 1989

- www.irishstatutebook.ie/1989/en/act/pub/0022/index.html

Support Structures

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

St John Bosco College has adopted the Child Protection Procedures for Primary and Post Primary Schools as part of its child protection policy. This policy will be made available on our school website.

Designated Liaison Person (DLP) Denis O Rourke (Principal)

Deputy Designated Liaison Person Deirdre Convey (Deputy Principal)