



## Acceptable Use Policy Permission Form for Students 2020/2021

Please review the attached School Acceptable Use Policy, sign and return this Permission Form to the School office by Thursday 27<sup>th</sup> August 2020.

**School Name:** Sandford Park School, Ranelagh, Dublin 6.

**Name of Student:** \_\_\_\_\_

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

**Student's Declaration:**

I have read the School's Acceptable Use Policy. I agree to follow the rules contained in this policy on the use of the School's IT, internet resources and electronic equipment. I will use the internet, electronic equipment and IT resources in a responsible way and obey all the rules explained to me by the School. I will not use Mobile Data on my phone to access any inappropriate material whilst in School. I understand that if I violate the rules my account can be terminated and I may face other disciplinary measures. In the case of a breach of the Law of the Land, a criminal prosecution may result.

**Student's Signature:** \_\_\_\_\_

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

**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 to access and use the School's IT resources, internet, and electronic equipment. I understand that internet access is designed 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 or content.

I will instruct my son/daughter regarding any restrictions against accessing such material that are in addition to the restrictions set forth in the Acceptable Use Policy. I will also instruct my son/daughter not to use Mobile Data on their phone to access any inappropriate material whilst in school. I will emphasise the importance of following the rules for personal safety.

I give permission to issue an account for my son/daughter and certify that the information contained in this Permission Form is correct.

**Parent/Guardian's Signature:** \_\_\_\_\_

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

In relation to the **School website**, I understand and accept that, if the School considers it appropriate, my son's/daughter's photograph or schoolwork may be chosen for inclusion on the School's website. I have read and accept the terms of the AUP in relation to publishing student photos or schoolwork on the School website.

**Parent/Guardian's Signature:** \_\_\_\_\_

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

**Address:** \_\_\_\_\_



# SANDFORD PARK SCHOOL

## Acceptable Use Policy

### 2020/2021

#### Scope of Policy: Student Version

#### Introduction

The purpose of the Acceptable Use Policy (AUP) is to ensure that students will benefit from learning opportunities offered by the School's internet resources, technology, and electronic equipment in a responsible, safe and effective manner. This technology and equipment may be used as part of classwork, or when engaging in homework or study. The technology and equipment may be the property of Sandford Park School or may belong to individuals who may wish to use such equipment in school or at home. This policy will define the acceptable use of such technology and electronic equipment.

#### Rationale

The provision and utilisation of the School's internet resources (including Wi-Fi access), technology, and electronic equipment is considered a school resource and privilege, not a right. Therefore, if the School AUP is not adhered to this privilege will be withdrawn and appropriate sanctions may be imposed.

#### Objectives

Sandford Park School utilises a variety of strategies in order to maximise teaching and learning opportunities and reduce risks associated with IT usage. It is the responsibility of all users to familiarise themselves with this policy and adhere to the rules and responsibilities set out in this document.

#### Benefits of eLearning

- Ability for students and teachers to share resources and create materials online
- It is easier for students to contact teachers for feedback and queries outside of the classroom
- Access to worldwide educational resources including museums and art galleries
- Opportunities to actively involve students in their own learning
- Creating independent and motivated learners
- Educational and cultural exchanges between students worldwide
- Access to experts in many fields for students and staff
- Communications with support services, professional associations and colleagues
- Environmentally friendly as it reduces paper usage as worksheets etc. can be shared online instead of being printed and photocopied

## Policy Content and Responsibilities of all users

### 1. General

- All users will respect the property, technology, equipment and facilities provided by the School.
- All users will be provided with training in the area of Internet safety. This will be provided to students by Form Teachers at the beginning of each academic year.
- Student use of Sandford Park School's electronic equipment and technology will be supervised by a teacher.
- A wireless (Wi-Fi) network is provided for educational use. This network is part of the Department of Education and Skills broadband network and is controlled and vetted externally.
- Filtering software will be used in order to minimise the risk of exposure to inappropriate material.
- The School will provide usernames for all students, which will be used to access the School's electronic equipment.
- The user is responsible for his/her individual computer account and school email account, and should take all reasonable precautions to prevent others from being able to use the account. Under no circumstances should the user provide his/her password to another person.
- 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 personal CD-ROMs, USB drives and external drives in school requires a teacher's permission.
- Users 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.
- Appropriate language must always be used. Obscene, threatening, offensive or disrespectful language is not to be used.
- Use of social networking sites is not permitted, unless deemed appropriate for educational use by the teacher in each class.
- Any encounters with material on the internet which makes students feel uncomfortable, threatened, or unsafe must be reported immediately to a teacher.
- Incidents where any form of device, technology, app, or online site is used to bully other students or send offensive messages or calls will be investigated under the Anti-Bullying Policy. It should be noted that it is a criminal offence to use a mobile phone or any electronic equipment to menace, harass or offend another person. The School also has the responsibility to report any illegal activities to the appropriate authorities.
- Any inappropriate use of electronic technology, equipment, internet or software will not be tolerated. This includes any use which undermines teaching and learning, undermines good relationships within the community, causes offence or is unwelcome or intimidating to others.

### 2. Internet, Social Media, Apps

- Users will not visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Users will use the internet for educational purposes only.
- Users will never disclose or publicise personal information about themselves or other people.
- Users will only be allowed access to websites that have been approved by the Schools Broadband Network (provided by HEAnet).
- Social media will only be used for educational purposes and with the permission of the supervising teacher.
- Users will not agree to meet someone who they only know from online communications.
- Users will be familiar with copyright issues relating to online learning.

- Students will not plagiarise works found on the internet (plagiarism is taking the ideas or writings of others and presenting them as if they were original). All sources should be acknowledged.
- Users must not post on any webpage false or defamatory information about a person or organisation.

### **3. Virtual Learning Environments (VLE), e.g. Office 365**

- All students and staff will receive an Office 365 account, which will give them access to Microsoft Office Word, Excel, PowerPoint and other applications (which can also be downloaded onto personal devices at home for free). With this they will also receive a school email account which must be used for school related communications and checked regularly.
- Access to the Sandford Park VLE is a privilege not a right. This privilege may be withdrawn from individuals if inappropriate use occurs.
- Teachers will instruct students how to use the VLE they wish to use for their subject.
- Students must use the VLE appropriately and adhere to the guidelines or rules set out by each individual teacher.
- Uploading any material or posting comments which display offensive information, images, or language is not permitted.
- Users who access the VLE or their school email account outside of school must still abide by the rules of the AUP.

### **4. Guidelines for Online Learning**

VLEs play a very significant role in enabling students to continue their education through links with their teachers in the event of a school closure or partial school closure. The following points are intended to help safeguard students and staff while making the experience more productive:

1. All students are required to follow the Online Learning Guidelines set out below in the event of a partial or full school closure, or in the event that an individual student needs to access lessons remotely.
2. In the event of school closure, Microsoft Teams will be the standard method for all interaction between teachers and students (live lessons, messaging, meetings, etc).
3. Students should only use Microsoft Teams for school related business.
4. In the event of a school closure, students will follow their normal school timetable to attend lessons online via Microsoft Teams, as scheduled. This means that each lesson will begin with live interaction between teachers and students as per the school timetable, unless otherwise agreed.
5. Attendance at all online lessons is compulsory, unless otherwise stated. A record of attendance will be taken at every online lesson.
6. Recordings of lessons will not be made available, unless otherwise agreed with your teacher.
7. Further training will be made available at the beginning of the academic year for staff and students in the use of the school's VLE of choice, i.e. Microsoft Office/Teams.
8. Skills required include:
  - Join and actively participate in a Teams meeting.
  - Receive and submit assignments/forms in Teams.
  - Submit homework as a PDF following the guidelines given by the teacher for naming the file.
  - Access and use OneNote, including Class Notebook.
9. All students are required to upload a suitable profile image to their Teams profile.
10. Cameras and microphones must be switched on during lessons unless permitted by the teacher not to do so.

11. During live lessons, students should be suitably attired ensuring to have a backdrop that does not distract from teaching and learning. Plain background image uploads in Teams are permissible.
12. If unable to log into an online lesson, students should inform their teacher in Teams as soon as possible as it may be possible to resolve the issue at the time.
13. Students should use their homework journal, or suitable online journal, to manage their coursework and assignments and to adhere to deadlines.
14. During a Microsoft Teams live meeting, it is unacceptable to use the Chat box to input text and/or symbols (e.g. GIFs, emojis, etc.) without permission or as requested by the teacher.
15. During a Microsoft Teams live meeting, it is unacceptable to make a record (e.g. take a photograph, screenshot or video) of the teacher, another student or the screen being shown unless the teacher provides permission or makes a request to do so.
16. During a Microsoft Teams live meeting, it is unacceptable to use the mute function for anyone other than yourself or disrupt the class in any other way. Muting other people is an action which can only be carried out by the teacher.
17. Students should communicate queries to teachers during the school day unless an arrangement is agreed with the teacher. If the communication is outside school time, the teacher will respond the next day.

## **5. School Website**

- The School website will be maintained and checked regularly to ensure there is no content that compromises the safety of students.
- The School may upload photographs of school activities, students, and examples of student work.
- Parents/guardians have the option to opt out of allowing their son/daughter's photograph to be published on the website by indicating this on the AUP Permission Form (attached).

## **6. Personal Devices (including iPads, mobile devices)**

- The use of a mobile device to include a mobile phone is prohibited in class unless the expressed permission of a teacher is given for its use as an educational tool.
- The use of phones between classes and in the dining room during lunch is prohibited. If a student is found using their phone in either of these instances it will be confiscated, given to the Deputy Principal, and will be collected by the student at the end of the school day. Sanctions will be imposed for repeat offenders.
- If a student is found to be using a mobile device in class without the teacher's authorisation, the device will be confiscated, given to the Deputy Principal, and will be collected by the student at the end of the school day. Sanctions will be imposed for repeat offenders.
- Photographs and recordings (of video or audio) can only be made when directed by a member of staff.
- Users must not post pictures or videos of students or staff online (including social media, messaging apps...etc.) without their permission.
- Students bring privately owned technology/electronic equipment to school entirely at their own risk. It is recommended that they are insured by the owner. The School will not take responsibility for and is not liable for the misuse of, the loss of, damage to, or theft of any privately owned devices.

## **7. Privacy**

The IT equipment and internet access in Sandford Park School are provided as tools for your schoolwork and education. The School reserves the right to monitor, inspect, copy, review and store at any time and without

prior notice any and all usage of computer networks and internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School and no user shall have any expectation of privacy regarding such materials.

## **8. Legislation**

By using a computer, device or technology belonging to Sandford Park School, you are agreeing not only to follow the rules in this policy, but are also agreeing to report any misuse of the school network and resources to the School's IT Department. 'Misuse' means any violation of this policy or any other use that is not included in the policy and which has the effect of harming another individual or his or her property or breaking the law. Please note that you are agreeing to this policy and associated legal acts outlined below every time you log in to the School's network. This document is in guidance with the following legislation relating to use of the internet which students and parents should familiarise themselves with:

- General Data Protection Regulation (GDPR) 2018
- Data Protection (Amendment) Act 2003
- Copyright and Related Acts 2000
- Child Trafficking and Pornography Bill 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

## **9. Support Structures**

The School will inform students, and parents/guardians of key support structures and organisations that deal with illegal material or harmful use of the internet.

## **10. Sanctions**

Misuse of any of the School's IT, internet resources and electronic equipment by students will result in disciplinary action, 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. The School has a statutory obligation to report to TUSLA any form of online bullying. The school's Designated Liaison Person must report any suspected child harm that they are made aware of. This also covers activity through IT such as Social Media. In the case of student and adult users in the school environs, Sandford Park reserves all rights including termination of service, without notice, to the computing resources that it owns and operates. The School reserves the right to request a student to submit his/her electronic equipment for inspection if, in the opinion of the School, a student is suspected of inappropriate use. Where equipment is believed to have been used in the possible abuse of others, or where legal issues may arise in the future, the School reserves the right to hold the privately owned electronic equipment until legal advice has been received.

## **Review Procedures**

The AUP will be reviewed annually by the Digital Team and a representative of the Board of Governors.

Last reviewed: 18<sup>th</sup> August 2020.