

Meánscoil na mBráithre Críostaí, Cill Chainnigh
Christian Brothers Secondary School, Kilkenny.

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INTERNET ACCEPTABLE USE POLICY June 2019

School Name:	Christian Brothers Secondary School, Kilkenny
School Address:	James's Street, Kilkenny
School Details:	CBS Kilkenny is a Voluntary Roman Catholic Secondary School under the Trusteeship and the Patronage of the Edmund Rice Schools Trust (ERST). The School is grant aided by the Department of Education & Skills and is a single sex (boys) school.
School Management:	The Board of Management of CBS Kilkenny is a statutory Board appointed pursuant to the provisions of the Education Act 1998.

Mission Statement

Inspired by its founder, CBS Kilkenny aims to provide Catholic education in the Edmund Rice tradition. The school endeavours to be a caring Christian Community which promotes to the best of its ability the personal, spiritual, physical and intellectual development of its students.

Ethos

As an Edmund Rice School, CBS Kilkenny seeks to promote the five key elements of an Edmund Rice School as espoused by the ERST Charter:

- Nurturing faith, Christian spirituality and Gospel-based values
- Promoting partnership in the school community
- Excelling in teaching and learning
- Creating a caring school community
- Inspiring transformational leadership.

Contents

Introduction..... 3

Rationale 3

General Information..... 4

 Web Browsing and Downloading - Acceptable Use 5

 Email and Messaging - Acceptable Use 5

 Social Media - Acceptable Use..... 6

 Personal Devices - Acceptable Use 6

 Images and Video - Acceptable Use..... 6

 School Websites - Acceptable Use 7

 Cyber bullying 7

 Permission Form 8

Approval 9

Introduction

This internet Acceptable Use Policy (AUP) applies to students who have access to and are users of the internet in CBS Secondary School Kilkenny. It also applies to members of staff, volunteers, parents / guardians and others who access the internet in CBS Secondary School Kilkenny.

This policy has been developed in accordance with the CBS Kilkenny Child Safeguarding Statement and in line with the Children First Act 2015 and the Child Protection Procedures for Primary and Post-Primary Schools 2017.

Designated Liaison Person (DLP)

Mr Tom Clarke (Principal)

Deputy Designated Liaison Person (DDLDP)

Ms Ann Walsh (Deputy Principal)

During the development of this AUP due consideration has been given to all aspects of the wellbeing of students at CBS Kilkenny and particularly to the Wellbeing School Improvement Plan (May 2018).

General Data Protection Regulation came into force in May 2018, and this policy has been developed in light of this legislation.

Rationale

The aim of this AUP is to ensure that students will benefit in a safe and effective manner from the learning opportunities offered by the internet resources of CBS Secondary School Kilkenny. Internet use and access is considered a school resource and privilege. If the AUP of CBS Kilkenny is not adhered to, this privilege may be withdrawn and appropriate sanctions will be imposed.

General Information

When using the internet at CBS Secondary School Kilkenny, 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
- report misuse of the internet to the appropriate teacher and/or principal

For students, 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.

Where the internet is misused by staff established disciplinary procedures will be implemented. Misuse by other persons will be dealt with on an individual basis.

CBS Secondary School will deal with internet related incidents occur outside the school when they impact on the wellbeing of students or staff under this policy and associated codes of behaviour and anti-bullying policies. In such cases CBS Secondary School will inform parents / guardians of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

CBS Kilkenny Secondary School implements the following strategies to promote safe use of the internet, to maximise learning opportunities and to reduce risk associated with the internet:

- Internet safety advice and support opportunities are provided to students in CBS Secondary School
- Teachers are provided with continuing professional development opportunities in the area of internet safety
- Students must not access the internet unless under the supervision of a teacher
- Filtering systems are applied by the Schools Broadband Program (PDST).

Staff and other internet users in CBS Kilkenny are also expected to abide by these internet access guidelines.

Web Browsing and Downloading - Acceptable Use

- Students will use the school's internet connection only for educational and career development activities
- Students will report accidental accessing of inappropriate materials in the classroom to the teacher, and the teacher will report it to senior management if appropriate
- Students must be aware that any misuse (including distributing or receiving information whether school-related or personal) may be monitored for unusual activity, security and/or network management reasons
- Students must not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials
- 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 or defamatory or that is intended to harass, bully or intimidate another person
- Use of torrent sites is not allowed
- Downloading by students of materials or images not relevant to their studies is allowed only with staff permission.

Email and Messaging - Acceptable Use

Gmail is an integral part of the communication system within CBS Kilkenny. All students are issued with a personal CBS Kilkenny Gmail account.

- Students must not under any circumstances share their email account login details with other students
- Students must not use school email accounts to register for online services such as social networking services, apps and games unless permission is granted by a teacher
- Students will not send any material that is illegal, obscene or defamatory or that is intended to harass, bully or intimidate another person.
- Student Gmail accounts and associated apps are deleted at the end of the calendar year in which students complete their Leaving Certificate
- Students must immediately report to their teacher 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
- The teacher will deal with the issue or report it to senior management
- Students should avoid opening emails that appear suspicious. If in doubt, students should ask their teacher before opening emails from unknown senders.

Social Media - Acceptable Use

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

- Use of instant messaging services and apps, blogs and video streaming sites such as YouTube is allowed with teacher permission in CBS Kilkenny Secondary School
- Staff and students must not use social media and the internet in any way to harass, insult, abuse or defame students, their family members, staff or other members of the CBS Kilkenny Secondary School community
- 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 CBS Kilkenny Secondary School into disrepute
- Staff and students must not represent their personal views as those of CBS Secondary School on any social medium.

Personal Devices - Acceptable Use

Students using their own technology in school must follow the rules set out in this policy in the same way as if they were using school equipment.

The following statements apply to the use of all internet-enabled devices such as phones, tablets, gaming devices and digital music players in CBS Kilkenny Secondary School:

- Students are allowed to bring personal internet-enabled devices into CBS Secondary School
- Students are only allowed to use personal internet-enabled devices during lessons with expressed permission from teaching staff

Images and Video - Acceptable Use

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

Taking photos or videos on school grounds or when participating in school activities is allowed once care is taken that no harm is caused to staff or students of CBS Kilkenny Secondary School.

Students must not share content online with the intention to harm another member of the school community regardless of whether this happens inside school or outside.

School Websites - Acceptable Use

Students are given the opportunity to publish projects, artwork or school work on the internet in accordance with clear approval processes regarding the content that can be loaded to the school's website, **www.cbskilkenny.ie**.

The website is 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 are pre-moderated and checked frequently to ensure that they do not contain any inappropriate or offensive content.

The publication of student work is coordinated by a teacher.

Personal student information including home address and contact details are not published on CBS Kilkenny Secondary School web pages.

Cyber bullying

When using the internet students, parents / guardians and staff are expected to treat others with respect at all times.

Engaging in online activities with the intention to harm, harass, bully or embarrass a student or member of staff is unacceptable and absolutely prohibited and carries serious consequences and sanctions for those involved.

Measures are taken to ensure that staff and students are aware that bullying is unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons).

The prevention of cyber bullying is an integral part of the Anti-Bullying Policy of CBS Secondary School Kilkenny.

Permission Form

Legislation

Students and parents / guardians must familiarise themselves with:

- GDPR 2018
- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

I agree to follow the school's Acceptable Use Policy on the use of the internet. I will use the internet in a responsible way and obey all the rules included in this policy.

Student Name (block letters): _____ **Class:** _____

Student Signature: _____ **Date:** _____

As the parent / guardian of the above student, I have read the Acceptable Use Policy and grant permission for the above named student to access the internet. I understand that internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by CBS Secondary School Kilkenny to ensure online safety and that the school cannot be held responsible if students access unsuitable websites through non-adherence to this policy.

I understand that Gmail is an integral part of the communication system in CBS Kilkenny and that all students are issued with a personal CBS Kilkenny Gmail account.

In relation to the school website and social media platforms, I accept that if the school considers it appropriate, content and images may be chosen for inclusion on the school website and social media platforms. If I do not wish my son's photograph to be published, I will inform the school and he will inform any person who is charged with photographing at school events. I understand and accept the terms of this Acceptable Use Policy.

Parent / Guardian Name (block letters): _____

Parent / Guardian Signature: _____ **Date:** _____

Approval

This policy has been approved by CBS Kilkenny Board of Management.

Signed: _____
Chairperson, Board of Management

Date: _____