



etb

Bord Oideachais agus Oiliúna
Mhaigh Eo, Shligigh agus Liatroma
Mayo, Sligo and Leitrim
Education and Training Board

NORTH CONNAUGHT COLLEGE INTERNET SAFETY POLICY (AUP)

Aim of the Policy

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 Therefore, if the College AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

It is envisaged that College representatives will revise the AUP annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

College's Strategy

The college employs several strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

General

- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The College will regularly monitor student' Internet usage.
- Students and tutors 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.
- Students will always treat others with respect and will not undertake any actions that may bring the school into disrepute.

Working with Teams in Microsoft (from Online Learning Guide – SOLAS)

What is Netiquette?

Netiquette means communicating online in a considerate and respectful way. The following are some tips on how to display good netiquette:

Netiquette for Online Chat on Teams or Moodle

- Avoid using ALLCAPS. This is commonly perceived as shouting.
- As a rule, try to use the group chat function for course-related conversations only
- Use proper punctuation, grammar and spelling. Avoid the use of slang and text message abbreviations such as "u" instead of "you"
- Be as concise as possible
- Use respectful language and tone at all times.
- Avoid sarcasm, as it can be misinterpreted in a Chat context

- Try to find answers yourself before posting queries on Chat. Also, try to avoid asking questions that have already been asked in the Chat area. Read through previous discussions and comments to ensure that you aren't repeating questions
- Think before you type. Don't share any information or views that you might regret sharing later.
- Be respectful of others' views and comments.

Netiquette for Video Tutorials on Teams

- If you want to ask a question during a tutorial, use the Raise Your Hand function. See page 4 for information on how to do this
- Mute your microphone when your tutor is presenting. This helps to improve the call quality and also minimises disruptions during the session.
- Try to ensure that your background is not distracting for the other learners or the tutors.
- Your dress and appearance should be appropriate for a classroom setting.
- Your video camera should be turned on, unless your tutor requests the group to turn off their cameras. If you can see other learners, they should be able to see you.

World Wide Web

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will report accidental accessing of inappropriate materials in accordance with College procedure.
- Students will use the Internet during class time for educational purposes only.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Students will be advised to never disclose or publicise personal information.
- Downloading by students of materials or images not relevant to their studies is in direct breach of the College's acceptable use policy.
- Students will be aware that any usage, including distributing or receiving information, College-related or personal, may be monitored for unusual activity, security and/or network management reasons.
- Students are not allowed to access social networking sites from school equipment during class time.

Email

- Students will not send or receive any material that is illegal, 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.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Students can only use their assigned College e-mail accounts for all College related correspondence. Staff should not be using their own private e-mail accounts for correspondence with students.

Internet Chat

- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
- Face-to-face meeting with someone organised via Internet chat not in your team will be forbidden.

College Website

- Students will be given the opportunity to publish projects, artwork or College work on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the College's website.
- The website will be regularly checked to ensure that there is no content that compromises the safety of students or staff.
- Website using facilities such as guestbooks, noticeboards or weblogs will be checked frequently to ensure that they do not contain personal details.
- The publication of student work will be co-ordinated by a teacher.
- 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.
- The College will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the College website without personal permission or parental permission (if under 18 years). Video clips may be password protected.
- All learners must sign a form during induction week (policy talk) on permission to use images, videos of learner on social media. (Appendix III).
- Personal student information including home address and contact details will be omitted from College web pages.
- The College will ensure that the image files are appropriately named – will not use students' names in image file names or ALT tags if published on the web.
- Students will continue to own the copyright on any work published.

Personal Devices

- Mobile phones will not be used in class unless permission has been granted by the teacher. Some learners may have to use their phone to access Teams (for teaching purposes) or to research a topic.
- Cyber bullying, sending nuisance text messages, unauthorised taking of images with a mobile phone camera (still or moving), or sound recording, are in direct breach of the College's acceptable use policy.
- Any use of 'chat groups' set up for correspondence are for educational use only.

Legislation

The General Data Protection Regulation (GDPR) came into force in May 2018. The GDPR is a legal framework that sets guidelines for the collection and processing of personal information of individuals within the European Union (EU). The College will use this as its main source of legislation as it was designed to modernise laws that protect the personal information of individuals.

Support Structures

The College will inform students of key support structures and organisations that deal with illegal material or harmful use of the internet.

Sanctions

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The College also reserves the right to report any illegal activities to the appropriate authorities. See also Attendance & Participation Document.

Note: In the event of unforeseen circumstances the management reserve the right to add to or amend this policy at short notice.

Signed: Dara Mulvey

Date: 16th December 2020

Chairperson, Board of Management

Review Date: Academic Year 2021 - 2022

Appendix I

Permission Form Template

Please review the attached College Internet Acceptable Use Policy, sign and return this permission form to the Principal.

College Name: _____

Name of Student: _____

Class: _____

Student

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 explained to me by the school. I understand that there are sanctions set out in this policy, and in the school's code of behaviour, in respect of inappropriate internet use or breach of any of the rules stated in this policy and that they will be implemented where appropriate.

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 or the child in my care 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 the school to provide for online safety, but the school cannot be held responsible if students access unsuitable websites.

In relation to the school website, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing students' work on the school website.

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

Address: _____

Telephone: _____

Appendix II

Letter to Parent/Guardian

Dear Parent/Guardian

Re: Internet Permission Form

As part of North Connaught College's education programme, we offer students supervised access to the Internet. This allows students' access to a large array of online educational resources that we believe can greatly enhance students' learning experience.

However, access to and use of the Internet requires responsibility on the part of the user and North Connaught College. These responsibilities are outlined in the College's Acceptable Use Policy (enclosed). It is important that this enclosed document is read carefully, signed by a parent or guardian and returned to the school.

Although the College takes active steps to promote safe use of Internet, it recognises the possibility that students may accidentally or deliberately access inappropriate or objectionable material.

The College respects each family's right to decide whether to allow those under 18 years of age access to the Internet as defined by the College's Acceptable Use Policy.

Yours sincerely

Principal

Appendix III



North Connaught College
Tubbercurry, Co. Sligo

Your Journey Starts Here...

Consent Form – Using Images and Videos of Students

Occasionally, we may take photographs and videos of students. We may use these images and videos in our publicity, for example in the college’s prospectus or in other printed publications, as well as on our website and Facebook. From time to time, our college may be visited by the media, who will take photographs or film footage of a visiting dignitary or other high-profile event. Students will often appear in these images, which may appear in local or national newspapers, websites or on televised news programmes. To comply with the Data Protection Act 2018, we need your permission before we can photograph or make any recordings of you. Please answer the questions below, then sign and date the form.

Please circle yes or no as appropriate

1. May we use your photograph/image in the college prospectus and other printed publications that we produce for promotional purposes, on our website and on our Facebook page?

Yes No

2. May we record your image on video?

Yes No

3. Do you consent to being photographed or filmed in press events agreed by the college?

Yes No

4. Do you consent to your full name being published with a press photograph? (At the present time, some local newspapers will not agree to publish a photograph without a full name.)

Yes No

Signed:

Date:

Acceptable Use Policy (AUP) checklist

For an AUP to be robust it needs to be reviewed and updated regularly, taking into consideration implementation issues that may arise. The following is a checklist that may be used when developing or revising an AUP.

1. Have AUP implementation issues arisen since the AUP was designed/revised?
2. Have these issues been discussed with parents (if the student is under 18 years), students and teachers and incorporated into an updated AUP?
3. Given that an AUP is in place, can the school confidently address the following scenarios?
 - A student is found using a chat room to arrange a face-to-face meeting with a friend.
 - The school uses filtering software, but a student accidentally accesses a pornographic website while in your care.
 - A student publishes defamatory information on a personal website about a peer.
4. Has the AUP had a positive impact on curriculum delivery?
5. Has internal or external expertise assisted the formulation or reformulation of the AUP?
6. Has the school informed the use of the Internet with parents and guardians of students under 18 years?
7. Does an open dialogue exist between students and teachers relating to Internet misuse and safety issues?
8. Are teachers' and students' Internet safety training needs being met?