

Catholic University School

**89 Lower Leeson Street
Dublin 2**



Acceptable Internet & Mobile Phone Use Policy

Ratified 14th September 2020

Catholic University School

Acceptable Internet & Mobile Phone Use Policy

("acceptable use policy")

This document outlines the acceptable use policy in relation to ICT and mobile phones for students in Catholic University School. Before signing the Consent in the Student Journal, both parents/guardians and students should read the acceptable use policy carefully to indicate that the conditions of use are accepted and understood.

The aim of this Acceptable Internet & Mobile Phone Use Policy ("acceptable use policy") is to ensure that students will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner.

Internet use and access is considered a school resource and privilege. Therefore, if the school's acceptable use policy is not adhered to this privilege will be withdrawn and appropriate sanctions - as outlined below under (i) 'Sanctions' - will be imposed.

It is envisaged that school and parent representatives will revise the acceptable use policy annually.

Guidelines for Acceptable Internet Use & conditions of use of the school's Internet facilities

(a) General

- The use of networked devices in class is a privilege and not a right.
- Internet sessions are always supervised by a teacher.
- In class, a teacher's directions regarding the use of networked devices must be followed.
- Teachers may confiscate any device which is being used inappropriately in class.
- The school ensures that students' Internet usage is regularly monitored.
- Students and teachers are provided with training in the area of Internet safety.

- Uploading or downloading of non-approved software is not permitted.
- Virus protection software is used and updated on a regular basis.
- Use of personal CD-ROMs or USB keys in school requires a teacher's permission.
- Students must observe good etiquette on the Internet at all times and must not undertake any actions that may bring the school into disrepute.
- Students must not access other students' files.
- Aggressive behaviour or behaviour that the school may view as cyberbullying is unacceptable; this includes commenting upon another's work, blocking their access to a class, assignment or Team, excluding them or treating them unfairly. (See CUS Anti-Bullying Policy.)
- Students may not access social media on any school devices, or on their own personal devices when in the school.
- Students must never bring the school into disrepute by posting inappropriate, offensive, slanderous or libellous material on social media.
- Students must not reveal online their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Students should never make arrangements for an unsupervised meeting with another person online without the permission of a parent.

(b) Online Learning & Teaching Environment

The school's Code of Behaviour applies whether teaching is taking place in the school or in the online forum of Microsoft Teams, or any other online forum. The underlying principle of respect for self and others should guide students' behaviour, both towards teachers and fellow students. No behaviour that disrupts the teaching and learning environment will be tolerated. The following specific rules apply to the online school environment and sanctions will apply where students deliberately disrupt the teaching environment:

- Students should have a clear photograph of themselves in school uniform as their profile picture. No other icon or photo will be acceptable.
- Students must attend all timetabled classes punctually, with all the materials they may require to participate fully in the lesson, including their Student Journal.
- Students should ensure that their online environment is appropriate to the classroom setting: for example, their background should not be distracting or inappropriate.

- The wearing of full school uniform is compulsory during all lessons, and rules regarding presentation also apply in the online environment.
- During online classes students must have their camera on at all times.
- Students must at all times refrain from attempts at annotation on the teacher's screen.
- Screenshots or screen recording are strictly forbidden.
- Students must behave in a manner conducive to teaching & learning, bearing in mind that speaking out of turn is even more disruptive in an online forum.
- Comments/questions in groups should be in relation to assignments/relevant topic only and should never be directed at or mention another student.
- When posting messages to their teachers, students must observe good etiquette, showing politeness and respect at all times. Students should use the SAWBATS template (which will be provided to all via MS Teams) to help them compose an appropriate email message.
- Messages may be posted to teachers only during school hours – no contact should be made outside of school hours - and the Chat function/email should not be misused.
- Work must be presented clearly in the format requested by the teacher. CUS will recommend the use of Microsoft Lens for the submission of work, as poorly submitted work may be rejected by the teacher.
- Students should never call a teacher using the Chat function of MS Teams. If a call has been arranged the teacher will make the call.
- Plagiarism is presenting someone else's work or ideas as your own (including material from the internet), without full acknowledgement. This is strictly forbidden and teachers may monitor students' work, using anti-plagiarism software, to ensure that students present only their own work. Sanctions for plagiarism may apply.
- Students are not permitted to create or alter Teams as members of the school's Microsoft 365 licenced user group.
- Students are not permitted to create Teams within a Team created by a teacher.
- Students may not leave a Team to which they have been added by a teacher.

(c) Online Information

Access to online resources enables students to explore thousands of libraries, databases and information boards that help to develop their research skills. The school believes that the benefits of accessing information resources exceed the disadvantages of Internet access. Filtering software is used by the school in order to minimise the risk of exposure to inappropriate material. In keeping with the school's aim of offering the widest possible learning resources to students, the following rules apply:

- Students must not visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students must use the Internet for educational purposes only.
- Students must be aware of and respect copyright issues relating to online learning, as outlined in the note on plagiarism above.
- Students must never disclose or publicise personal information, whether this relates to themselves, their family, their teachers or their fellow students.
- Students are 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.

(d) Email

- Students must only use approved class email accounts under supervision by or with permission from a teacher.
- Students must not send or receive by email any material that is illegal, obscene, or defamatory or that is intended to annoy or intimidate another person.

(e) Internet Chat

- Students only have access to chat rooms, discussion forums or other electronic communication forums that have been approved by the school.
- Chat rooms, discussion forums and other electronic communication forums are only used for educational purposes and are always supervised.
- Usernames must be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via Internet chat are forbidden.
- Access to social media sites of any kind is not permitted on school devices, or on personal devices when in school.

(f) School Website

- Digital photographs, audio or video clips of students participating in team/group activities may be published on the school website from time to time. Parents who do

not wish photos or video of their son to be used in this way should inform the school of this in writing at the beginning of the school year.

- Personal student information including home address and contact details are omitted from school web pages.

(g) Mobile Phones

In the interests of supporting the teaching and learning environment the school has a strict mobile phone policy, as follows:

- Students must turn off their phones at 8.40am at the start of the school day. Students will be allowed to switch their phones back on during the mid-morning break and again at lunch break. In order to assist the school in implementing this, parents are asked not to contact students directly except during break times. Contact during class time should be made via the school office.
- Students may only turn their phones on during scheduled class time at the direction of their teacher and for express educational purposes.
- The use of mobile phones or other ICT device to make hurtful or threatening remarks about another student or teacher will immediately be treated as a disciplinary matter under the school's Anti-Bullying Policy, which draws on national guidelines to deal with such behaviour.
- If for any reason a student should need to leave school before the end of the day they must contact their parents through the school office.
- If any student is found with a phone turned on at any time outside of the stated times the phone will be immediately confiscated and left in the school office. The student will be placed on a two hour detention. Detention takes place on Thursday afternoons from 4pm – 6pm. Mobile phones will be returned at 3.45pm for a first offence.
- If the student is caught with a phone subsequently their phone will be confiscated for five days. They will be provided with a basic Nokia pay-as-you-go phone with €10 credit. Both parents'/guardians' numbers will be added to the contacts. The Nokia phone must be returned at the end of the five days with €10 credit still remaining.
- The use of mobile phones is not permitted during morning or evening study. As the school office is closed during evening study, in any breach of the school's mobile phone policy the supervising teacher will take the student's name and the matter will be addressed the following morning.
- The above arrangements also apply in Bird Avenue and on the coaches to and from Bird Avenue.

(h) Legislation

- Students and parents should familiarise themselves with the following legislation:
 - ✓ Child Trafficking and Pornography Bill 1997
 - ✓ 1993 Interception Act
 - ✓ Video Recordings Act 1989
 - ✓ The Data Protection Act 1988

(i) Sanctions

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, the student's future in school will be considered. The school also reserves the right to report any illegal activities to the appropriate authorities. Please refer to the Code of Behaviour of the school.

(j) Support Structures

There are key support structures and organisations that deal with illegal material or harmful use of the Internet. Examples are:

www.webwise.ie

<https://cybersafeireland.org/>

RATIFICATION

This policy was ratified by the Board of Management of Catholic University School on 14th September 2020 and was agreed for publication by the Marist Educational Authority.

CONSULTATION & REVIEW

This policy has been drawn up by the Board of Management of Catholic University School. We are committed to the review and development of our school policies and this policy will be reviewed annually by the Board of Management. It will be examined to ensure legal compliance and the maintenance of best practices.

Signed: *Diarmaid Ó Murchú* Signed: _____
Diarmaid Ó Murchú **Clive Martin**
Chairperson Board of Management **Principal**

Dated: *14th Sep 2020* Dated: _____