

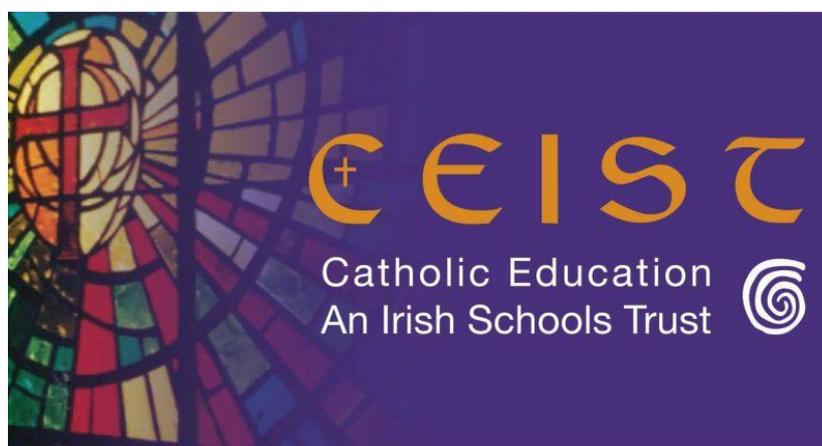
Rockford Manor Presentation Secondary School



Acceptable Use Policy

Incorporating Remote Learning procedures and protocols

“A Christian environment where teaching and learning nurture the personal development of every student.”



Contents

Aims of this policy.....	3
Our Mission Statement	3
Introduction.....	3
School Policies that link to Acceptance Use Policy:	4
Content Filtering, Web Browsing & Downloading	5
Email & Messaging.....	5
Social Media	6
Student Personal Devices.....	6
Mobile Phones/Smartphones:	7
Personal Devices & Mobile Phones - Examinations.....	8
Exempt occasions: Taking photographs	8
Images & Video -.....	8
Use of School Facilities	9
Cyber bullying	10
Rockford Manor Website.....	11
Sanctions	11
Microsoft Teams & Remote Learning	12
Online Classes Rules/ Conduct	13
Student Protocols for Remote Learning.....	13
e-Learning Approaches.....	14
Responsibilities while partaking in eLearning:.....	14

Aims of this policy

The aim of this Acceptable Use Policy (AUP) is to ensure that students will benefit from learning opportunities offered by the School's Information and Communication Technology (ICT) resources safely and effectively. Internet use and access is considered a school resource and privilege. Therefore, if the school AUP is not adhered to, this privilege will be withdrawn, and appropriate sanctions – as outlined in the AUP – will be imposed. The Policy also outlines remote learning procedures and protocols in Rockford Manor.

Our Mission Statement

Rockford Manor is a “Christian environment where teaching and learning nurture the personal development of every student”. The school seeks to establish and foster attitudes, values and behaviour consistent with its Christian ethos. The underlying philosophy of Rockford Manor is based on a commitment to nurturing the personal development of every student to her full potential, guided by the catholic principles of CEIST. The school fosters a caring, intimate culture with an emphasis on building self-esteem and achieving excellence. Friendship affirmation and individual attention are encouraged among students, teachers and Parents.

Introduction

The internet is a powerful educational resource that can significantly enhance teaching and learning. The Board of Management of Rockford Manor Secondary School is committed to providing access to Internet facilities in the school, for precisely that purpose. However, there are many potential dangers associated with the use of the internet and it is the responsibility of the Board of Management to protect all users of Rockford Manor Internet facilities, in particular students of the school, from these dangers. It is also the responsibility of the Board of Management to comply with Irish Legislation in this area:

- The Interception of Postal Packets and Telecommunications Messages Regulation Act, 1993: This Act stipulates that telecommunication messages can be intercepted for the purpose of an investigation of a serious offence.
- The Video Recordings Act, 1989: This prohibits the distribution of videos, which contain obscene or indecent material, which may lead to the deprivation, or corruption of the viewer.

- The Child Trafficking and Pornography Act, 1998: This Act legislates against anyone who knowingly produces, prints, publishes, distributes, exports, imports, shows, possesses or sells child pornography.
- The General Data Protection Regulation (GDPR) 2018: This Act was passed to deal with data processing, privacy issues arising from the increasing amount of information kept on computer about individuals.

A Consultation process has been undertaken when devising this policy:

- with staff through staff meetings
- with parents through the Parents' Council
- with students through the Students' Council
- with our Board of Management

School Policies that link to Acceptance Use Policy

1. Child Safeguarding Statement (including Risk Assessment): Guided by the Children First Act 2015 & the Child Protection Procedures for Primary and Post-Primary Schools 2017.

2. Health & Safety Policy

3. Homework policy: Teacher assessment is often completed through the use of digital technologies within reason where a student has access to a device and internet access if necessary.

4. Anti- Bullying Policy: The schools anti-bullying policy incorporates acceptable use with regard to digital technologies and online behaviours.

5. Code of Behaviour:

This outlines all school rules and sanctions in the event of breaches to school rules. Students are expected to follow the same rules for good behaviour and respectful conduct online as offline.

6. Whole School Guidance Plan

7. Digital Learning Plan

8. Whole School Wellbeing Plan

Content Filtering, Web Browsing & Downloading

- Rockford Manor Secondary School allows access to millions of websites including games and YouTube, and other similar types of websites, such as blogs but blocks access to websites belonging to the personal websites category and websites such as Facebook belonging to the Social Networking category.
- 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 the classroom to their teacher.
- Students are encouraged to report accidental accessing of inappropriate materials in school but outside the classroom to their tutor and or Dean. Students and staff will not copy information from the internet without acknowledging the creator and referencing the source of the content.
- Students and staff will be 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.
- Students will use the Rockford Manor internet connection only for educational and career development activities.
- Students will not engage in online activities such as uploading or downloading large files (including software) 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, and defamatory or that is intended to annoy or intimidate another person.
- Use of file sharing and torrent sites is only allowed under teacher supervision.

Email & Messaging

- Rockford Manor will encourage all students to use their assigned e-mail account. The use of personal e-mail accounts is acceptable in agreed circumstances. (E.G. Applying to College/UCAS, Career & character references).
- Students should not under any circumstances share their e-mail account login details with other students.
- Students will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

- Students should avoid opening e-mails that appear suspicious. If in doubt, students should ask their teacher before opening e-mails from unknown senders.
- Students must not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures when communicating via e-mail.
- Face-to Face Meeting: Accessing instant messaging chats is forbidden. Students will never use E-mail to arrange a face-to-face meeting with someone outside of school.

Social Media

The principles set out in this policy are designed to help ensure that social media is used responsibly so that the confidentiality of students and the reputation of Rockford Manor is protected.

This policy applies to personal websites such as social networking sites (for example Facebook), blogs, microblogs such as Twitter, chat rooms, forums, podcasts, open access online encyclopaedias such as Wikipedia, social bookmarking sites such as del.icio.us and content sharing sites such as Flickr and YouTube. The internet is a fast-moving technology and it is impossible to cover all circumstances or emerging media.

The following statements apply to the use of messaging, blogging and video streaming services by students at Rockford Manor

- Students must not use social media and the internet in any way to harass, insult, abuse or defame students, their family members, staff, other members of the Rockford Manor community
- Students must not discuss personal information about students, staff and other members of the Rockford Manor community on social media.
- Students must not use Rockford Manor e-mail addresses for setting up personal social media accounts or to communicate through such media.
- Students must not engage in activities involving social media which might bring Rockford Manor into disrepute
- Students must not represent their personal views as the views of Rockford Manor on any social medium.

Student Personal Devices

Tablets/Laptops/Phones: Students using their own technology in school should follow the rules set out in this agreement. Students should only use personal handheld/external devices in school if they have permission. If there is a significant concern about inappropriate usage

of their device during this lesson time, a student may be asked to submit their personal device to a teacher, who will in turn hold it and may if necessary, hand to management to inspect the search history.

Mobile Phones/Smartphones

- As Mobile phones are not allowed to be used within the school generally, they cannot be used within the classroom, unless granted permission by the teacher for Teaching & Learning Purposes of that specific lesson or part of that lesson.
- In this case students, must use the phone responsibly and for the intended purpose as outlined by the teacher. Students may be requested to turn their phones to flight mode to restrict any incoming personal messages while this lesson is being carried out.
- The phone must be switched off, when the teacher instructs and before the end of that scheduled lesson time.
- Mobile phones cannot be used at any other time inside the school building, inside the first and last school bell of the day. The **unauthorised capture of images, video or audio is in direct breach of the schools AUP**. The uploading of such images/video/audio to social media sites, including, but not limited to sites such as, YouTube, Tiktok etc, is strictly prohibited.
- Connecting or attempting to connect to the school's network system (wired or wireless) without authorisation is in direct breach of the schools AUP.
- If a student breaches these rules the phone will be confiscated immediately and given to a member of senior management.
- In the event of a dispute about whether these rules have been breached, the phone shall be handed over immediately to the teacher who will give it to the Dean so the matter can be investigated.
- At all times, the privacy of a student shall be respected. Where the data on a phone is accessed it shall only be to determine whether there has been misuse of the phone, not to monitor the personal activities of the owner. Evidence of misuse may be recorded and kept on file.
- If a phone disturbs a class or if a student is seen using a phone outside the permitted time: The phone will be confiscated.
- A second offence will lead to the phone being confiscated a disciplinary docket issued. Phones will be held until the end of the school day and returned to students before they leave the school.

Personal Devices & Mobile Phones - Examinations

- Mobile phones or any devices with internet access should NEVER be brought into an exam, and exam papers will be cancelled if it emerges that a student has done so.

Exempt occasions: Taking photographs

There are certain events in the life of the school where it is normal and reasonable for photographs to be taken and where the explicit consent of the subject therein would usually not be required. These include concerts, sports events, TY activities, trips, etc. Students should use discretion as to what is appropriate and must continue to be extremely cautious about posting anything to the internet or showing it to others without achieving the direct consent of those involved. If they are in any doubt at all about what is appropriate, the guidance of a member of staff should be sought in advance. If, in the opinion of the Rockford Manor, their actions are deemed to have been inappropriate the sanctions as outlined above shall apply.

Images & Video

The development of digital imaging technologies has created significant benefits to learning, allowing staff and students instant use of images that they have recorded themselves or downloaded from the internet. However, staff, parents/carers and students need to be aware of the risks associated with publishing digital images on the internet. Such images may provide opportunities for harassment or breaches of privacy to take place. Digital images may remain available on the internet forever and may cause harm to individuals in the short or longer term. Care should be taken when taking photographic or video images that students are appropriately dressed and are not participating in activities that might bring the individuals or Rockford Manor into disrepute.

- At Rockford Manor students must not take, use, share, publish or distribute images of others without their permission.
- Taking photos or videos on the grounds of Rockford Manor or when participating in school activities is allowed once care is taken that no harm is done to staff or students of Rockford Manor. Taking photos or videos the grounds of Rockford Manor or when participating in school activities is only allowed with expressed permission from staff.
- Without the express permission of their teacher, the recording/uploading to social media of video by students on school grounds or outside school grounds, when engaged in school related activities is strictly forbidden in Rockford Manor.

- Students must not share images, videos or other content online with the intention to harm another member of the Rockford Manor community regardless of whether this happens in school or outside.
- Sharing explicit images and in particular explicit images of students and/or minors is unacceptable and prohibited behaviour, with serious consequences and sanctions for those involved. Sharing explicit images of other students automatically incurs suspension as a sanction and will be passed on to the Gardaí.
- All parents/guardians are invited to sign the Digital Image Guidelines (Online form) which grants Rockford Manor permission to publish photographs of students with due regard to the guidelines. The final responsibility of absenting themselves from a photograph rests with the individual student.

Use of School Facilities

Whilst the school wants to encourage sensible use of new technologies it is not acceptable to:

- Use Social Networks, access, download, create, store or transmit material that; is indecent or obscene, that could cause any annoyance or offence or anxiety to others, infringes copyright (e.g. torrents), or is unlawful, and/or brings the name of the school into disrepute.
- Attempt to download, store or install software to school computers.
- Attempt to introduce a virus or malicious code to the network.
- Attempt to bypass network or system security.
- Attempt to access another user's account.
- Attempt to gain access to an unauthorised area or system.
- Attempt to use any form of hacking/cracking software or system.
- Connect any device to the network that has access to the Internet via an authorised connection (data point) provided by the school without permission from the ICT Department.
- Physically damage or vandalise any computer equipment or furniture e.g. Chairs.
- Engage in activities that waste technical support time and resources.
- Students must ask permission before sending documents to print on school devices/hardware.
- Change settings on school computers.

Cyber bullying

This type of bullying is increasingly common and is continuously evolving. It is bullying carried out through the use of information and communication technologies such as text, social network sites, e-mail, instant messaging (IM), apps, gaming sites, chatrooms and other online technologies. Being the target of inappropriate or hurtful messages is the most common form of online bullying. As cyber-bullying uses technology to perpetrate bullying behaviour and does not require face to face contact, cyber-bullying can occur at any time (day or night). Many forms of bullying can be facilitated through cyber-bullying. For example, a target may be sent homophobic text messages or pictures may be posted with negative comments about a person's sexuality, appearance etc.

Access to technology means that cyber-bullying can happen around the clock and the students' home may not even be a safe haven from such bullying. Students are increasingly communicating in ways that are often unknown to adults and free from supervision. The nature of these technologies means digital content can be shared and seen by a very wide audience almost instantly and is almost impossible to delete permanently. While cyber bullying often takes place at home and at night, the impact can also be felt in school.

- In accordance with the Anti-Bullying Procedures for Schools, Rockford Manor considers that a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.
- When using the internet students, parents and staff are expected to treat others with respect at all times.
- Engaging in online activities to harm, harass, or embarrass another student or member of staff is unacceptable and prohibited behaviour, with serious consequences and sanctions for those involved.
- Measures are taken by Rockford Manor to ensure that staff and students are aware that bullying is defined as unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time. This definition includes cyberbullying even when it happens outside the school or at night.
- Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging, do not fall within the

definition of bullying and will be dealt with, as appropriate, in accordance with the College's Code of Behaviour.

Rockford Manor Website

- Students will be given the opportunity to publish projects, artwork or schoolwork on the internet with approval of their subject teacher. Content can be loaded to Rockford Manor's website through the website administrator only.
- The website will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff.
- The publication of student work will be coordinated by a teacher.
- Rockford Manor will use only digital photographs, audio or video clips, focusing on group activities. Content focusing on individual students will only be published on Rockford Manor website with parental permission.
- Personal student information including home address and contact details will not be published on Rockford Manor web pages.

Sanctions

- Misuse of the internet may result in disciplinary action, including written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion.
- Rockford Manor also reserves the right to report any illegal activities to the appropriate authorities.
- Rockford Manor will deal with incidents that take place outside the school that impact on the wellbeing of students or staff under this policy and associated codes of behaviour and anti-bullying policies. In such cases, Rockford Manor will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of Rockford Manor and impose the appropriate sanctions.
- Students taking steps to by-pass the content filter by using proxy sites or other means will be subject to disciplinary action, including written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion.
- Students should immediately report 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. Students are recommended to block the sender of this material.

Rockford Manor implements the following strategies on promoting safer use of the internet:

- Students will be provided with education in the area of internet safety as part of our implementation of the SPHE and CSPE curriculum.
- Internet safety advice and support opportunities are provided to students in Rockford Manor through our Induction Programme, SPHE Programme (Wellbeing) & Internet Safety Week
- Rockford Manor participates in Safer Internet Day activities to promote safer more effective use of the internet.

Microsoft Teams & Remote Learning

Rockford Manor uses Microsoft Office 365. Every student has been furnished with a school e-mail address: `jdoe@rockfordmanor.ie`. This is the official e-mail address for accessing their TEAMS classroom for learning. The school domain `@rockfordmanor.ie` will not recognise e-mail addresses from outside this domain, and access to MSN 365 will be denied.

Every teacher has a school e-mail address in this domain, e.g., `jbloggs@rockfordmanor.ie`

Teachers can be contacted using e-mail or on Teams Chat during school term during school hours only. We ask students not to email their teachers outside the hours of the school Day: 8:45 – 3pm at present. (During normal school times) 9 am – 3:40 pm, Monday and Thursday. 9 am – 3:00 pm, Tuesday, Wednesday, and Friday. If messages are sent or received outside these times, replies are not expected until the next working day commences.

- Teachers may establish a Microsoft Team classroom for each of their classes. This is accessed through a code which may be given to each student. It is the responsibility of each student to ensure that they have their up-to-date access codes for every subject area that they are studying.
- Online work and assignments should be submitted on time. Issues with Wi-Fi/ Broadband should be reported to the teacher/and /or school office as soon as possible.
- Students are not permitted to make their own MSN Teams group unless specifically instructed to do so by their teacher.
- Students have been given access to online storage space on MSN OneDrive. Student file should be stored here and not on school desktops.

- Exams and assessments must be completed within the school day at the time allotted by the teacher. Individual timetables are not possible to accommodate.
- Parents can view their child's progress through the VSWARE system. Every parent has a username and a password. Parents should contact the school office if they do not have access to VSWARE.
- Online classes will not be recorded to view later/repeated or live streamed to homes if a student is absent.

Online Classes Rules/ Conduct

- In the event of a school closure classes will continue online remotely.
- Students are expected to engage with online classes with the same respect and positive attitude as they would in a school-based classroom.
- Students are asked to log into their online classes if scheduled by their teacher.
- When work is scheduled online, a deadline will be set for submission. Please adhere to these deadlines. Progress with the curriculum will be ongoing and therefore students must adhere to their school timetable to the best of their ability.
- Online behaviour must always be appropriate and respectful.
- A Teams classroom may be provided to ensure, amongst other reasons, the continuation of Teaching & Learning during periods where the school is required to close during term time. It is imperative that the behaviour of all students adheres to that of our code of behaviour. The posting of inappropriate or offensive behaviour will necessitate the reporting of such behaviour to the school authorities and if necessary, the Gardaí.
- Only class members are permitted to attend online classes

Student Protocols for Remote Learning

Remote learning operates alongside all existing school policies. The applications that will be used for distance learning and supported by the school will primarily be:

Office365, incorporating:

Microsoft Outlook (email)

Microsoft Teams

Microsoft OneNote

Microsoft Forms

Microsoft Stream

There may be some additional **school approved** applications that some teachers may use and each teacher will provide the students with the information required to access them. In all cases, a @rockfordmanor.ie account must be used to login.

Attendance: Please inform us via the school App if your daughter(s) are ill and cannot engage with the learning. This will reduce unnecessary follow up communications.

e-Learning Approaches

E-learning will take what is known as a 'blended' approach and some teachers may use different methods more than others. For example:

- Some teachers may use regular live classes while others may provide pre-recorded materials.
- Some teachers may use live classes through Teams.
- Some teachers may distribute work as weekly bulk assignments while others may do so daily homework-style tasks.
- Some teachers may do combinations of all of the above.
- It is the Policy of Rockford Manor not to record live online classes. Recordings of live classes will not be made available to students.

In all cases the primary aim is to cover the required curriculum areas for each teacher's specific subject. The teacher will decide the most effective method to use in order to achieve this aim. Student should get in touch with their teachers right away if they are having difficulty with any aspect of a subject or if they are finding the workload unmanageable.

Responsibilities while partaking in eLearning

For Staff and Teachers:

- Teachers have overall control of the online interaction of their class, including establishing waiting rooms.
- Teachers will do their utmost to be available at the scheduled time on their timetable. – through a medium of their choice. All classes will be held within the times of the timetable.
- All Teams classrooms are to be created as private and only students using their @rockfordmanor.ie will be admitted.

- All lessons should be whole class.

One to One session's with any student is prohibited unless express parental consent has been obtained. (Other than in the context of Guidance Counselling appointments)

- Staff shall also monitor whether students are checking regularly for assigned work and report if it is not completed. Students, please click 'like' on all messages to confirm you have received them.

For Students:

- All communication in respect of eLearning should be through @rockfordmanor.ie account only.
- The use of any other account or email address is expressly prohibited unless they are contacting mgallagher@rockfordmanor.ie due to not being able to access their @rockfordmanor.ie email account
- Students must always be respectful to each other, their teachers and dressed appropriately – i.e. preferably wear your school tracksuit top or T-shirt when online
- If possible for privacy, please set a neutral background on your device when in a live class.
- The recording or forwarding of any content within a Teams group is strictly prohibited without the expressed permission of the creator of the content in question. This prohibition extends to but is not limited to worksheets, exam papers, answers, solutions and videos.
- If students have a question they can write it in the meeting 'chat section' or 'raise your hand' and the teacher can refer to it at an appropriate time.
- Students are not to share personal login details with anyone else.

For Parents/guardians:

Please ensure that your daughter(s) are checking in for assigned work.

Where live classes are in session parents shall ensure, where possible, that a student is in an area of the house that is quiet and free from distraction where possible.

Parents must ensure that live classes are attended only by their daughter and with an appropriate level of supervision

A Student's Guide to Online Classroom Etiquette

Work Space

Choose a workspace that is suitable for the online classroom.

Be aware of what others will see in the background.



Shhh...



Mute your mic when you are not talking or typing. Only turn it on if you are asked to speak.



Be on time

Turn up – the class is to help you and your learning. Be on time for your online classes

No Photos

Do not take screenshots or photos of others online



School Rules

School rules apply in the online classroom. Think before you type. Keep focused on the task assigned.



Speak up & ask for help

Contact teachers during school hours or make an agreement about contact times



Respect

Respect everyone's views online

Presentation



Dress Appropriately

Enjoy it!

Enjoy this new way of learning. It is new to a lot of people and it may take time to adapt.



Stay safe, Stay healthy

Board of Management Ratified 01/05/21