Computer and Internet Acceptable Use Policy

Cyber Bullying

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Deutsche Schule Dublin

Computer and Internet Acceptable Use Policy (AUP)

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by the school's ICT resources and facilities (including I-Pad, computer hardware, printers, digital cameras, scanners, software, Internet, e-mail and other ICT devices and peripherals) in a safe and effective manner. 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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP and the school's Code of Behaviour – will be imposed.

It is envisaged that the school will revise the AUP bi-annually or as required. On registration in St. Kilian's all parents and students sign up to and accept all school policies including the AUP.

This version of the Computer and Internet Acceptable Use Policy was created on the 28th of February 2010 and updated in June 2010 and November 2015.

School's Strategy

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

General

- Internet sessions on the school's computers are controlled and supervised by a teacher.
- Filtering software and/or equivalent systems are applied to minimise the risk of exposure to inappropriate material.
- The school reserves the right to monitor and/or audit pupils' Internet usage.
- Students and teachers are provided with training in the area of Internet safety.
- Uploading, downloading, copying, installing or removing of software from the network is not permitted unless under the instruction of a teacher or having been sanctioned by school management.
- Virus protection software will be used and updated on a regular basis.

- The use of personal memory sticks, CD-ROMs, or other digital storage media on the school's computers requires a teacher's permission.
- Students will treat others with respect at all times and will not undertake any actions that may bring them or the good name of the school into disrepute.

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World Wide Web

- Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials. Deliberate access to such sites will be considered a serious breach of good conduct and will be dealt with under section 4 of the school's Code of Behaviour.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures. If a student mistakenly accesses inappropriate information, they should immediately tell the teacher, the ICT-Coordinator, the Principal or Deputy Principal. This will protect against a claim that this policy has been intentionally violated.
- Students will use the Internet for educational purposes only.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement). Students will not plagiarize works they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting it as your own. Users will respect the rights of copyright owners. Copyright infringements occur when a user inappropriately reproduces work that is protected by copyright. If you are unsure whether or not you can use certain information or if you have questions ask your teacher.
- Students will never disclose or publicise personal information or post fotos of themselves or others in school or social media.
- Downloading materials or images not relevant to their studies, is in direct breach of the school's Acceptable Use Policy.
- Students 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.
- Accessing personal blog sites or Facebook (or similar) through the school network is not permitted.

E-mail and other person-to-person communication tools

- Students will use email and related tools under supervision by or permission from a teacher. Related tools include Instant Messaging, PC originated texting, Twitter-type messaging, etc.
- Students will not send or receive any material that is illegal, obscene, age inappropriate, defamatory or that is intended to annoy, intimidate or bully another person.
- Students will not reveal their own or other people's personal details, such as addresses, telephone numbers or pictures under any circumstances.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.

- Students will note that sending and receiving email attachments is subject to permission from their teacher.
- Students will only have access to chat rooms, discussion forums, messaging or other electronic communication forums that have been approved and are supervised by their teachers.
- Chat rooms, discussion forums and other electronic communication forums are only to be used for educational purposes and are supervised supervised by a teacher.
- Usernames are created in such a way to avoid disclosure of identity. Never use real names.
- Students are required to disclose promptly to their teacher, to the ICT Co-ordinator, to the Principal or to the Deputy Principal, any message they received that is inappropriate or makes them feel uncomfortable.

School Website

- Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with clear policies and the parental/school approval processes regarding the content that can be uploaded to the school's website.
- The website is regularly checked by the monitor to ensure that there is no content that compromises the safety and integrity of pupils or staff.
- Website elements using facilities such as guest-books, notice boards or weblogs will be checked frequently to ensure that they do not contain personal details.
- The publication of student work is supervised by a teacher in cooperation with the monitor/marketing coordinator.
- Pupils' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without written permission.
- The school 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 school website unless parental permission to do so has been given in writing.
- Personal pupil information including home address and contact details will always be omitted from school web pages.
- The school website will avoid publishing the first name and last name of individuals in a photograph. The school will ensure that the image files are appropriately changed to omit the names of individuals and are stored in accordance with data protection guidelines.
- Pupils will continue to own the copyright on any work published and the school will be allowed to use such work in accordance with this policy, free of charge.

Personal Devices

Pupils using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorized taking of images with a mobile phone camera, still or moving, are in

direct breach of the school's acceptable use policy (AUP), the privacy and dignity of others and will be subject to sanction.

Where exceptions to this policy are to be made (e.g. the use of portable computers by student's in certain learning contexts), these will be approved in writing by the school authorities or the relevant teacher.

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Support Structures

The school will from time to time inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet. The school liaises with the Parent Association to provide useful information about events on Internet safety and cyber bullying.

User responsibility

- The school's computing resources and facilities must be used sensibly by everyone, since misuse by a few has the potential to negatively disrupt any teaching or use of the facilities
- Each pupil using the school network has his own fictional username and has to choose his own password upon logging in for the first time. Each user assumes personal responsibility for the use of his own account. Consequently, users may not disclose their password to other pupils and are responsible for maintaining the security of their accounts.
- Use of any programs or materials designed to breach IT security or disrupt the performance of the network is strictly prohibited. Vandalism (any attempt to damage or destroy equipment or data) is forbidden and will result in immediate cancellation of all computer use privileges and disciplinary action. In terms of the Code of Behaviour, vandalism may be considered a serious breach of the school rules.
- Use of the network or access to the Internet in order to obtain, distribute or store offensive, obscene, disruptive or threatening materials is strictly forbidden and will be subject to the most serious sanction under the Code of Behaviour.
- Students will not attempt to gain unauthorised access to the school's computer system or to any other computer system through the school computer system or go beyond their authorised access. This includes attempting to log on to another person's account or accessing or interfering with another person's work or files.
- Students will not make any deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.

Inappropriate Language

Restrictions in the use of inappropriate language apply to public messages, private messages and material posted on Web pages. Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language. Users will not engage in personal attacks, including prejudicial or discriminatory actions that distresses or annoys another person or post false or defamatory information about a person or organisation. Users will not use any language likely to bring them or the school into disrepute.

Seating plan

When computers are to be used in class a seating plan is required and should be adhered to (e.g. unless there are technical difficulties or team work in groups is required). Students should be assigned the same computer for use throughout the year. This should be noted by the teacher.

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Sanctions

Misuse of the computing resources may result in disciplinary action, including written warnings, withdrawal of access privileges and, where deemed appropriate, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

Cyber Bullying

Introduction:

1. Social Media provide a dynamic and rapidly evolving means of communication. I-Pads, Mobile phones, chat rooms, websites and social networks, such as Facebook, play a significant role in many young people's lives as they interact with their peers and search for a social identity.

2. Inappropriate use of social media may lead to what is commonly known as Cyber Bullying.

3. Cyber Bullying, like any other form of bullying, is the abuse of one person or group of people by another person or group of people. It is an affront to human dignity and will be treated in accordance with the principles and procedures of this Cyber Bullying Policy, the school's Code of Behaviour, the Anti-Bullying Policy, the Child Protection Policy, the Internet Acceptable Usage Policy (AUP), the Health and Safety Statement and the Policies on Dignity in the Workplace, Harassment and other relevant policies.

4. Due to the instant, public, open and potentially permanent nature of access to material posted on social media and its capacity to multiply exponentially, a single inappropriate and offensive posting may constitute Cyber Bullying.

5. The school has a duty of care toward its pupils and its staff. A safe and respectful environment in school is necessary so that teaching and learning can take place.

6. The school, together with other relevant parties (parents and/or guardians, social media providers, Gardai etc.) has a responsibility (though not the sole one) for the promotion of the responsible use of social media and the prevention of their misuse, with special reference to Cyber Bullying.

7. This Cyber Bullying Policy applies even when a student engages in inappropriate use of social media, when not under the direct supervision of the school; when there is a clear connection with the school and/or a demonstrable impact on its aims, work reputation and/or personnel.

Definitions:

Social Media Technologies are defined as information and communication technologies [ICT], such as the internet, digital media or the mobile phone (e.g. text messages, group messaging services, instant messaging,

personal websites, online personal polling websites, social media networks etc.) Cyber Bullying means any usage of Social Media Technologies that seeks to undermine or humiliate a member, or members, of the school community. This includes circulating or publishing through ICT, material recorded without consent for the purpose of undermining, or causing damage to, the professional or personal reputation of another person, whether considered a "joke" or not.

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Policy

Cyber Bullying will be deemed a serious breach of the school's Code of Behaviour and Anti-Bullying Policies, as well as other relevant policies, and will attract serious sanctions, up to and including suspension and expulsion. Allegations of Cyber Bullying may also be reported to the Gardai or other outside agencies as appropriate. Any misbehaviour, including inappropriate use of social media, impacting on the health and safety of any member of the school community, will be treated with the utmost seriousness by the Principal and the Board of Management.

Reporting procedure and investigation

1. Any student or staff member who believes s/he has, or is being, subjected to Cyber-Bullying, as well as any person who has reason to believe a student or staff member is being subjected to (or has been subjected to Cyber-Bullying) shall immediately report the matter to the Principal, Deputy Principal or Year Head.

2. The Principal/Deputy Principal or Year Head shall investigate all reports of such conduct in line with agreed school procedures. Cyber Bullying will be subject to appropriate discipline and sanctions, to be decided by the Board of Management. The seriousness of the violation will determine the sanction to be applied. This may include suspension or expulsion.

3. All involved parties will be informed of the results of investigations into Cyber Bullying.

Consequences for false accusation

1. The consequences and appropriate remedial action for a student found to have falsely accused another member of the school community of an act of Cyber-Bullying range from positive behavioural interventions up to and including suspension or expulsion.

2. The consequences and appropriate remedial action for a school employee found to have maliciously accused another employee of an act of Cyber-Bullying is that s/he may be disciplined. Such discipline will be in accordance with relevant legislation and the school's Dignity at Work Policy.

3. In circumstances where an investigation of Cyber-Bullying is not proven, but the Board is satisfied that a genuine and reasonable complaint is made, no action will be taken against the complainant.

Discipline and Consequences

1. Some acts of Cyber-Bullying may be isolated incidents requiring the School Authorities to respond appropriately to the individual committing the acts. Other acts may be so serious, or part of a larger pattern of Cyber-Bullying, that they will require a response from outside agencies such as the Gardai.

2. Sanctions will be decided by the Board of Management and the seriousness of the violation will determine the sanction to be applied. This may range from positive behavioural interventions, up to and including suspension or expulsion. It should be further noted that Cyber-Bullying using school technologies, is in violation of the school's Acceptable Internet Use Policy.

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3. Intervention techniques to prevent Cyber-Bullying and to support and protect victims may include appropriate strategies and activities, as determined from time to time by the Board of Management and Principal.

Appeals

Section 20 of the Education Act 1998 gives parents and students (aged 18 and over) the right to appeal certain decisions made by the Board of Management or by a person acting on behalf of the Board (expulsion; cumulative suspension of 20 days; refusal to enrol). In general, appeals must be made within 42 calendar days from the date that the parents/guardians were notified of the decision.

Reprisal or retaliation prohibited

The Board of Management will not tolerate reprisal or retaliation against any person who reports an act of Cyber-Bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Board or Principal after consideration of the nature and circumstances of the act, in accordance with the principles of natural justice and Department of Education and Skills regulations and procedures. The Board of Management and the Principal wish to encourage active reporting of all cases of Cyber-Bullying and will support aggrieved persons throughout the process.

Review date: November 2015