



2022/23

Castletroy College Internet Acceptable Use Policy



Address	Newtown, Castletroy, Co. Limerick, V94 6D85
Telephone	061330785
Email	admin@castletroycollege.ie
Website	http://castletroycollege.ie/
Fax	061330844
School Name	Castletroy College



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General Approach

The aim of this Internet Acceptable Use Policy (AUP) is to ensure that pupils will benefit from the 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. If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

This Acceptable Use Policy applies to pupils who have access to and are users of the internet in Castletroy College and use of school online platforms such as Google Workspace.

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.

Castletroy College will deal with incidents that take place outside the school that impact on the wellbeing of pupils or staff under this policy and associated codes of behaviour and anti-bullying policies. In such cases Castletroy College will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

Castletroy College promotes safer use of the internet across the curriculum and in ICT classes.

This policy has been developed by a working group including: Principal, Deputy Principal, Digital Learning Coordinator, teachers and representatives of the Board of Management.

The school will monitor the impact of this policy.

Should serious online safety incidents take place, the principal Mr. Flanagan should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by the Digital Learning Team.



Content Filtering

Castletroy College has chosen to implement the following level on content filtering on the Schools Broadband Network:

Level 5 This level allows access to millions of websites including games and YouTube and allows access to personal websites category, 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.

Pupils taking steps to by-pass the content filter by using proxy sites or other means may be subject to disciplinary action, including written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion.

Web Browsing and Downloading

Pupils will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

Pupils will report accidental accessing of inappropriate materials in the classroom to their teacher.

Pupils will report accidental accessing of inappropriate materials in school but outside the classroom to Mr. Shortt Digital Learning Coordinator.

Pupils and staff will not copy information from the internet without acknowledging the creator and referencing the source of the content.

Pupils 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.

Pupils will use the school's internet connection only for educational and career development activities.

Pupils 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.

Pupils 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 not allowed.

Downloading by pupils of materials or images not relevant to their studies is not allowed.

Email and Messaging

The use of personal email accounts is not allowed at Castletroy College .

Pupils should not under any circumstances share their email account login details with other pupils.

Pupils should not use school email accounts to register for online services such as social networking services, apps, and games.

Pupils should be aware that email communications are monitored.

Pupils will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

Pupils 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.

Pupils should avoid opening emails that appear suspicious. If in doubt, pupils should ask their teacher before opening emails from unknown senders.

Social Media

The following statements apply to the use of messaging, blogging and video streaming services in Castletroy College :

Use of instant messaging services and apps including Snapchat, Whats Apps, G Chat etc. is allowed in Castletroy College with express permission from teaching staff.

Use of blogs such as WordPress, Tumblr etc. is not allowed in Castletroy College .

Use of video streaming sites such as YouTube and Vimeo etc. is allowed with express permission from teaching staff.



Staff and pupils must not use social media and the internet in any way to harass, insult, abuse or defame pupils, their family members, staff, other members of the Castletroy College community

Staff and pupils must not discuss personal information about pupils, staff and other members of the Castletroy College community on social media.

Staff and pupils must not use school email addresses for setting up personal social media accounts or to communicate through such media.

Staff and pupils must not engage in activities involving social media which might bring Castletroy College into disrepute.

Staff and pupils must not represent your personal views as those of Castletroy College on any social medium.

Personal Devices

Pupils using their own technology in school should follow the rules set out in this agreement, in the same way as if they were using school equipment.

The following statements apply to the use of internet-enabled devices such as tablets, gaming devices, and digital music players in Castletroy College :

Pupils are only allowed to bring personal internet-enabled devices into Castletroy College with expressed permission from staff.

Pupils are only allowed to use personal internet-enabled devices during lessons with expressed permission from teaching staff.

Pupils are not allowed to use personal internet-enabled devices during social time.

Images & Video

Care should be taken when taking photographic or video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.



At Castletroy College pupils must not take, use, share, publish or distribute images of others without their permission.

Taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from staff.

Pupils must not share images, videos or other content online with the intention to harm another member of the school community regardless of whether this happens in school or outside.

Sharing explicit images and in particular explicit images of pupils and/or minors is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved. Sharing explicit images of other pupils automatically incurs suspension as a sanction.

Cyberbullying

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

Engaging in online activities with the intention to harm, harass, or embarrass another pupil or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

Measures are taken to ensure that staff and pupils 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 cyber-bullying even when it happens outside the school or at night.

Measures are taken by Castletroy College to ensure that staff and pupils 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 cyber-bullying 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 school's code of behaviour.

The prevention of cyberbullying is an integral part of the anti-bullying policy of our school.



School Websites

Pupils will be given the opportunity to publish projects, artwork or school work on the internet in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.

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

The publication of student work will be coordinated by a teacher.

Castletroy College will use only digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will only be published on the school website with parental permission.

Personal student information including home address and contact details will not be published on Castletroy College web pages.

Castletroy College will avoid publishing the first name and last name of pupils in video or photograph captions published online.

Google Workspace and online learning

Google Workspace and related applications are monitored by the staff and the Google Workspace admin of Castletroy College. Google recommended custom settings for Google Workspace and Meet in an educational context are applied.

Information on google services are provided on the student digital learning hub available online at:

<https://sites.google.com/castletroycollege.ie/digitallearninghub/parents/google-services-info?authuser=0>

Users of Google Workspace @castletroycollege.ie are subject to the google Google Workspace acceptable use policy available online at:

https://workspace.google.com/terms/use_policy.html



Google Workspace for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their Google Workspace for Education accounts, students may access and use the following “Core Services” offered by Google (described at https://workspace.google.com/terms/user_features.html):

- Gmail
- Google+
- Calendar
- Chrome Sync
- Classroom
- Cloud Search
- Contacts
- Docs, Sheets, Slides, Forms
- Drive
- Groups
- Google Hangouts, Google Chat, Google Meet, Google Talk
- Jamboard
- Keep
- Sites
- Vault

In addition, we also allow students to access certain other Google services with their Google Workspace for Education accounts. Specifically, your child may have access to the following “**Additional Services**”:

- Google Chrome Sync
- Google Classroom
- Google Earth
- Google Takeout
- YouTube

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from Google Workspace for Education accounts in its Google Workspace for Education Privacy Notice. You can read that notice online at



https://gsuite.google.com/terms/education_privacy.html You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google collect?

When creating a student account, Castletroy College may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the Google Workspace for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and
- cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

How does Google use this information?

In Google Workspace for Education **Core Services**, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

Does Google use student personal information for users in schools to target advertising?



No. For Google Workspace for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with an Google Workspace for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an Google Workspace for Education account.

Can my child share information with others using the Google Workspace for Education account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google. *(In castletroy college students cannot share files outside the domain @castletroycollege.ie)*

Will Google disclose my child's personal information?

Google will not share personal information with companies, organisations and individuals outside of Google unless one of the following circumstances applies:

- **With parental or guardian consent.** Google will share personal information with companies, organisations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through Google Workspace for Education schools.
- **With Castletroy College** Google Workspace for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.
- **For external processing.** Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the Google Workspace for Education privacy notice and any other appropriate confidentiality and security measures.
- **For legal reasons.** Google will share personal information with companies, organisations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
 - meet any applicable law, regulation, legal process or enforceable governmental request.
 - enforce applicable Terms of Service, including investigation of potential violations.
 - detect, prevent, or otherwise address fraud, security or technical issues.



- protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a Google Workspace for Education account for your child, and Google will not collect or use your child's information as described in this notice. You must instruct the school not to create a Google Workspace account for your child as the school will create one unless instructed otherwise.

If you consent to your child's use of Google Workspace for Education, you can access or request deletion of your child's Google Workspace for Education account by contacting the school. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the Google Workspace for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's Google Workspace for Education accounts or the choices available to you, please contact the school. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [Google Workspace for Education Privacy Center](https://www.google.com/edu/trust/) (at <https://www.google.com/edu/trust/>), the [Google Workspace for Education Privacy Notice](https://gsuite.google.com/terms/education_privacy.html) (at https://gsuite.google.com/terms/education_privacy.html), and the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/) (at <https://www.google.com/intl/en/policies/privacy/>).

The Core Google Workspace for Education services are provided to us under [Google's Apps for Education agreement](https://www.google.com/apps/intl/en/terms/education_terms.html) (at https://www.google.com/apps/intl/en/terms/education_terms.html) and the [Data Processing Amendment](https://www.google.com/intl/en/work/apps/terms/dpa_terms.html) (at https://www.google.com/intl/en/work/apps/terms/dpa_terms.html).

This AUP applies to Google Workspace and related applications.



Use of teleconferencing - Addendum 1

Reasonable Use

Our school utilises teleconferencing such as google meet during periods of school closure. Distance learning is a way of learning remotely without being in regular face-to-face contact with a teacher in the classroom. There are many benefits to teaching and learning in this way, and students and teachers have the tools and expertise to use teleconferencing to sustain learning.

Our school provides a video conferencing option for our students and staff. It is expected that students and staff will use the platform in a professional and ethical manner for the purpose of teaching, learning and assessment.

The use of teleconferencing requires students and teachers to observe the following rules in order to ensure that both staff and students benefit from this way of teaching and learning.

Students and Staff should never;

1. Post, stream or transmit any content, including live video, that violates this Policy in such a way that is offensive to students / staff.
2. Do anything illegal, facilitate any illegal activity, or promote violence.
3. Do anything that threatens, exploits or otherwise harms children or fellow students.
4. Engage in any activity that is harmful, obscene, or indecent. This includes offensive gestures, displays of nudity, violence, pornography, sexually explicit material, or criminal activity.
5. Engage in any activity that is fraudulent, false, or misleading.
6. Engage in any activity that is defamatory, harassing, threatening or abusive.
7. Store or transmit any data or material that is fraudulent, unlawful, harassing, libellous, threatening, obscene, indecent or otherwise inappropriate.
8. Send unauthorised messages or irrelevant material.
9. Misrepresent a user's identity or affiliation with any entity or organisation, or impersonate any other person.
10. Harvest, collect, or gather user data without consent.
11. Violate or infringe any intellectual property or proprietary rights of others, including copyrights.
12. Violate the privacy of others or distribute confidential or personal information of others.
13. Engage in any activity that is harmful or disruptive to the operation of on-line classes. This includes transmitting viruses, malware or other malicious or destructive code or using tools that mask IP address location or to otherwise circumventing restrictions on use due to regulations or account closures.

If school authorities are made aware of any abuse or infringement on these rules, the school will investigate the issue and take immediate, appropriate action where warranted in line with the school's Code of Behaviour.



Permission Form

Legislation

The school will provide information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:

- 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 explained to me by the school.

Student's Signature: _____

Parent/Guardian : _____

Date: _____

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my son or 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 school work 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.



Signature: _____ Date: _____

Address: _____

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

School Name: Name of Student: _____

Class/Year: _____

Student: _____



Monitoring and Review

As part of the School Self-Evaluation Process, Castletroy College will monitor, review and evaluate this Policy on an ongoing basis to ensure legal compliance and the maintenance of best practices.

This policy was adopted by the Board of Management on 30/01/23

Signed: _____

Signed: _____

Chairperson of Board of Management

Principal

Date of next review: January 2024