

Internet Acceptable Use Policy

Address	Arklow FETC, Fernhill Plaza, Wexford Road, Arklow.
Telephone	0402 39680
Email	vtosarklow@kwetb.ie
Website	www.arklowfetc.ie
School Name	Arklow FETC
Date of Commencement	01/22/2020
Author	Lynn Armstrong



afetc
Arklow Further Education
& Training Centre

Contents

1. Introduction
2. General Approach
3. Content Filtering
4. Web Browsing and Downloading
5. Email and Messaging
6. Social Media
7. Personal Devices
8. Images & Video
9. Cyberbullying
10. School Websites
11. Permission Form



afetc

Arklow Further Education
& Training Centre

General Approach

The aim of this Internet Acceptable Use Policy (AUP) is to ensure that learners and teachers will benefit from the learning opportunities offered by the centre's internet resources in a safe and effective manner.

Internet use and access is considered a centre resource and privilege. If the centre AUP is not adhered to this privilege may be, withdrawn and appropriate sanctions will be imposed.

When using the internet learners, parents, volunteers and staff are expected:

- To treat others with respect at all times.
- Not undertake any actions that may bring the centre into disrepute.
- Respect the right to privacy of all other members of the centre community.
- Respect copyright and acknowledge creators when using online content and resources.
- Not to undertake any actions which may compromise the security of the centre community or any individual using centre resources.
- Not to purposefully attempt to access inappropriate content using centre resources.

This Acceptable Use Policy (AUP) applies to all learners, parents, carers, volunteers, staff, contractors and all others who have access to and are users of IT equipment and the internet in Arklow FETC.

Misuse of the internet and/or IT equipment may result in disciplinary action, including written warnings, withdrawal of access privileges, and, in extreme cases, suspension or expulsion/dismissal. The centre also reserves the right to report any illegal activities to the appropriate authorities.

Arklow FETC will deal with incidents that take place outside the centre that impact on the wellbeing of learners or staff under this policy and associated codes of behaviour and anti-bullying policies. In such cases Arklow FETC will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of centre and impose the appropriate sanctions. The centre also reserves the right to report any such activities or concerns regarding same to the appropriate authorities.

Arklow FETC implements the following strategies on promoting safer use of the internet:

- Learners will be provided with education in the area of internet safety as part of our learner induction phase and also through centre curriculum.
- Internet safety advice and support opportunities are provided to learners in Arklow FETC through our INDUCTION, ICT and MENTORING programmes.
- Adequate supervision of Learners using centre resources.
- Review of the educational value of online content used in class activities to promote teaching and learning by teaching staff, to ensure it meets the needs of learners and is relevant to curriculum and course content.

This policy and its implementation will be reviewed annually by the following stakeholders:

- The centre management team
- Teaching staff
- Administrative staff
- Resource staff
- KWETB IT Department
- GPS IT services

The centre will monitor the impact of the policy using:

- Logs of reported incidents.
- Feedback from Teaching Staff, Learners and Administrators.

Should any online safety incident take place; major or minor. IT equipment should be shut down immediately and the relevant programme manager should be informed. (Sharon Hughes Youthreach, Lynn Armstrong VTOS and BTEI, Mary McCall ABE). A report of the incident will be logged.

The implementation of this Internet Acceptable Use Policy (AUP) will be monitored by the centre management team with the support of KWETB in Arklow FETC staff, teaching, resource and administrative.

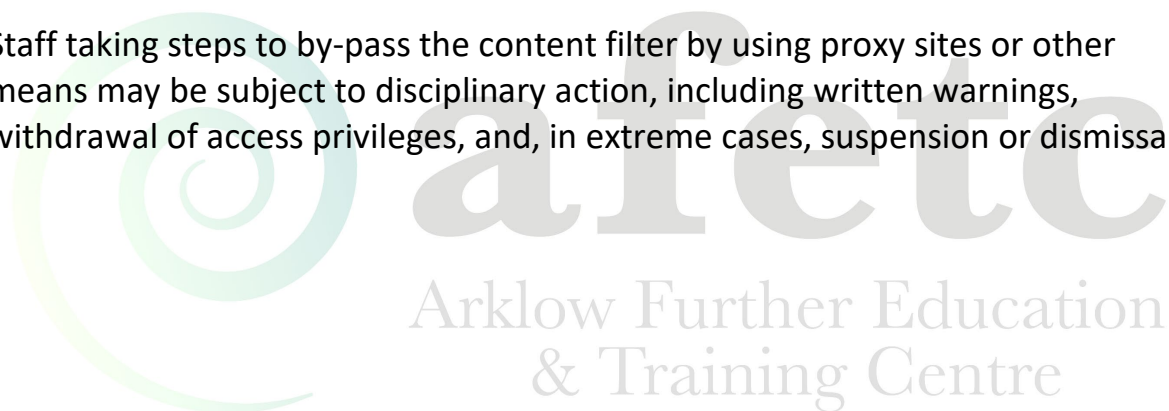
Content Filtering

Arklow FETC has chosen to implement the following level on content filtering on the Centres Broadband Network:

- **Level 3.** This level allows access to millions of websites including YouTube but blocks websites belonging to the games category as well as, the adult content categories, and blocks access to websites belonging to the personal websites category. Also blocking access to websites such as Facebook belonging to the Social Networking category.

Learners 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, and, in extreme cases, suspension or expulsion.

Staff 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, and, in extreme cases, suspension or dismissal.



Web Browsing and Downloading

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

Staff and Learners will report accidental accessing of inappropriate materials in the classroom to their teacher or manager immediately, and an incident report will be logged.

Staff and Learners will report accidental accessing of inappropriate materials in the centre but outside the classroom to the relevant programme coordinator or member of the centre management team immediately, and an incident report will be logged.

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

Learners and Staff will use the centre's internet connection only for educational (teaching and learning resources) and career development activities.

Learners and Staff 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.

Learners and Staff 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 in Arklow FETC.
- Downloading by learners of materials or images not relevant to their studies is not allowed.
- Downloading by Staff of materials or images not relevant to their duties as a coordinator, teacher, resource person or administrator in Arklow FETC is not allowed.

Email and Messaging

- The use of personal email accounts by Learners is allowed at Arklow FETC for educational purposes, relevant to their studies for the purpose of teaching and learning.
- Learners and Staff should not under any circumstances share their email account login details or Centre profile login details with other Staff or Learners.
- Staff or Learners should not use another person's IT profile for any reason.
- Staff and Learners should fully logout from IT equipment at the end of each session and when leaving equipment unattended.
- Learners and Staff should not use centre email accounts to register for online services such as social networking services, apps, and games.

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

Staff and Learners should immediately report to the relevant programme manager or member of the centre management team, 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.**

Staff and Learners should avoid opening emails that appear suspicious. If in doubt, ask for advice from staff or centre management before opening emails from unknown senders.

Social Media

The following statements apply to the use of social media, messaging, blogging and video streaming services in Arklow FETC:

- Use of instant messaging services and apps including Snapchat, WhatsApp, and G Chat etc. is not allowed on IT equipment in Arklow FETC.
- Use of blogs such as Word Press, Tumblr etc. is allowed in Arklow FETC for educational purposes, to support teaching and learning.
- Use of video streaming sites such as YouTube and Vimeo etc. is allowed in Arklow FETC for Educational purposes, to support teaching and learning.

Staff and Learners must not use social media and the internet in any way to harass, insult, abuse or defame learners, their family members, staff, and other members of the Arklow FETC community

Staff and Learners must not discuss personal information about learners, staff and other members of the Arklow FETC community on social media.

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

Staff and Learners must not engage in activities involving social media, which might bring Arklow FETC into disrepute.

Staff and Learners must not represent your personal views as those of bring Arklow FETC on any social medium.

Personal Devices

Staff and Learners using their own technology equipment in the centre should follow the rules set out in this agreement, in the same way as if they were using centre equipment.

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

- Staff and Learners are allowed to bring personal internet-enabled devices into Arklow FETC
- Learners are only allowed to use personal internet-enabled devices during lessons with expressed permission from teaching staff for classroom activities with an educational purpose, to promote teaching and learning
- Staff and Learners are allowed to use personal internet-enabled devices during social time, while following the rules set out in this agreement



afetc

Arklow Further Education
& Training Centre

Images & Video

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

At Arklow FETC Staff and Learners must not take, use, share, publish or distribute images of others members of the Arklow FETC community without their permission.

Taking photos or videos on centre grounds or when participating in centre activities is only allowed with expressed permission participants, staff and the centre management team. Photos and Videos for assessment purpose will be stored and shared in line with KWETB/AFETC assessment policy.

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

Sharing explicit images and in particular explicit images of minors, Learners and Staff is an unacceptable and an absolutely prohibited behaviour, with serious consequences and sanctions for those involved. Sharing explicit images of other members of the centre community or any individual internal or external to the centre will automatically incurs suspension as a sanction and will be investigated.

Cyberbullying

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

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

Measures are taken to ensure that Staff and Learners 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 centre or outside of centre hours.

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 centre’s code of behaviour.

The prevention of cyber bullying is an integral part of the anti-bullying policy of our centre.

School Websites

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

The website will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of Learners or Staff.

Arklow FETC will use only digital photographs, audio or video clips of focusing on group activities. Content focusing on individual students will only be published on the centre website with consent of the individual (parent/guardian where applicable).

Personal Learner or Staff information including home address and contact details will not be published on Arklow FETC webpages.



Permission Form

Legislation:

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

Data Protection Act 2018,
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 Centre'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 centre.

Student's Signature: _____

Parent/Guardian: _____

Staff Signature: _____

Date: _____

afetc
Arklow Further Education
& Training Centre

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 centre to provide for online safety but the centre cannot be held responsible if learners access unsuitable websites.

In relation to the centre website, I accept that, if the centre 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 centre website.

Signature: _____ Date: _____

Address: _____

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

Centre Name: Arklow FETC

Name of Student: _____

Programme: _____

Course: _____