



## Rice College Acceptable Usage Policy (AUP)

**School Name:** Rice College, Ennis, Co. Clare

**Address:** New Road, Ennis, Co Clare. V95 FV10

### Details:

Rice College is a Voluntary Roman Catholic Secondary School under the Trusteeship and the Patronage of the Edmund Rice Schools Trust. The School is grant aided by the Department of Education & Skills and is a co-educational school.

### School Management:

The Board of Management of Rice College is a statutory Board appointed pursuant to the provisions of the Education Act 1998.

### Mission Statement

Rice College, Ennis is operated according to the religious and educational philosophy of the Edmund Rice Schools Trust (ERST). We are a caring school. We strive to live up to Christian values and show genuine concern for our school community. Our core aims are to provide a broad and comprehensive education and to recognise the needs and develop the talents of each person. We strive to enrich all those with whom we are privileged to come in contact. We strive to succeed.

### Ethos

Rice College, Ennis is a Catholic school which operates following the tradition of the Christian Brothers and in the vision of Blessed Edmund Rice. It is a place of learning wherein a high standard of teaching is provided to all pupils. Rice College uses all its resources to help pupils achieve their potential. To facilitate our goals of learning and preparing for life after school a high standard of behaviour is expected from students.



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## Introduction

This Acceptable Usage Policy (IAUP) applies to students who have access to, and are users of the internet and any digital technologies in Rice College, Ennis, Co. Clare. This policy has been developed in accordance with the Rice College, Ennis **Child Protection Policy, Child Safeguarding Statement, Children First Act 2015** and **Child Protection Guidelines (2017)** and **GDPR 2018**. All information relating to this policy is dealt with and stored in compliance with **GDPR Guidelines (2018)**.

During the development of this policy, consideration has been given to the Rice College Whole School Guidance Plan, SEN Policy, Code of Discipline, Wellbeing Policy, and the Rice College SIP (Targets for 2019 and going forward include Digital Learning).

**Designated Liaison Person – Mr. Louis Mulqueen (Principal)**

**Deputy Designated Liaison Person – Ms. Claire Culligan (Deputy Principal)**

## Aims

The aim of this Acceptable Usage Policy is to ensure that students will benefit from the learning opportunities afforded by internet access and digital technologies, in a safe and effective manner. If the AUP is not adhered to sanctions may be imposed in line with Rice College Code of Discipline.

## General Information

Rice College, Ennis implements the following strategies to promote the safe use of internet facilities, in order to maintain highly effective standards of learning and teaching, and to minimise the risks associated with internet usage:

- Internet Safety talks and advice are provided to all students in Rice College
- Students are prohibited from accessing the internet unless under the supervision of a teacher
- Staff members are afforded the opportunity to upskill in this area – CPD is advertised, and subsidised at the discretion of the Principal

When using the internet facilities at Rice College, Ennis, all users are expected to:

- Respect the privacy of all members of the school community
- Not undertake any actions with regard to internet usage that might bring Rice College or members of the Rice College community into disrepute
- Report any suspected misuse of the internet facilities to the Principal/any mandated person

This policy is shared with students in computer classes in September and during Internet Safety Week.

Students who misuse the internet facilities provided by Rice College may be subject to some or all of the following disciplinary actions: verbal warnings, written warnings, withdrawal of access, detention, suspension, expulsion.

Rice College, Ennis reserves the right to report any suspected illegal activities to the appropriate authorities.



## Acceptable Use

### Browsing the Web – Downloading

- Students will not intentionally visit internet sites that contain illegal, obscene, hateful or any other objectionable material
- Students will not download or view any material that is illegal, obscene, hateful or otherwise objectionable
- Students will not download material with the purpose of intimidating, bullying or harassing another person
- Students will use the Rice College, Ennis internet connection for educational purposes only
- Students will not download material irrelevant to their studies – and will only download relevant material with the permission of the supervising teacher
- Students will report any accidental downloading/ accessing of illegal/inappropriate material within the school to the supervising teacher, who will report same to senior management/the DLP
- Students will be aware that any misuse of the internet facilities in Rice College, Ennis will be subject to sanctions
- Students will be aware that the internet facilities of Rice College, Ennis may be monitored for security/ child protection /health and safety /dignity in the workplace

### Email

All students have been issued with a Rice College, Ennis email account, the following are the expectations:

- Students will not, under any circumstances, share their account/login details with any other student
- Students will not send any material that is illegal, obscene, hateful or otherwise objectionable, or that is intended to intimidate, bully or harass another person
- Students will report the receipt of any communication that is illegal, obscene, hateful, objectionable or makes them in any uncomfortable to a teacher, who will report same to senior management/the DLP
- Students will not respond to any communication which is illegal, obscene, hateful or in any way objectionable
- Students will avoid opening any communication which appears in any way suspicious; if in doubt, the student will ask the supervising teacher before accessing communications which might be suspicious
- Student email accounts will be deleted at the end of the calendar year in which students complete their Leaving Certificate examinations. Students will be notified of this.

### Social Media



The following applies to any blogging, streaming or messaging which may take place in Rice College, Ennis, under the supervision of a teacher:

- Blogging, messaging and the use of apps is only allowed with the permission of the supervising teacher
- Social media cannot be used to in any way intimidate, bully or harass another person – student, staff member, family member, or any member of the public
- Students will not use their school email address to set up personal social media accounts
- Students will not engage in activities on social media which might bring Rice College, Ennis into disrepute
- Students will not present their personal views as those of Rice College, Ennis on any social media forum

### Personal Devices

Students using personal internet access devices in school, e.g. their mobile phones, will follow this policy as if they were using Rice College, Ennis technology.

The following applies to the use of all internet enabled devices such as mobile phones:

- Students are allowed to bring internet enabled devices to school
- **All internet enabled devices, e.g. mobile phones will be powered off during school hours, as per the Rice College Code of Discipline**
- **Students are only allowed to use internet enabled devices, e.g. their mobile phone, during class for the purposes of learning and teaching, with the advanced expressed permission of the supervising teacher.**

### Images and Videos

When taking photographic or video images care must be taken that the parents/guardians of all those involved have signed the agreement to allow the image of their child to be included. The student must be dressed appropriately, and the activity being recorded must not be such that its exposure might bring them or Rice College, Ennis into disrepute.

Photographs, videos etc. on school grounds, and of school activities, is allowed, once permission has been granted by the supervising teacher, and will not cause harm to any member of the school community.

Students are prohibited from sharing content online with the intention of bringing another person into disrepute.

Staff should not use personal devices to photograph or video students.

### School Website

Our website is [www.ricecollege.ie](http://www.ricecollege.ie).

All material to be published on the website must be sent to our website designer – details from Mr. Mulqueen.

No personal information, of staff or students, will be published on the Rice College, Ennis website.



## **VSWare**

VSWare has been extended to parents/guardians. Content will be monitored to ensure that no content is published that compromises the safety, privacy and integrity of the staff or students of Rice College, Ennis.

User-generated content will be monitored at regular intervals, as will any webpages which allow the addition of comments, to ensure the absence of inappropriate/offensive/obscene content.

## **Cyber Bullying**

Refer to Rice College, Ennis **Cyber Bullying Policy 2018**.

Rice College strives to ensure the safety of all members of the school community, including online, in social media, etc.

Engaging in online activities with the intention to intimidate, bully or harass another person is deemed unacceptable by Rice College, Ennis, is prohibited, and carries consequences and sanctions for all participants.



# Acceptable Usage Policy Permission

I, \_\_\_\_\_ (Student's Name in Block Capitals) have read the Rice College, Ennis Acceptable Usage Policy on the safe use of the internet, and technological devices while in school.

I agree to follow this Acceptable Usage Policy.

I will use the internet and digital technologies in a responsible way, and obey the rules outlined in this policy.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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As the parent/guardian of the above named student, I have read the Rice College, Ennis Acceptable Usage Policy and I grant permission for the above named student to access the internet and digital technologies, for the purposes of learning and teaching, and under the supervision of a teacher. I understand that internet access is intended for educational purposes, and that every reasonable precaution has been taken by Rice College, Ennis to ensure the online safety of my child. I understand that Rice College, Ennis cannot be held responsible if the students access unsuitable websites through non-adherence to this policy.

In relation to the Rice College, Ennis website and social media platforms, I accept that if the school considers it appropriate, content and images may be chosen for inclusion. If I do not my child's image to be published, I will inform the school, and my child will inform any person who is in charge of taking images at school events.

I understand and accept the terms of this Internet Acceptable Usage Policy.

**Name of Parent/Guardian (in Block Capitals):** \_\_\_\_\_

**Signature of Parent/Guardian:** \_\_\_\_\_



## Policy Review

This Internet Acceptable Usage Policy is reviewed on an ongoing basis. The policy is circulated amongst staff and can be viewed on the school website

## Approval

This Internet Acceptable Usage Policy has been approved by Rice College Board of Management

**Signed:** \_\_\_\_\_ **Date:** 7/12/22

Chairperson, Board of Management.

**Signed:** \_\_\_\_\_ **Date:** 7/12/22

Principal, Rice College.