

Internet Acceptable Usage Policy

Ballymun Youthreach

1. Introduction

The aim of the Ballymun Youthreach Internet **Acceptable Use Policy** (AUP) is to ensure that pupils will benefit from learning opportunities offered by the centre's Internet resources in a safe and effective manner. Internet use and access is a centre resource and privilege. Therefore, if the centre AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in this AUP – will be imposed.

This policy was drawn up by the staff of the centre and it is envisaged that centre staff will revise the AUP as necessary. This policy applies to all computers in the centre and has been amended to include section 11. which now covers acceptable use of blended learning platforms and academic honesty in relation to working from home.

It is understood that all Parents/Guardians of students attending the centre have read and signed this document and should they have any concerns about it will query them with the Centre's co-ordinator.

This policy is underpinned by the "General Rules of the Centre" and the Centre's "Anti-Bullying Policy". It is also underpinned by the CDETB's "Computer and Network Usage Policy" which is available for viewing on <http://www.cdetb.ie>

2. Centre's Strategy

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

- Students and teachers who use the Internet must be aware of issues relating to Internet safety.
- All Internet and Computer sessions must be supervised by the Teacher
- Students will only use Software/Internet Programmes as Instructed by the Teacher
- The centre will use filtering software called OpenDNS and/or equivalent systems in order to minimise the risk of exposure to inappropriate material
- Uploading and downloading of non-approved software will not be permitted
- Virus protection software will be used and updated on a regular basis. Personal USB (memory) Keys must not be used without the express permission of a teacher and only for the specific purpose approved by the teacher. The centre reserves the right to read all USB (memory) keys and to check them for viruses
- Students must not view inappropriate or manipulated imagery
- Screensavers should not be changed by students
- Account passwords and related settings should not be changed by students under any circumstances
- Students will observe good 'netiquette' (i.e. etiquette on the Internet) at all times and will not undertake any actions that may bring the centre into disrepute

Internet Etiquette

Common principles of digital citizenship and acceptable network etiquette (netiquette) will help make your online learning more rewarding. Without the aid of facial expression or tone of voice, online communications are more easily misunderstood. Your teacher can review and model key guidelines for specific class protocol for effective Internet, email, and discussion group conduct, focusing on principles of safety, respect and clear, intelligent communication.

Basic guidelines include the following:

- **Be safe**—never give sensitive personal information online, like your user ID or password.
- **Be polite**—always use an appropriate salutation and the person’s name to personalize your message; always use a digital signature at the end of an email to validate the message.
- **Be clear**—always use a descriptive subject header or title so recipients can easily identify the focus of your email.
- **Be courteous** – never flame or send insults, or respond to these types of emails; do not forward SPAM, chain letters, or other unsolicited advertising or messages.
- **Be brief**—if your email needs to be longer than several paragraphs, identify that in the opening lines so the recipient can be prepared to read a longer email, or save the email for later.
- **Be smart** – represent yourself intelligently by proofreading and checking your spelling and grammar before sending your message.
- **Be appropriate**—do not use foul or inappropriate language; if you have a question as to whether your language is too strong or emotional, don’t send your message.
- **Be legal**—obey copyright laws, and don’t use other’s content or images without permission.

Network etiquette at Ballymun Youthreach should promote the following: Be polite, use appropriate language, do not swear, use vulgarities, or any other inappropriate language. Do not reveal your (or those of anyone in the Centre) personal addresses or phone numbers to others. Illegal activities are strictly forbidden.

3. World Wide Web

- Students must not intentionally visit Internet sites that contain obscene, illegal, pornographic, hateful or otherwise objectionable materials.
- Students must not download programmes that override our Security firewall.
- Students must use the Internet for educational purposes only. Allowed to watch Netflix during free classes using own Netflix account? Maybe we need to put an age limit of 15?
- Students must be familiar with copyright issues relating to online learning.
- Students must never disclose or publicise personal information.
- Students must be aware that any usage, including distributing or receiving information, centre-related or personal, may be monitored for unusual activity.
- Online shopping is not allowed
- Netflix and other streaming websites can only be used by the Teacher?

4. Social Networking – Facebook, Twitter, Online Text Messaging and Email

- Web-Text messaging through mobile phone companies (via the Internet) is forbidden.
- Instant messaging (messaging through chat rooms, Twitter accounts etc.) is forbidden.
- Students should not access any social networking websites unless specifically asked to by their teacher

- Students will not transmit any material or content via e-mail that is illegal, obscene, defamatory or intended to annoy, Intimidate or upset another person.
- Students should not use their personal email addresses unless they get specific permission from the teacher.

5. Internet Chat

- Internet chat rooms, discussion forums or other electronic communication forums may only be used under the guidance of the teacher and must always be supervised.
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes.

6. Bullying on the Internet

Hate mail, harassment, nasty personal comments, discriminatory remarks and other anti-social behaviour are prohibited on the network in the centre. Ballymun Youthreach reserves the right to discipline the student for actions taken off-campus if they are intended to have an effect on a student or staff member in the centre or if they adversely affect the safety and well-being of a student or staff member while in the centre.

Posting of photographs or references to staff members on the Internet or any social networking site is strictly prohibited and will be viewed as an extreme breach of this policy.

7. Centre Website and Social Media Pages for Centre

- Students will be given the opportunity to publish projects, artwork or centre work on the World Wide Web.
- The publication of student work will be co-ordinated by centre personnel who will select and edit it as appropriate.
- Photographs published on the website will normally focus on group activities.
- Personal student information including home address and contact details will be omitted from centre web pages.
- Students will continue to own the copyright on any work published.

8. Legislation

Students, parents and teachers should familiarise themselves with legislation relating to the use of the Internet. The following legislation is available on www.bailii.org or relevant Irish Government sites:

- Data Protection (Amendment) Act, 2003
- Data Protection Act 1988
- Child Trafficking and Pornography Act., 1998
- Interception Act, 1993
- Video Recordings Act, 1989

9. Sanctions for Misuse

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

10. Permission Form

As part of entering Ballymun Youthreach as a student, you should have read this document carefully, signed and returned the permission form to the Co-ordinator.

11. Code of Conduct for Online Learning and Safety

To help students and teachers be successful, a Code of Conduct for Online Learning and Safety is provided, outlining key expectations and guidelines for users of the Ballymun Youthreach licensed Learning Management System, technology tools and curriculum relative to:

- Academic Honesty
- Internet Safety
- Internet Etiquette
- Student Honor Code

Academic Honesty

Academic honesty is a key to learning and is essential for you to succeed in your environment. The following principles are best practices to maintaining academic honesty:

- Students must not submit work of any kind that is not their own work.
- Students must not plagiarize in any work (written, multimedia, oral, creative, etc.).
- Students must not post assessments, assignments, answers to assessments or assignments, or any other curricular materials on any media that can be seen by other students or other third parties.
- Students must not give or receive unauthorized assistance on assessments.
- Mentors and parents must not give assistance on assessments.
- Students must not present any forged documents to their teacher.

Plagiarism

Plagiarism is a serious breach of academic honesty and may result in a failing grade or other disciplinary action.

What is Plagiarism? According to the Merriam-Webster's online dictionary, to plagiarize means: • to steal and pass off (the ideas or words of another) as one's own • to use (another's production) without crediting the source • to commit literary theft • to present as new and original an idea or product derived from an existing source

Given the serious nature of plagiarism, it is important for students to understand that they must give proper credit when they use other people's ideas, words or results. To avoid plagiarism, students must use quotation marks to show when they are using someone else's words, and then cite their source using accepted citation standards for the academic discipline. Students must also acknowledge when they are paraphrasing or summarizing someone else's words or ideas. Plagiarism.org lists the following examples of plagiarism:

- Turning in someone else's work as your own
- Copying words or ideas from someone else without giving credit
- Failing to put a quotation in quotation marks
- Giving incorrect information about the source of a quotation
- Changing words by copying the sentence structure of a source without giving credit
- Copying so many words or ideas from a source that it makes up most of your work, whether you give credit or not. Teachers and students may also use plagiarism checking tools, like CheckMyWork or Turnitin. Teachers may use these tools extensively to ensure the academic

originality of written work, including essay questions, portfolio assignments, and other assessed items. Use of

APPENDIX 1

Dear Parents,

As part of the centre's provision of experiences, your child will have supervised access to the Internet. As you are probably aware, the Internet contains a vast amount of information but unfortunately not all of this is suitable for viewing and so we have produced an Internet Acceptable Use Policy specifying our guidelines.

Before being allowed to use the Internet, all students must obtain parental permission. We therefore ask that both you and your child sign the slip below as evidence of your approval and acceptance of the centre's rules on this matter. A hard copy of our Internet Acceptable Use Policy is available from the centre's office on request at any stage

Please read this Internet Acceptable Use Policy carefully.

Student Honor Code

Ballymun Youthreach's Learning Management System, including Moodle, is a web-based program that offers a full catalogue of courses to enhance learning opportunities for each student. To help students and teachers be successful, this Student Honor Code is intended to promote mutual understanding and acceptance of academic honesty and appropriate behaviors in online environments while using the program. Cheating, plagiarizing, or other acts of academic dishonesty are directly counter to the principles of Youthreach and harm most those students who engage in such activities—they cheat themselves of the opportunity to fully develop their intellectual abilities. This Honor Code serves to reinforce the students' commitment to achieving their best.

I know that academic honesty is critical to my own success, as well as to the mission of my School. I also understand that an Honor Code is, by its nature, limited not only to those situations spelled out in the code, but includes the spirit of honesty and ethics implied by the written code. I agree that I will uphold not only the letter of the code but also its implied intent of ongoing commitment to full academic honesty.

I agree that I will...

- Never submit work of any kind that is not my own, nor ever give my work to other students to submit as their own.
- Never post exam or quiz answers on the Internet or in other public places, nor use answers from posted exams or quizzes.
- Never provide a forged document of signature to my teacher of School.
- Never plagiarize in written, oral, or creative work.

- Be well informed about plagiarism and not use “lack of knowledge” as a reason for engaging in plagiarism.
- Take assessments only after I have completed the lessons leading up to that test or quiz.
- Never give or receive unauthorized assistance on assessments. I understand that all assessments are “closed- -book” and that my mentor, parents, or other persons shall not provide assistance in determining answers on assessments.
- Read and understand the contents of the Code of Conduct for Online Learning and Safety.
- Adhere to all guidelines for proper use of the Internet and all other materials provided to me.
- Accept the consequences, including disciplinary action by my school, of breaking this Honor Code.

