



**OUR
LADY'S
SCHOOL**
TERENURE



Acceptable Use of Internet and Email Policy

Ratified by the Board of Management on:

Date: 9th March 2020

Signature: _____

(Chairperson of the Board of Management)

<i>Commenced: 2006</i>
<i>Date of last Review: 2020</i>
<i>Review due: 2022</i>

Templeogue Road, Terenure,
Dublin 6w, D6WKF44

T: 01 490 3241
F: 01 492 2511

E: principal@olschool.ie
W: www.olschool.ie

Principal:
Marguerite Gorby

Deputy Principals:
Stephen Rhatigan, Aoife Ronan

Introduction

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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

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

This includes:

- Not undertaking any actions that may bring the school into disrepute.
- Respecting the right to privacy of all other members of the school community.
- Respecting copyright and acknowledging creators when using online content and resources.

This Acceptable Use Policy applies to pupils who have access to and are users of the internet in Our Lady's School. It also applies to members of staff, volunteers, parents, carers and others who access the internet in Our Lady's School.

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.

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

- Board of Management, parents, teaching staff, and pupils.

This policy has been developed by a working group including: Principal, Deputy Principal, teachers, pupils, parents/guardians, and representatives of the Board of Management.

School Strategy

The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet.

These strategies are as follows:

General Usage

- Internet sessions will always be supervised by a teacher.
- Software and/or equivalent systems will be filtered in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' Internet usage.
- Students and teachers will be provided with training in the area of Internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of personal electronic storage devices e.g. USB, in school requires a teacher's permission.
- Students will observe good "netiquette" (i.e., etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute.
- Should serious online safety incidents take place, a member of the Senior Management Team should be informed.

Strategies to promote safer use of the internet

- Internet safety advice and support opportunities are provided to pupils in Our Lady's School through our SPHE, Pastoral Care lessons, IT classes and through initiatives and promotions that occur during the school term.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.

Content Filtering

Our Lady's School has chosen to implement the following level on content filtering on the school's 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 not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

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 their Year Head.

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.

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

Use of other 'unfiltered public wireless connections, such as mobile networks, is not allowed during the school day'.

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.

Email and Messaging

The use of personal email accounts is not allowed at Our Lady's School. The school designated email address should be used for all matters related to school.

Pupils should not use school email accounts to register for online services such as social networking services, apps, and games. The school email address adheres to a secure and managed system and therefore the use of the school email address for those issues aforementioned may result in the automated deactivation of the account and any work that is saved on said account.

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

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

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 Our Lady's School community.

Staff and pupils must not discuss personal information about pupils, staff and other members of the Our Lady's School 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 Our Lady's School into disrepute.

Staff and pupils must not represent their personal views as those of Our Lady's School 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, smart watches and digital music players in Our Lady's School :

- Pupils are only allowed to use personal internet-enabled devices during lessons with expressed permission from teaching staff. All use will be supervised by the teacher
- Pupils are not allowed to use personal internet-enabled devices during social time.
- Pupils may not use their devices to record, transmit or post photos/videos of other teachers, students unless they have been given permission by the teacher.
- Pupils are not allowed to have internet-enabled devices on their person during House or State Examinations. This includes any mobile, internet-enabled device such as a smart watch or mobile phone.
- Pupils/Guardians/Parents are responsible for their devices including any breakages, cost of repair or replacement
- The Principal, Deputy Principals reserve the right to inspect or monitor student mobile devices during school hours.
- Any such infractions will be dealt with under the procedures outlined in the Code of Positive Behaviour.

Images, Sound & 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 or harm.

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.

At Our Lady's School 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.

Written permission from parents or carers is obtained upon enrolment in order that photographs of pupils may be used for school purposes including, publishing of photographs on the school website. 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.

Recording images, voice or phone calls without the express permission of the person being recorded, by any member of the school community, pupil, staff or parent runs contrary to the values of respect that we share at Our Lady's School. Such actions that are deemed defamatory or that are intended to annoy, harass or intimidate another person may be subject to legal action.

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 by Our Lady's School 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 (Dept. of Education 2013). 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 Positive Behaviour.

However, in the context of this policy, placing a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image, statement or any other form of intimidation or aggression can be viewed and/or repeated by other people will be regarded as bullying behaviour.

A single incident can have a serious effect on a pupil and may also constitute harassment which is legally prohibited in schools under equality legislation.

The prevention of cyber bullying is an integral part of the Anti-bullying Policy of our school.

School Websites

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.

Personal student information including home address and contact details will not be published on Our Lady's School web pages.

Sanctions

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

Legislation

All members of the school community should familiarise themselves with the following legislation which relates, in part, to the use of the Internet:

Data Protection (Amendment) Acts 1988-2018

Child Trafficking and Pornography Act 1998

Interception Act 1993

Video Recordings Act 1989

The Data Protection Act 1988

General Data Protection Regulation (GDPR)

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: _____

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 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 school website.

Parent/Guardian : _____

Date: _____