



Internet Acceptable Use Policy

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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

When using the internet pupils, parents and staff are expected:

- To treat others with respect at all times.
- Not undertake any actions that may bring the school into disrepute.
- Respect the right to privacy of all other members of the school community.
- Respect copyright and acknowledge 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 of Lourdes Secondary School.

- It also applies to members of staff, parents, carers, guest tutors, guest speakers, visitors and others who access the internet in Our Lady of Lourdes Secondary School.

Sanctions

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.

Our Lady of Lourdes Secondary School, where reasonable, 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 Our Lady of Lourdes Secondary School will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

Our Lady of Lourdes Secondary School implements the following strategies on promoting safer use of the internet:

- Pupils will be provided with education in the area of internet safety as part of our implementation of the SPHE, CSPE and TY curriculum.
- Internet safety advice and support opportunities are provided to pupils in Our Lady of Lourdes Secondary School through, but not limited to, our Induction, Pastoral Care, ICT, Meitheal Programme.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- Our Lady of Lourdes Secondary School will participate in Strategies and activities to promote safer more effective use of the internet.

Review

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

- Board of Management, teaching staff, and pupils.

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

The school will monitor the impact of the policy using:

- Logs of reported incidents.
- Monitoring logs of internet activity (including sites visited).
- Surveys and/or questionnaires of pupils, parents, and teaching staff.

Should serious online safety incidents take place, The Principal, Miss Toni Ormond, should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by The Board of Management of Our Lady of Lourdes.

Content Filtering

Our Lady of Lourdes Secondary School has chosen to implement the following level on content filtering on the Schools Broadband Network:

- Level 6 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. It allows 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 the Principal Miss Toni Ormond.

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 and in line with the School's Code of Behaviour.

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 is allowed with staff permission.
- Downloading by pupils of materials or images not relevant to their studies is only allowed with staff permission.

Email and Messaging

- The use of pupil personal email accounts is only allowed at Our Lady of Lourdes Secondary School with expressed permission from members of the teaching staff.
- 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 unless for educational purposes.
- 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 will only use school email accounts for communication with the school.

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 Our Lady of Lourdes Secondary School:

- Use of instant messaging services and apps including Snapchat, Whats Apps, G Chat etc. is only allowed in Our Lady of Lourdes Secondary School with express permission from teaching staff.
- Use of blogs such as Word Press, Tumblr etc. is allowed in Our Lady of Lourdes Secondary School.
- Use of video streaming sites such as YouTube and Vimeo etc. are 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, and other members of the Our Lady of Lourdes Secondary School community.

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

Staff and pupils must not represent their personal views as those of Our Lady of Lourdes Secondary 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, and digital music players in Our Lady of Lourdes Secondary School:

- Pupils are allowed to bring personal internet-enabled devices into Our Lady of Lourdes Secondary School; however it must be in line with the School's Mobile Phone Policy. The School takes no responsibility for the loss or damage of this device.
- Pupils are only allowed to use personal internet-enabled devices during lessons with expressed permission from teaching staff.

Images & Video & Audio Recordings

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.

Written permission from parents or carers will be obtained before photographs of pupils are published on the school website/facebook page.

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 by Our Lady of Lourdes Secondary 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. This definition includes cyber-bullying.

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 may be dealt with, as appropriate, in accordance with the School's Code of Behaviour.

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

School Websites

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

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

The publication of student work must be checked and coordinated by a teacher.

Our Lady of Lourdes Secondary School will use only digital photographs, audio or video clips focusing on group activities which will only be published on the school website with written parental permission.

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

Permission Form

Legislation

Information relating to this can be found at the following:

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988
- GDPR 2016

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 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 schools online presence, I accept that, if the school considers it appropriate, my child's image, videos and recordings of 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.

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: _____