



St Louis High School

**ICT
(Information and Communications Technology)**

Acceptable Use Policy

Contents

1. Introduction.....	P3
2. Content Filtering, Web Browsing & Downloading.....	P4
3. Email and Messaging & Social Media	P5
4. Personal Devices & Images & Video	P6
5. Cyberbullying & School Websites	P7
6. Support structures and sanctions	P8
7. Publication and review	P9
8. Permission Form	P10

Introduction

Digital Technologies will be used ethically and responsibly in St Louis High School to support and enhance the teaching and learning experience across all curriculum areas, to support collaborative and cooperative learning, to develop creative and critical thinking, to create a flexible and inclusive learning environment, to enable secure and reliable collaboration and communication between the school, parents and the wider community and to assist all students to realise their educational and social potential in the digital era.

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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

This Acceptable Use Policy applies to students and staff who have access to and are users of the internet in St. Louis High School.

Misuse of the Internet and the Microsoft Office 365 platform 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.

St. Louis High School will deal with incidents that impact on the wellbeing of students or staff under this policy and associated codes of behaviour and anti-bullying policies. In such cases St. Louis High School will, where known, inform parents/carers of incidents of inappropriate online behaviour and impose the appropriate sanctions.

This policy and its implementation will be reviewed annually by the Board of Management, teaching staff, support staff, pupils, and parents.

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

Should serious online safety incidents take place, the Principal should be informed. The implementation of this Internet Acceptable Use policy will be monitored by the Staff Council, Principal and Deputy Principal.

Content Filtering

St. Louis High School has chosen to implement the following level on content filtering on the Schools Broadband Network:

- Level 4 - This level allows access to millions of websites including games and YouTube but blocks access to websites belonging to the personal websites category and websites such as Facebook belonging to the Social Networking category.

Students 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

Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

Students will report accidental accessing of inappropriate materials in the classroom to their teacher.

Students will report accidental accessing of inappropriate materials in school but outside the classroom to the Principal, Deputy Principal or Year Head.

Students and staff will not copy information from the Internet without acknowledging the creator and referencing the source of the content.

Students 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.

Students will use the school's Internet connection only for educational and career development activities.

Students 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.

Students 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 students of materials or images not relevant to their studies is not permitted.

Students must engage in respectful and appropriate behaviour across the school Office 365 platform. Any misuse of the school digital applications may result in a suspension of Office 365 privileges. School sanctions will also apply.

Email and Messaging

The use of personal email accounts is only allowed with the permission of a staff member of St. Louis High School.

All students will have access to a school generated email account which will be used to access the Microsoft Office 365 platform.

Students should not under any circumstances share their email account login details with other students.

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

Students 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.

Students should avoid opening emails that appear suspicious. If in doubt, students 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 St. Louis High School:

Use of instant messaging services and apps including Snapchat, Whats Apps, G Chat etc. are not allowed in St. Louis High School.

Use of blogs such as Word Press are allowed in St. Louis High School with permission from teaching staff for teaching and learning purposes.

Use of video streaming sites such as YouTube and Vimeo etc. are allowed in St. Louis High School for teaching and learning purposes.

Staff and students must not use social media and the Internet in any way to harass, insult, abuse, compromise or defame students, their family members, staff, other members of either the St. Louis High School community or the wider school community.

Staff and students must not discuss personal information about students, staff and other members of the St. Louis High School community on social media.

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

Staff and students must not engage in activities involving social media which might bring St. Louis High School into disrepute.

Staff and students must not represent personal views as those of St. Louis High School on any social medium platform.

Personal Devices

Students 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 St. Louis High School:

Students are only allowed to bring personal Internet-enabled devices into St. Louis High School with express permission from staff.

Students are only allowed to use personal Internet-enabled devices during lessons with express permission from teaching staff.

Students are not allowed to use personal Internet-enabled devices during social time.

Images & 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.

Students 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 are only allowed with express permission from staff.

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

Students 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 students 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.

A school device must be used by staff when taking photos or recording videos of student activities.

Any photos taken by parents at a school event should not be posted on social media without prior consent from the school.

Cyberbullying

St Louis High School employs a number of education and prevention strategies aimed at all types of bullying, including cyberbullying.

The school's procedures for investigation, follow-up and recording of any bullying behaviour, including cyberbullying, and the established intervention strategies used by the school for dealing with cases of bullying behaviour, including cyberbullying, are outlined in the St Louis High School Anti-Bullying Policy.

Students will treat online users with respect at all times, using good "netiquette", will act responsibly when online, and will not undertake any actions that may bring the school into disrepute.

When using the internet students, 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 to ensure that staff and students 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 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 behaviour.

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

School Websites

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

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.

St. Louis High School 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 school website with parental permission.

Personal student information including home address and contact details will not be published on St. Louis High School web pages.

St. Louis High School will avoid publishing the first name and last name of students in video or photograph captions published online.

Support Structures

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

All students at Junior Level will learn about the importance of Internet Safety in their SPHE and CSPE and IT and Self-Management classes programmes. Senior Cycle students will be made aware of Internet Safety in their Social Education classes.

Sanctions

Violation of the Acceptable Use Policy will be dealt with in accordance with the school's Code of Behaviour. Misuse of the Internet or the Microsoft Office 365 platform may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion.

The school also reserves the right to report any illegal activities or any serious breaches to the appropriate authorities, including the Gardaí and other legal bodies.

8. Publication and Review

This policy has been made available to school personnel, published on the school website and provided to the Parent's Council. A copy of this policy will be made available to the Department and the patron if requested.

This policy and its implementations will be reviewed by the Board of Management yearly. Written notification that the review has been completed will be made available to school personnel, published on the school website and provided to the Parents' Council. A record of the review and its outcome will be made available, if requested, to the patron of the school.

And was ratified by the Board of Management of St Louis High School on 15th May 2020

Signed: *Maura Mooney* (Chairperson SLHS BOM) *Cliona McDonough*

Chairperson of the Board of Management

Principal

Permission Form

Legislation

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

- 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 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 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.

Signature: _____ Date: _____

I give permission for photographs/videos of my daughter participating in school events to be uploaded onto the school website:

Parent: _____

Student: _____

Principal _____

Date _____