St. Louis Secondary School
Carrickmacross

Acceptable Use Policy 2019

Saint Louis Secondary School

Internet Acceptable Use Policy –

Index

Ratified by Board of Management on: 4 Nov 19   Next Review Date: Nov 22

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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.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 St Louis Secondary School.
It also applies to members of staff, volunteers, parents, carers and others who access the internet in St Louis Secondary 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.

St Louis Secondary School 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 St Louis 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.

St Louis 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 and CSPE curriculum.
- Internet safety advice and support opportunities are provided to pupils in St Louis Secondary School through our ICT Induction programme.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.

This policy and its implementation will be reviewed regularly by the following stakeholders:
Board of Management, teaching staff, support staff, pupils, and parents

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

The school will monitor the impact of the policy using:
- Logs of reported incidents.
- Internal monitoring data for network activity.

Should serious online safety incidents take place, the attending teacher, relevant Year Head or Principal should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by the Principal, ICT Coordinator.

Content Filtering

St Louis Secondary 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 web sites 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 relevant Year Head.

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

Pupils will use the school's internet connection only for educational and career development activities.

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 and torrent sites is not allowed.

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

Email and Messaging

Pupils should not under any circumstances share their email account login details with other pupils. Pupils will use approved class email accounts only under supervision by or permission from a teacher.

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

The following statements apply to the use of messaging, blogging and video streaming services in St Louis Secondary School:
Use of video streaming sites such as YouTube and Vimeo etc. is allowed in St Louis Secondary School.

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 St Louis Secondary School community

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

Staff and pupils must not represent your personal views as those of bring St Louis 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 St Louis Secondary School:

By default, personal devices such as phones and tablets are denied access to the wireless network.

The presence of the Device Trolley obviates the need for a specific policy regarding student devices.

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.

At St Louis Secondary 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 allowed once care is taken that no harm is done to staff or pupils of St Louis Secondary School.

Written permission from parents/guardians will be obtained before photographs of pupils are published 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.

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/guardians and staff are expected to treat others with respect at all times.

Engaging in online activities with the intention to harm, harass, or embarrass and 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 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 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

Pupils will be given the opportunity to publish projects, artwork or schoolwork 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 repudiation of students or staff.

The publication of student work will be coordinated by the ICT Coordinator / relevant teacher.

St Louis Secondary 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 Secondary School web pages.

Signed;_____ (chairperson) Date:_____