



ICT Acceptable Use Policy

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1. Our Lady's Mission Statement

Our Lady's Secondary School is a holistic centre of development and learning where each person is special and treated as such. We, the staff and students, enjoy working together to realise our full potential in a healthy, safe, stimulating and friendly environment where the atmosphere is one of mutual respect, cooperation and challenge. Christian community is our heritage and goal, the Good News of the Gospel is our story.

School Context

Our Lady's Secondary School is a Voluntary Catholic School under the trusteeship of CEIST. The school is Co-Educational and currently has approximately 750 students and over 60 teachers as well as a range of ancillary and support staff. The school has a Board of Management comprised of Trustee Nominees, Teacher Nominees and Parent Nominees. The Board of Management delegates the day-to-day running of the school to the Principal. The school supports the principles of inclusiveness, equality of access and parental choice in relation to enrolment. In supporting these principles it also recognizes the rights of the Trustees CEIST, the Religious and Educational Philosophy of the Sisters of Mercy and the funding and resources available.

Mercy Philosophy of Education

Inspired by the vision of Catherine McAuley, Mercy Education is committed to holistic development and to the achievement of the full potential of each student, particularly those who are disadvantaged or marginalised. It is a process informed and influenced by the teaching and example of Jesus Christ and is conducted in an atmosphere of care, respect and joy. Mercy Education is committed to ongoing whole school development in collaboration and partnership with the Board of Management, Staff, Students, Parents/Guardians and the wider community.

CEIST Core Values

The Core Values of CEIST are:

- Promoting Spiritual & Human Development
- Achieving Quality in Teaching and Learning
- Showing Respect for Every Person
- Creating Community
- Being Just and Responsible

2. Introduction

The Internet is a global network of inter-connecting computer networks that support a common set of communication protocols allowing for communication between networked

computers. All citizens including educators, businesses, government and private organisations use the Internet. The Internet is another information resource similar to software, CD-ROMs, books, magazines, newspaper, videos etc. Our Lady's Secondary School provides access to the Internet through LANline and WIFI Network. Staff and students are granted access to the Internet in accordance with the AUP once they have read, agreed and signed the AUP.

3. General Approach

The aim of this Internet Acceptable Use Policy (AUP) is to ensure that students 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 students, staff and visitors 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.

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

Our Lady's Secondary School will deal with incidents that take place outside the school that impact on the wellbeing of students or staff under this policy and associated codes of behaviour and anti-bullying policies. In such cases Our Lady's 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.

4. School Strategy to Promote Acceptable Use

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

- Internet safety advice and support opportunities are provided to students in Our Lady's Secondary School through our Induction, Pastoral Care, ICT Peer Mentoring Programmes and ICT Classes provided in student's initial year at the school.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.

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

- ICT Co-ordinator, Deputy Principals, Principal and Board of Management

This policy has been developed by a working group including: Principal, Deputy Principal, ICT Co-ordinator, teachers, students, parents/carers, 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.
- Surveys and/or questionnaires of students.

Should serious online safety incidents take place the Principal, Deputy Principals and/or ICT Co-ordinator should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by the Principal, Deputy Principals, ICT Co-ordinator and ICT Maintenance Providers

5. Content Filtering

Our Lady's Secondary School has chosen to implement the following level on content filtering on the Schools 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.

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.

6. Web Browsing and Downloading

The following statements apply to web browsing and downloading content in Our Lady's Secondary School:

- Students will not intentionally 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 and staff will be aware that any usage of the schools internet connection , 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 for educational and career development activities only. Teachers may hotspot their phones to the school devices if the school wireless system is down.
- 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 for specific purposes is allowed with staff permission.
- Downloading by pupils of materials or images not relevant to their studies is allowed with staff permission.

7. Email and Messaging

The following statements apply to the use of email and messaging in Our Lady's Secondary School:

- Students are allowed access to personal email accounts during the school day provided permission is sought from a teacher.
- Students and staff should be aware that email communications / communications google drive may be monitored.
- School email accounts should only be used by students for educational purposes only. School email addresses should not be used to open up social media accounts.
- Students will not send / share 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.
- If students are requested to submit work via Google Classroom, Google Drive or student email it is advised that they follow the guidelines and practices set by the individual teacher. It is accepted that these guidelines will vary from teacher to teacher and may be dependent on subject specifications.
- Aligning to best practices and in support of both student and staff wellbeing it is advised that students should not submit queries about classwork, school work or homework outside of school hours unless they are invited to do so by the teacher. If they have queries it should be raised with the teacher in the classroom.
- Staff are not obliged to respond to emails / file sharing via google drive from students outside of normal school hours.
- If a student in a class is in breach of the teacher's guidelines on the use of google classroom, school email or google drive outside of school hours the teacher should remind that particular student of the protocol to be followed for their class. If the student continues to breach the teacher's guidelines on the use of ICT outside school hours the teacher should report the matter to the relevant Year Head.
- If a staff member receives information via email / file sharing from a student outside of normal school hours and believes that the student is a serious risk to themselves or to others they are to contact the Principal as a matter of urgency.
- Staff are not obliged to respond to emails / file sharing via google drive from other staff members outside of normal school hours. Staff should refrain from sending emails to other staff members before 8.00am and after 5.30pm if possible, although in certain cases in the event of an individual and / or school emergency this may not always be possible.

8. Social Media

The following statements apply to the use of messaging, blogging and video streaming services in Our Lady's Secondary School:

Students may not access the:

- Use of instant messaging services and apps including Snapchat, WhatsApp, G Chat etc. whilst on the premises of Our Lady's Secondary School.

With express permission from teaching staff students may access the:

- Use of blogs such as Word Press, Tumblr etc.

- Use of video streaming sites such as YouTube and Vimeo etc.

Staff and students must not:

- Use social media and the internet in any way to harass, insult, abuse or defame students, their family members, staff or other members of the Our Lady's Secondary School community
- Discuss personal information about students, staff and other members of the Our Lady's Secondary School community on social media.
- Engage in activities involving social media which might bring Our Lady's Secondary School into disrepute.
- Represent their personal views as being those of Our Lady's Secondary School on any social medium.
- Staff and students must not use social media in any way that contravenes the schools Data Protection Policy

9. Personal Devices

The following statements apply to the use of personal devices in Our Lady's Secondary School. Students using their own technology in school should abide by the rules set out in this agreement, in the same way as if they were using school digital equipment.

The following statements apply to the use of internet-enabled devices such as tablets, gaming devices, and digital music players in Our Lady's Secondary School:

- Students are only allowed to bring personal internet-enabled devices (other than their mobile phones please see section 10 regarding mobile phones) into Our Lady's Secondary School with expressed permission from staff.
- Students are only allowed to use personal internet enabled devices with expressed permission from staff.
- Students take responsibility for appropriate use of their device at all times. The school is not responsible in any way for the device or for its' use.
- Students/parents/guardians are responsible for their devices, including any breakages, costs of repair, or replacement.
- If an issues arises that suggests a student may have used their device inappropriately, the school reserves the right to inspect student mobile devices during school hours. In the event of a serious discipline issue parental consent will be sought before any investigation
- Violations of any school policies or rules involving a student device may result in a student not being allowed continue using the device during school hours and/or disciplinary action, for a period to be determined by the school.
- Students will comply with teachers' requests regarding use of devices during school hours, and classes as the use of these devices is dependent on teacher's permission.

- Mobile devices must be charged prior to bringing them to school so as to be usable during school hours. Charging devices in the school is not an option.
- Students may not use the devices to record, transmit or post photos or videos of any staff member or students. No images or video recorded at school can be transmitted or posted at any time without the permission of their teachers.
- Students may use the school wireless network and content filtered broadband. Use of other 'unfiltered public wireless connections, such as mobile networks, is not allowed during school hours.
- During school hours students are only allowed to use their device for subject based educational tasks.
- The school reserves the right to change the AUP in line with overall schools policy

10. Mobile Phones

Before school, break / lunch and after school

- Student's mobile phones should be switched off at all times before school, during break / lunch and after school whilst on the school premises.
- Students are not allowed access to their phones before school, during break / lunch and after school while on the school premises. If a student is caught using their mobile phone it will be confiscated, the phone will be placed in an envelope with their name on it and it will be given it to the relevant link person in Senior Management.
 - First Year: E. Kelly
 - Second Year: D. Bishop
 - Third Year: J. Treanor
 - Fourth Year: D. Bishop
 - Fifth Year: J. Treanor
 - Sixth Year: E. Kelly
- Students are not allowed access to their mobile phones during evening study. Chromebooks will be provided to students who require access to Google Classroom

In Class

First Year

- Student mobile phones should be switched off at all times in class.
- Students are not allowed to use their mobile phone for any activity in class. If a student is caught using their mobile phone during class it will be confiscated, the phone will be placed in an envelope with their name on it and left in the relevant office.
- If a student asks permission to leave the class to use the bathroom or go on a message the student will be asked to leave their mobile phone on their desk before they do so.

Second Year

- Student mobile phones should be switched off at all times in class.

- Students are not allowed to use their mobile phone for any activity in class. If a student is caught using their mobile phone during class it will be confiscated, the phone will be placed in an envelope with their name on it and left in the relevant office.
- If a student asks permission to leave the class to use the bathroom or go on a message the student will be asked to leave their mobile phone on their desk before they do so.

Third Year

- Student mobile phones should be switched off at all times in class unless directed by the class teacher.
- Students may be allowed to use their mobile phone in class to complete work and access material relevant to CBA's, exams etc if they cannot complete this work on the school Chromebooks or in the computer rooms. If the use of mobile phones in class is essential to the aforementioned work the classroom teacher will email smt@olss.ie in advance of this activity outlining the class group, nature of the work to be covered with the mobile phone and confirming that when assigning this work the teacher agrees to follow the guidelines on the using mobile phones in class (as outlined below)
- If a student uses their mobile phone for purposes other than that directed by the teacher the phone will be confiscated, placed in an envelope with their name on it and left in the relevant office.
- If a student asks permission to leave the class to use the bathroom or go on a message the student will be asked to leave their mobile phone on their desk before they do so.

Fourth Year

- Student mobile phones should be switched off at all times in class unless directed by the class teacher.
- All students have access to a school Chromebook and this is the preferred option for students to access the Internet or complete digital enabled work in class.
- If students have to use their mobile phones for an activity that cannot be completed on the Chromebooks the teacher will adhere to the guidelines outlined below.
- If a student uses their mobile phone for purposes other than that directed by the teacher the phone will be confiscated, placed in an envelope with their name on it and left in the relevant office.

Fifth Year

- Student mobile phones should be switched off at all times in class unless directed by the class teacher.
- The booking of the school Chromebook should be the preferred option for students in class.
- If students have to use their mobile phones for an activity that cannot be completed on the Chromebooks the teacher will adhere to the guidelines outlined below.
- If a student uses their mobile phone for purposes other than that directed by the teacher the phone will be confiscated, placed in an envelope with their name on it and left in the relevant office.

Sixth Year

- Student mobile phones should be switched off at all times in class unless directed by the class teacher.
- The booking of the school Chromebook should be the preferred option for students in class.
- If students have to use their mobile phones for an activity that cannot be completed on the Chromebooks the teacher will adhere to the guidelines outlined below.
- If a student uses their mobile phone for purposes other than that directed by the teacher the phone will be confiscated, placed in an envelope with their name on it and left in the relevant office.

Guidelines for the Use of Mobile Phones In Class for Certain Year Groups

Please see below some guidelines for staff on student use of mobile phones in the classroom

- Students are expected to use the student Wi-Fi when using their device for classroom tasks. The teacher will issue a unique code to the class to access this for the length of the class activity only.
- If the school's student WIFI network is not accessible , students may use their own mobile data to access educational and career development activities only as directed by the class teacher.
- Students should have their mobile phones placed flat on the desk at all times unless otherwise directed by the teacher for a particular task under direct teacher supervision
- Students should be informed before each activity that using their phone inappropriately may lead to sanctions up to and including suspension.

School Activities (including games, trips etc)

- Students in First, Second & Third Year are not allowed to use their mobile phones travelling to / from any school activity or while participating in any school activity. If a student is found using their mobile it will be confiscated, the phone placed in an envelope with their name on it and give it to the relevant link person in Senior Management.
 - First Year: E. Kelly
 - Second Year: D. Bishop
 - Third Year: J. Treanor
- In a small number of cases when junior students and senior students may be on the same bus / activity the teacher may give permission for junior students to use their mobile phones if this privilege is being extended to senior students.
- If a teacher is comfortable allowing senior students to use their phones travelling to / from any school activity or while participating in any school activity then they can give them permission to do so. If a teacher isn't comfortable with this they may request that students phones remain switched off.

11. Images & Video

The following statements apply to the use of images and video in Our Lady's Secondary School:

- At Our Lady's Secondary School 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 is only allowed with expressed permission from staff.
- Care should be taken when taking photographic or video images that students are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- Students must not share images, videos or other content online which may intention to harm another member of the school community regardless of whether this happens in school or outside.
- Sharing explicit messages and in particular explicit images of students and/or minors is an unacceptable and absolutely prohibited behaviour, will have serious consequences and sanctions for those involved.
- Sharing explicit images of other students automatically will be viewed as a very serious breach of the Code of Behaviour and will receive an appropriate sanction.
- All incidents involving creating, storing or sharing of explicit images of children under the age of 17 may be reported to the Gardai or TUSLA

11. Cyberbullying

The following statements apply to Cyberbullying in Our Lady's Secondary School:

- 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 students or member of staff is unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.
- Measures are taken by Our Lady's Secondary School 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 are dealt with under the school's Code of Behaviour. However placing a once off offensive message, image or statement on a social network site or public forum where that message, image or statement can be viewed and / or repeated by other people will be regarded as bullying behaviour.

- The prevention of cyber bullying is an integral part of the anti-bullying policy of Our Lady's Secondary School and all matters relating to cyber bullying will be dealt with in accordance with the schools Anti-Bullying Policy.

12. School Websites and Social Media Accounts

The following statements apply to the use of the school website/ social media accounts in Our Lady's Secondary School :

- Students will be given the opportunity to publish projects, artwork or school work on the internet. The publication of student work will be coordinated by a teacher. This work will be published in accordance with clear policies and approval process regarding the type of content to be posted.
- The school website and social media accounts will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff.
- School webpages and social media posts that allow comments or user-generated content will be pre-moderated and checked frequently to ensure that they do not contain any inappropriate or offensive content.
- Our Lady's Secondary School will in its best endeavour use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students may at times be unavoidably published on the school website or used for the purpose of SLAR (Subject Learning Assessment Review)
- Personal student information including home address and contact details will not be published on Our Lady's Secondary School web pages.

13. 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 and images on the school website.

Signature: _____ Date: _____

Address:

Ratified by the Board of Management on:

Date of Review:

Chairperson of Board of Management: