



Digital & Internet Acceptable Usage Policy

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Introduction

The aim of this Digital & 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.

General Approach

- 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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.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, parents and staff are expected:
 - To treat others with respect at all times.
 - Not to undertake or encourage 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 Digital & Internet Acceptable Use Policy applies to students who have access to and are users of the internet in Loreto Community School, Milford.
- It also applies to members of staff, volunteers, parents, carers and others who access the internet in Loreto Community School, Milford.
- 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.
- Loreto Community School, Milford implements the following strategies on promoting safer use of the internet:
 - Regular School Year Group Assemblies (Raising Awareness)
 - SPHE Programme and Well being Programme (Raising Awareness)
 - ICT Classes (Raising Awareness)
 - Student Council and Student Prefect Training (Peer Education)
 - Safe Internet Usage Awareness talks delivered by outside agencies, LYIT, PDST etc.
- This policy will be reviewed annually.
- This policy has been developed by a working group including: Principal, Deputy Principals, teachers, students, parents/carers and representatives of the Board of Management.
- The policy will be implemented across the curriculum.
- The school will monitor the impact of the policy.
- This policy will be reviewed annually.
- Any stakeholder that becomes aware of a potential breach of this policy must inform the Principal or a Deputy Principal. Should any serious online safety incidents take place, the School Principal or Deputy Principals should be informed.

Content Filtering:

- Loreto Community School, Milford has chosen to implement the following:
- Level 4 Content Filtering which allows access to millions of websites including games and YouTube videos 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 certain cases, suspension or expulsion.

Web Browsing and Downloading

- Students must not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students must report accidental accessing of inappropriate materials in the classroom to their teacher.
- Students must report accidental accessing of inappropriate materials in school but outside the classroom to the School Principal or one of the Deputy Principals.
- Students and staff must 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 by school management.
- Students will use the school's internet connection only for educational and career development activities with the express permission and specific instruction of the teacher.
- 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 must 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 strictly prohibited.
- Downloading by students of materials or images not relevant to their studies is prohibited.

Email and Messaging

- The use of personal email accounts is not allowed at Loreto Community School, Milford.
- Students will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Students will not use school email accounts for personal use.
- Students should immediately report to a member of staff 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, attachments or links that appear suspicious. If in doubt, students should ask their teacher before opening emails from unknown senders.

Personal Devices

- Students using their own technology in school must follow the rules set out in this policy, in the same way as if they were using school equipment.
- The following statements apply to the use of all internet-enabled devices in Loreto Community School, Milford:
 - Students are allowed to bring personal internet-enabled devices into Loreto Community School, Milford only with the expressed permission and specific instruction from teaching staff.
 - Students are allowed to use personal internet-enabled devices during lessons only with the expressed permission and specific instruction from teaching staff.
 - Students are not permitted to use personal internet-enabled devices during break and lunch times.
 - All device alert notifications must be disabled at all times.

Images & Video

- 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.
- At Loreto Community School, Milford 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 and specific instruction from staff.
- Written permission from parents or carers will be obtained before photographs of students are published on the school website.
- Students must not share images, videos or other content online of 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 and would be reported to the relevant authorities.

Cyberbullying

- 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 student 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 cyberbullying.
- The prevention of cyberbullying is an integral part of the Anti-Bullying Policy of our school.

School Website, Facebook and Twitter Accounts

- The website, Facebook and Twitter Accounts will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff.
- Web pages 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.
- 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 publication of student work will be coordinated by a teacher.
- Loreto Community School, Milford 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, Facebook and Twitter Accounts with parental permission.
- Personal student information including home address and contact details will not be published on Loreto Community School, Milford web and social media.

Governance

Legislation: Links for the following legislation will relate to use of the Internet which teachers, students and parents should familiarise themselves with:

- Data Protection (Amendment) Act 2003
<http://www.irishstatutebook.ie/eli/2003/act/6/enacted/en/html>
- Child Trafficking and Pornography Act 1998
<http://www.acts.ie/en.act.1998.0022.1.html>
- Interception Act 1993
<http://www.irishstatutebook.ie/eli/1993/act/10/enacted/en/html>
- Video Recordings Act 1989
<http://www.irishstatutebook.ie/eli/1989/act/22/enacted/en/html>
- The Data Protection Act 1988
<http://www.irishstatutebook.ie/eli/1988/act/25/enacted/en/html>
- The EU General Data Protection Regulation (GDPR) 2018
<https://eugdpr.org/>

Permission Form

Links for the following legislation relating to the use of the Internet which teachers, students and parents should familiarise themselves with is outlined in the AUP:

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988
- The EU General Data Protection Regulation (GDPR) 2018

I agree to follow the school's Digital & Internet Acceptable Use Policy. I will use the Internet in a responsible way and obey all the rules explained to me by the school when

advised to do during _____ class by _____.
(SUBJECT) (SUBJECT TEACHER)

Student's Signature: _____

Parent/Guardian: _____

Date: _____

As the parent or legal guardian of the above student, I have read the Digital & Internet 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 Digital & Internet 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 Class Teacher.

School Name: Name of Student: _____

Class/Year: _____

Student signature: _____