

St. Aloysius Secondary School



Internet Acceptable Use Policy

Drafted by AUP Policy Team	April 2020
Consultation By staff By students By parents	
Ratified by BOM	15 th December 2021

Contents

1. Overview
2. Operating Context
3. Our Vision
4. Mission Statement
5. Acceptable Use Policy Section A – Student

- 1 School Strategy
- 2 Web Browsing and Downloading
- 3 Email and Messaging
- 4 Social Media
- 5 Personal Devices
- 6 Images & Video
- 7 Cyberbullying
- 8 School Media
- 9 Sanctions

Section B – Staff and volunteers

- 1 Introduction
- 2 Social Media
- 3 Web Browsing and Downloading
- 4 School Devices
- 5 Email and Messaging
- 6 Personal Devices
- 7 Images & Video
- 8 Cyberbullying
- 9 Data Protection
- 10 Support Services

6. Links with Other Policies
7. Review and Ratification

1 Operating Context

St. Aloysius Secondary School operates within the context of the religious and educational philosophy of the Mercy tradition and the values outlined in the CEIST Charter. The Board of Management supports and fully subscribes to the underlying principles of the Education Act 1998, the Education Welfare Act 2000, the Equal Status Act 2000, the CEIST Charter and the Mission Statement of St. Aloysius Secondary School

The Core Values of CEIST are:

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

2. Our Vision

As a CEIST School St. Aloysius Secondary School *“is a faith community that is characterised by the quality of its personal relationships. A caring, welcoming school promotes a culture of good relationships where people thrive and grow. Relationships within the school aim to promote quality teaching and learning in an ordered and safe environment, where discipline, responsibility and accountability are achieved”*. We strive to build community with all partners in education by fostering positive relationships with each other, maintaining professional standards, and by nurturing each student to reach her full potential.

3 School Mission Statement

St. Aloysius Secondary School is a voluntary Catholic secondary school for girls under the trusteeship of CEIST. In cooperation with the Department of Education and Skills as well as through parental and community support we operate under the following mission statement: *St. Aloysius School is an all-girls Catholic School founded by the Mercy Order. It has a long tradition of academic excellence and is committed to the development of the whole student. It offers a curriculum designed to meet the needs of the student.*

- The school wishes to cater for the academic, spiritual, moral, aesthetic, interpersonal and physical needs of the student.
- The characteristics of the school are the pursuit of tolerance, compassion and a sense of justice and equality for all.
- We aim to develop in each student, confidence, self-respect and respect for others.
- The school and its staff value its partnership with parents/ guardians in meeting the personal and educational requirements of students and staff alike.

4 Acceptable Use Policy Statement

The aim of this Internet Acceptable Use Policy (AUP) is to ensure that students and staff will benefit from the teaching and learning opportunities offered by the school’s internet resources, in a safe and effective manner. It is understood that parents enrolling their daughter in our school will read through the AUP carefully with their daughter and in doing so become aware of, and accept and agree to adhere to, the conditions and obligations set out herein.

The Board of Management of St Aloysius Secondary School may change this policy to adhere to changes in the law or in acceptable practice of internet use and reserves the right to make such changes without notice when required.

In drafting this policy, the school is informed by the following legislation relating to use of the Internet:

- The Data Protection Act 2018
- Children First Act 2015
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989

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 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.

Should serious online safety incidents take place, the Principal should be informed.

5 Acceptable Use Policy

Section A of the Acceptable Use Policy applies to students who have access to and are users of the internet in St Aloysius Secondary School and the school's GSuite platform.

Section B applies to members of staff, volunteers and others who access the internet in St Aloysius Secondary School and for those with access to the school's GSuite platform.

Section A

The school's computer system is provided and managed by the school and is made available to students to support their learning. Access to the school's computer facilities is a privilege and not a right. Any student who abuses this privilege will be immediately excluded from accessing and using the computing facilities and will result in disciplinary action.

1 School Strategy

Taking into account the age of our students, the school employs a number of strategies to maximise learning opportunities while also reducing the risks associated with internet use. Such risks include exposure to inappropriate online content and cyberbullying.

The strategies employed are as follows:

- Where students have access to the internet in school, it will occur under the supervision of their teacher. Content will be subject to the restrictions of the Schools Broadband Internet Policy, which operates an automated web-filtering function of the PDST Technology in Education. The purpose of content filtering is to ensure (in so far as

possible) that inappropriate websites and content are not accessible from within schools. Further details may be accessed at: <http://www.pdsttechnologyineducation.ie> Any requests for modification of the filtering provision that is in place for St Aloysius Secondary School may only be submitted by the ICT Coordinator and in consultation with the Principal.

- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of students' storage devices in school requires permission from the teacher.
- Students will be provided with education in the area of internet safety as part of our implementation of the Wellbeing program.

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.

2 Web Browsing and Downloading.

- Students will not intentionally visit internet sites that contain obscene, illegal, hateful, defamatory or otherwise objectionable materials.
- Students will report accidental access of inappropriate materials to their teacher.
- As part of their IT education they should be made aware that they do not copy information from the internet without acknowledging the creator and referencing the source of the content.
- Students will use the school's internet connection only for educational and career development activities.
- Students will never disclose or publicise personal information within the school context.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.

3 Email and Messaging

- Every student is given a @stalscork.com email address and this address should be used for school purposes only.
- Communication between students and staff will be by School approved platforms only e.g. G-suite associated with @stalscork.com, WebEx
- Students should not under any circumstances share their email account login details with other students.
- When students are writing and sending emails to external 3rd parties, it will be done so under the direct supervision of the teacher.
- 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.
- Students will not reveal their own or another person's personal details, such as home address, telephone numbers or pictures in the school context.
- Students should endeavour to communicate between 8am and 5pm. Any communication sent outside of these times should use the schedule function where possible. Responses should not be expected outside of these hours unless an emergency situation arises.

4 Social Media

The following statements apply to the use of messaging, blogging and video streaming services in St Aloysius Secondary School:

- Social media platforms will only be used for educational purposes and will always be monitored.
- Students must not use social media in any way to harass, insult, abuse or defame staff, students or other members of the St Aloysius Secondary School community
- Students must not discuss personal information about students, staff and other members of the St Aloysius Secondary School community on social media.
- Students must not use school email addresses for setting up personal social media accounts or to communicate through such media.
- Students must not engage in activities involving social media which might bring St Aloysius Secondary School into disrepute.

Online teaching and learning:

Should the need for online teaching and learning arise please refer to Appendix 1 Student Guidelines on participating in online classes and video conferencing .

5 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 any internet-enabled devices such as tablets or mobile phones in St Aloysius Secondary School:

- Students are not allowed to use personal internet-enabled devices during social time. Use during this period would be in breach of the Acceptable Usage Policy and the Mobile Phone Policy.
- Using personal internet-enabled devices in class is permitted with teacher approval and for educational purposes only.
- The school does not take responsibility for loss of personal belongings or devices.
- Smartwatches are not permitted to be worn during examinations.

6 Images & Video

- At St Aloysius 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.
- 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 of students and/or minors is both unacceptable and legally prohibited. Sharing explicit images of other students automatically incurs suspension as a sanction and could incur legal consequences.
- If images of an inappropriate nature are received they should immediately inform the DLP or deputy DLP.

7 Cyberbullying

Measures are taken by St Aloysius 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 cyberbullying even when it happens outside the 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 pupil or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

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. They will be dealt with, as appropriate, in accordance with the school's code of behaviour.

The prevention of cyberbullying is an integral part of the Anti-Bullying Policy of our school. Students and parents should make themselves familiar with this policy.

8 School Media:

- School approved media platforms 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 will be coordinated by a teacher.
- Personal student information including home address and contact details will not be published on St Aloysius Secondary School web pages.
- 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 St Aloysius Secondary School will avoid publishing both the first and last name of students in video or photograph captions published online.

9 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.

St Aloysius Secondary School will deal with incidents that take place outside the school that impact on the wellbeing of students or staff within school under this policy and associated codes of behaviour and anti-bullying policies. In such cases St Aloysius Secondary School will, where known, inform parents/guardians of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

Section B

1 Introduction

The aim of this Internet Acceptable Use Policy (AUP) is to ensure that staff and students will benefit from the teaching and learning opportunities offered by the school's internet resources in a safe and effective manner. Teachers will be provided with continuing professional development opportunities in the use of technology and in the area of internet safety.

This Acceptable Use Policy (AUP) applies to members of staff, volunteers and others who access the internet in St Aloysius Secondary School. It is the responsibility and requirement of all employees and users of the school's network or facilities to examine, accept, and adhere to, the school's Acceptable Use Policy.

The school's computer system is provided and managed by the school and is made available to staff to further their professional development and the education of our students. Access to the school's computer facilities is a privilege and not a right. Any staff member or visitor who abuses this privilege will be immediately excluded from accessing and using the computing facilities.

Misuse of the internet may result in disciplinary action, up to and including dismissal, in respect of employees who engage in prohibited conduct in breach of this policy. The school also reserves the right to report any illegal activities to the appropriate authorities.

For those employees who are members of the School's teaching staff, the guidelines and AUP give effect to agreed professional protocols as prescribed by the Code of Professional Conduct for Teachers (Teaching Council, 2016).

The full document can be accessed at:

<https://www.teachingcouncil.ie/en/Publications/Fitness-to-Teach/Code-of-Professional-Conduct-for-Teachers1.pdf>

Any online communication with students, parents or for school business should be conducted using school approved platforms including school email accounts, GSuites (Google Classroom, Google Drive etc.) and school approved social media profiles. Communication via platforms that have not been approved by the Principal or the Board of Management are not permitted. This is to protect the employee, student and parent, and to ensure adherence to relevant legislation e.g. Data Protection Act 2003.

Should serious online safety incidents take place, the Principal should be informed.

2 Social Media

The guidelines and AUP are not intended to prevent employees from engaging in social media but are intended to inform employees as to what is considered by the School to constitute appropriate/inappropriate social media usage and conduct.

All employees should be mindful of what they post on social media, who can see it and how it can be linked back to the School and work colleagues. Misuse of social media can cause injury to others and can have a negative impact on the reputation of St Aloysius Secondary School. Social media communications are never truly private and once information is published it becomes part of a permanent record.

- Staff members are advised to exercise caution in their use of social media. All staff should be aware of privacy settings on social media platforms.
- 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, other members of the St Aloysius Secondary School community.
- Staff must not discuss personal information about students, staff and other members of the St Aloysius Secondary School community on social media.
- Staff must not use school email addresses for setting up personal social media accounts or to communicate through such media.
- Staff must not engage in activities involving social media which might bring St Aloysius Secondary School into disrepute.
- Staff members must seek or have permission from the Principal before setting up a site or profile on behalf of the school or registered in the school name.

3 Web Browsing and Downloading

The following agreed professional protocols as prescribed by the Code of Professional Conduct for Teachers (Teaching Council, 2016) will apply to all staff of St Aloysius Secondary School. Staff will

- *'ensure that they do not knowingly access, download or otherwise have in their possession while engaged in school activities, inappropriate materials/images in electronic or other format'*
- Staff will not copy information from the internet without acknowledging the creator and referencing the source of the content.

- If a teacher wishes to integrate a web page into a lesson, that page must be fully previewed/evaluated prior to its classroom usage, for inappropriate advertising content, imagery, and text.

4 School Devices

- Users may not divulge their computer network passwords to third parties and must take all reasonable steps to ensure that such information remains confidential.
- Personal USB storage devices should be monitored for corruption and used with caution.

5 Email and Messaging

Sending and receiving email involves the same responsibilities and approach as would be used when sending or receiving any other form of communication – written or printed mail, fax, telephone call etc. Most users fully understand what would be considered appropriate and acceptable when communicating with others and should apply these considerations to their use of email.

- Staff 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.
- Staff should not under any circumstances share their email account login details with others.
- Staff should not use school email accounts to register for online services such as social networking services, apps, and games.

6 Personal Devices

Staff 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.

- Using a mobile phone to take personal calls in class is not permitted except in emergency situations.
- Personal devices used to access school email accounts or GSuites should be password protected and encrypted. They should have up to date anti-virus software installed.

7 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 St Aloysius Secondary School students must not take, use, share, publish or distribute images of others without their permission.
- Written permission from parents or guardians will be obtained before photographs of students are published on the school website.

- Staff 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.

8 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 a pupil or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.
- Measures are taken by St Aloysius 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.
- Any incidents of such behaviour should be reported to the Principal immediately.
- All reports of cyber-bullying will be noted and investigated, in accordance with the school's Anti-Bullying, Mobile Phone, Child Protection, Positive Behaviour and Dignity at Work Policies, where applicable

9 Data Protection

Data protection is the means by which the privacy rights of individuals are safeguarded in relation to the processing of their personal data. Everyone within the school has a role to play upholding privacy, ensuring ethical information governance and respecting Data Protection rights.

It is paramount that each member of staff familiarize themselves with the schools Data Protection policy.

Please note that the following list is intended as a guideline but is not exhaustive.

- 1 Be aware that what you might write about a student could be obtained under a Data Subject Access Request.
- 2 Adhere to high standards of ethics and professionalism in all data entries. Only use the data for the purpose for which it was collected
- 3 Encrypt any devices that may contain personal data.
- 4 Ensure that any handwritten notes (e.g. phone call records) are transferred to the relevant Year Head as promptly as possible.
- 5 Ensure personal data, especially sensitive data, is never brought off site unless appropriate steps are taken to protect the data in motion.
- 6 Don't require students to engage with any software or Apps, to do with school business unless first getting approval from the Principal
- 7 Don't ever store Data relating to school business on unapproved devices. Data can be saved directly to Google Drive and not on to the device.
- 8 Never share work related data on unapproved systems e.g. talking about students in a teacher's What's App group
- 9 Email notifications should be turned off on any device that is connected to a data projector or on any device that is being used in a classroom and may be accidentally viewed by students.

10 Supports

Some websites/support services offering support and advice in the area of Internet Safety are listed below:

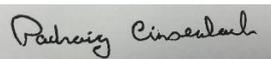
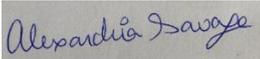
www.spunout.ie	www.sticksandstones.ie
www.childline.ie	www.antibullying.net
https://www.bbc.co.uk/bitesize/articles/z43njh	http://www.webwise.ie/
https://www.spectrum.life/	

6 Links with Other Policies

- Mobile Phone Policy
- Use of Assistive Technology Policy
- Wellbeing Policy
- Anti-bullying Policy
- Data Protection Policy
- Child Protection Policy
- Code of Behaviour
- Code of Professional Conduct – Teaching Council 2016

7 Review and Ratification of Policy

This policy was ratified by the Board of Management of St Aloysius Secondary School.

Signed  Date 15/12/2021 Signed  Date 15/12/2021

Chairperson, Board of Management Principal/Secretary to the Board of Management
Original document and signatures in BOM File dated 15/12/21

Appendix 1

Student Guidelines on participating in online classes and video conferencing

Appendix 2

Staff Guidelines on participating for online teaching, learning and video conferencing.