Our Lady's Grove
Secondary School
Goatstown Road Dublin 14

Telephone: 012951913
Email: office@olgrove.ie
Web: www.olgrove.ie

Our Lady's Grove Secondary School

Internet Acceptable Use Policy

Date of Commencement: 01/01/2024

General Approach

The aim of this Acceptable Use Policy is to ensure that students will benefit from learning opportunities offered by the school's digital resources in a safe and effective manner. The responsible use of internet and digital technologies, both online and offline and access is considered an integral part of teaching and learning. Therefore, if the school AUP is not adhered to agreed sanctions will be imposed.

It is envisaged that school and parent representatives will revise the AUP at least annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

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 for schoolwork and work to be submitted to external organisations

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.

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- Uploading and downloading of non-approved software will not be permitted.

- The use of personal external digital storage media in school, requires school permission.

- Virus protection software will be used and updated on a regular basis.

- Student internet use will be monitored closely by teaching staff during the school day

This Acceptable Use Policy applies to students who have access to and are users of the internet in Our Lady's Grove Secondary School.

It also applies to members of staff, volunteers, parents, and others who access the internet in Our Lady's Grove Secondary School.

Misuse of the internet may result in disciplinary action, including awarding of points on Compass, 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 Grove 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 Grove 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.

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

The implementation of this Internet Acceptable Use policy will be monitored by all teaching staff, Yearheads/Middle leadership and Senior Leadership. The school will monitor the impact of the policy using monitoring logs of internet activity (including sites visited).

Content Filtering

Our Lady's Grove Secondary School has chosen to implement the following level on content filtering on the Schools Broadband Network: Level 2

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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.

Internet Use

- Students will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will be encouraged to report accidental accessing of inappropriate materials in accordance with school procedures.
- Students will not copy information into assignments from regular internet sources or via AI and fail to acknowledge the source (plagiarism and copyright infringement).
- 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 Internet for educational purposes only.
- Students will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Downloading by students of materials or images not relevant to their studies is in direct breach of the school's acceptable use policy.
- Students will never disclose or publicise personal information or passwords.
- Students will be aware that any usage of the internet and school's digital platform, including distributing or receiving information, school-related or personal, will be monitored.

The use of illegal torrent sites is not allowed.

Email and Messaging

Downloading by students of materials or images not relevant to their studies is not allowed.

The use of personal email accounts is only allowed at Our Lady's Grove Secondary School with expressed permission from members of the teaching staff.

- Students will use approved school email accounts.
- Students should not under any circumstances share their email account login details with other pupils.
- Students should not use any online messaging service to communicate with each other in school without the permission of a teacher.

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- 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 and should report any such communications to a teacher.
- Students should avoid opening emails that appear suspicious. If in doubt, pupils should ask their teacher before opening emails from unknown senders.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.
- Students will not forward email messages or screenshots of emails or "reply all without the permission of the originator.
- Students must only use their school email for school related activities and for registering for school-based activities only.
- Students should only email staff when necessary and during school opening hours.
- The use of personal email addresses is not allowed for school-based work.
- Students should not use school email accounts to register for online services, social networking, apps or games.
- All emails and opinions expressed in email are the responsibility of the author and do not reflect the opinion of the school.

Social Media and messaging services for Staff and Students

The internet provides a range of social media tools that allow us to interact and keep in touch. While recognising the benefits of these media for new opportunities for communication, this policy sets out the principles that members of your school community are expected to follow when using social media.

The principles set out in this policy are designed to help ensure that social media is used responsibly so that the confidentiality of pupils and other staff and the reputation of the school is protected.

This policy applies to personal websites such as social networking sites (for example Instagram and TikTok), blogs, mircoblogs such as Twitter, chatrooms, forums, podcasts, open access online encyclopedias such as Wikipedia, social bookmarking sites such as del.icio.us and content sharing sites such as flickr and YouTube. The internet is a fast-moving technology and it is impossible to cover all circumstances or emerging media.

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

- Use of instant messaging services and apps including Snapchat, WhatsApp, Viber, etc. is not allowed in Our Lady's Grove Secondary School.
- Use of blogs such as WordPress, Tumblr etc. is allowed in Our Lady's Grove Secondary School with express permission from teaching staff.
- Use of video streaming sites such as YouTube and Vimeo etc. is allowed with express permission from teaching staff.

- All members of the school community must not use social media, messaging services and the internet in any way to harass, impersonate, insult, abuse or defame others.

- Staff and students must not discuss personal information about pupils, staff and other members of the Our Lady's Grove Secondary 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 Our Lady's Grove Secondary School into disrepute.

- Staff and Students must not represent their personal views as those of Our Lady's Grove Secondary School on any social medium.

- Students will be provided with guidance on etiquette regarding social media.

- Teachers can read further information about the use of Social Media and Electronic Communication here: https://www.teachingcouncil.ie/en/news-events/latest-news/2021/guidance-for-registered-teachers-about-the-use-of-social-media-and-electronic-communication.html

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, smartwatches, in Our Lady's Grove Secondary School:

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- Students are not allowed to bring personal internet-enabled devices or wearables into Our Lady's Grove Secondary School.
- Students are not allowed to use personal internet-enabled devices at any time in the school building.

Digital Learning Platforms (including video conferencing)

- Our Lady's Grove Secondary School digital learning platform is owned and managed by the school. This platform should enable two-way communication.
- Students must only use their school email for accessing the school digital learning platform.
- Only school devices should be used for the purposes of capturing and storing media.
- It is the responsibility of students that school devices are fully charged at the beginning of each day.
- All school-related media and data should be stored on the school's platform.
- The use of digital platforms should be used in line with considerations set out in the school's data protection plan (GDPR).
- Each user of the platform will be provided with their own unique login credentials.
- Passwords for digital platforms and accounts should not be shared.
- Personal email addresses should not be used when creating accounts on school digital platforms.
- Prior acceptance from parents should be sought for student usage of the schools' digital learning platform.

Images and 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 Our Lady's Grove 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 not allowed under any circumstances.
- 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 Our Lady's Grove Secondary School.
- Taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from staff.

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- 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 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 students automatically incurs suspension as a sanction.

Inappropriate Activities

- Promotion or conduct of illegal acts, e.g., under the child protection, obscenity, computer misuse and fraud legislation.
- Racist material
- Pornography
- Promotion of any kind of discrimination
- Promotion of racial or religious hatred
- Harmful content or threatening behaviour, including promotion of physical violence or mental harm.
- Any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute.
- Use systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the school.
- Uploading, downloading or transmitting commercial software or any copyrighted materials belonging to third parties, without the necessary licensing permissions.
- Revealing or publicising confidential or proprietary information (e.g. financial / personal information, databases, computer / network access codes and passwords)
- Creating or propagating computer viruses or other harmful files
- Carrying out sustained or instantaneous high volume network traffic (downloading / uploading files) that causes network congestion and hinders others in their use of the internet.
- Online gaming
- Online gambling
- Online shopping
- Use of social networking sites, instant messaging and online forums
- Child sexual abuse material

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School Websites

- Students 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.
- Students will continue to own the intellectual rights on any work published.
- 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.
- Our Lady's Grove Secondary School will use only digital photographs, audio or video clips focusing group activities. Content focusing on individual students will only be published on the school website with parental permission.
- 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 Our Lady's Grove Secondary School web pages.

Cyberbullying

This type of bullying is increasingly common and is continuously evolving. It is bullying carried out through the use of information and communication technologies such as text, social media, e-mail, messaging, apps, gaming sites, chatrooms and other online technologies. Being the target of inappropriate or hurtful messages is the most common form of online bullying. As cyberbullying uses technology to perpetrate bullying behaviour and does not require face to face contact, cyber-bullying can occur at any time (day or night). While cyberbullying often takes place at home and at night, the impact can also be felt in school.

In accordance with the Anti-Bullying Procedures for Schools, Our Lady's Grove Secondary School considers that a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.
When using the internet students, parents and staff are expected to always 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 by Our Lady's Grove 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

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is repeated over time. This definition includes cyberbullying even when it happens outside the school or at night. In addition, the Department of Education Anti-Bullying Procedures, 2013 defines cyberbullying as "placing a once-off offensive or hurtful public message, image or statement on a social network site or another 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 cyberbullying is an integral part of the anti-bullying policy of our school.

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 Acts 1988 to 2018 and General Data Protection Regulations (GDPR)

- Copyright and Related Rights Act 2000

- Child Trafficking and Pornography Act 1998 and Criminal Law (Sexual Offences) Act 2017

- Children First Act 2015

- Harassment, Harmful Communications and Related Offences Act 2020 (Coco's Law)

- Criminal Damage Act 1991

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.

Sanctions

Misuse of the Internet and digital technologies should be referred to in the school's Code of Behaviour and Anti-Bullying Policy and related sanctions regarding misuse as appropriate should be outlined therein. The school also reserves the right to report any illegal activities to the appropriate authorities, including An Garda Siochana.

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Parental/Guardian/Student Agreement

I agree to follow the school's Acceptable Use Policy on the use of the internet and digital technologies. I will use the internet and digital technologies in a responsible way and obey all the procedures outlined in the policy.

Student's Signature: _____

Parent/Guardian : _____

Date: _____

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and 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: _____

Please review the attached school Internet Acceptable Use Policy, and sign and return this permission form to the Principal.

School Name: Name of Student: _____

Class/Year: _____

Student: _____