



# Our Lady's Grove Primary School

## Information and Computer Technology Acceptable Use Policy

1. **Mission Statement**
2. **School Ethos**
3. **Aims**
4. **Devices**
5. **Content Filtering**
6. **Web Browsing and Downloading**
7. **Email and Messaging**
8. **Social Media**
9. **Personal Devices**
10. **Images & Video**
11. **Cyberbullying**
12. **School Websites**
13. **Legislation**

## **1. Mission Statement**

Our Lady's Grove Primary School is a co-educational Catholic community in keeping with the educational philosophy of St. Claudine Thévenet. We strive to create a loving, caring and nurturing environment conducive to the attainment of the true educational, spiritual and moral potential of each individual, thereby enabling our users to participate as responsible individuals within their immediate communities at present and ultimately within society as a whole.

## **2. School Ethos**

Our Lady's Grove Primary School is a Catholic primary school under the patronage of the Archbishop of Dublin and under the trusteeship of the Sisters of Jesus and Mary, in keeping with the educational philosophy of St. Claudine Thévenet as outlined in our Mission Statement. We are committed to an education that fosters personal growth, self-worth and openness to the spiritual dimension of life for all its members.

## **3. Aims**

The aim of this Acceptable Use Policy (AUP) is to ensure that the users will benefit from the learning opportunities offered by the school's internet resources in a safe and effective manner. Internet use and access is a school resource and privilege. If a member of the school community breaches our AUP then the privilege will be withdrawn and appropriate sanctions may be imposed.

This Acceptable Use Policy applies to users who have access to and are users of ICT in Our Lady's Grove Primary School.

When using the internet children, staff and parents are expected:

- To treat others with respect at all times
- Not undertake any actions that may bring the school into disrepute
- To do nothing illegal
- Respect the right to privacy of all other members of the school community
- Respect copyright and acknowledge creators when using online content and resources. 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 Grove Primary School will deal with incidents that take place outside the school that impact on the wellbeing of children or staff under this policy and the school's Code of Behaviour and Anti-Bullying policies. In such cases the Principal will, where known, inform parents of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

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

- Children will receive education in the area of internet safety as part of our implementation of the SPHE curriculum
- Internet safety advice and support are provided to children, staff and parents through annual Internet Safety workshops and talks
- Teachers will receive continuing professional development opportunities in the area of internet safety
- Our Lady's Grove Primary School participates in Safer Internet Day activities to promote safer, more effective use of the internet

This policy, developed by a working group included the following representatives: Principal, the IT team and Board of Management.

This policy and its implementation is reviewed annually by Board of Management.

The school will monitor the impact of the policy using:

1. Logging of reported incidents
2. Monitoring logs of internet activity (including sites visited) by our school's support supplier
3. Internal monitoring data for network activity

#### **4. Devices**

- Every effort will be made on the part of all users to take care of all devices on site
- Devices remain in school unless permission has been approved by the Principal as in the case of Assistive Technology

- Asset Tags will not be removed from the device
- Due care will be taken by all users when transporting the devices

## **5. Content Filtering**

The Board of Management of Our Lady's Grove Primary School has chosen to implement **Level 4** on content filtering on the school's Broadband Network.

**Level 4** allows access to millions of websites including games and YouTube.

**Level 4** blocks access to websites belonging to the Personal Websites category and websites such as Facebook belonging to the Social Networking category.

Users who take 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**

- Users will not intentionally visit internet sites that contain pornographic, obscene, illegal, hateful or otherwise objectionable materials
- Users will report accidental accessing of inappropriate materials in the classroom to the class teacher or any member of staff
- Users will not copy information from the internet without acknowledging the creator and referencing the source of the content
- Users will be aware that any usage, including distributing or receiving information, school-related or personal, will be monitored for unusual activity, security and/or network management reasons
- Users will use the school's internet connection only for educational activities
- Users 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

- Users will not download or view any material that is illegal, pornographic, obscene, defamatory or that is intended to annoy or intimidate another person

## **7. Email and Messaging**

- Users will not send any material that is illegal, pornographic, obscene, defamatory or that is intended to annoy or intimidate another person
- Users will not use school email accounts or personal emails
- Users 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
- Users should avoid opening emails that appear suspicious. If in doubt, users should always check before opening emails from unknown senders

## **8. Social Media**

- Users must not use social media and the internet in any way to harass, insult, abuse or defame users, their family members, staff and any other members of our school community
- Users must not discuss personal information about users, staff and other members of our community on social media
- Users must not use a school email address to set up personal social media accounts or to communicate through social media
- Users must not engage in activities involving social media that might bring the school community into disrepute

## **9. Personal Devices**

Currently users are not permitted to bring their own device to school.

Bringing a mobile phone to school must be in accordance with the school's Mobile Phone Policy.

## **10. Images & Video**

Care will taken when taking photographic or video images that users are appropriately dressed and are not participating in activities that might bring children or staff of Our Lady's Grove Primary School into disrepute.

In Our Lady's Grove Primary School users 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 permitted with expressed permission from the classroom teacher and the Principal. Only group photographs are permissible.

Written parental permission is obtained on the Annual Consent forms to permit photographs of users to be published on Our Lady's Grove Primary School website.

Users must not share images, videos or other content online with the intention to harm another member of Our Lady's Grove Primary School regardless of whether this happens in school or outside.

Sharing explicit images and in particular explicit images of children is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved. Sharing explicit images of other children automatically incurs suspension as a sanction.

## **11. Cyberbullying**

Users of ICT are expected to treat others with respect at all times. The prevention of cyber bullying is an integral part of the anti-bullying policy of our school. Engaging in online activities with the intention to harm, harass, or embarrass another child 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 all users are aware of and understand the following statements:

- 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
- Placing 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/liked by other people will be regarded as bullying

behaviour and will be recorded on the Department of Education Form (Anti-Bullying Policy)

- 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

## **12. School Websites**

Users 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 website will be continually checked to ensure that there is no content that compromises the safety, privacy, or reputation of users or staff of Our Lady's Grove Primary School.

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.

The publication of student work will always be coordinated by the class teacher.

Our website will use only digital photographs focusing on group activities. Content focusing on individual users will only be published on Our Lady's Grove Primary School website with parental permission.

Personal information including home address and contact details will never be published on school's website.

We will always avoid publishing names of people in photograph captions published on the school's website.

## **13. Legislation**

Our Lady's Grove Primary School will provide information on the following legislation relating to use of the Internet which users 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

As the parent or legal guardian of the user, it is your responsibility to read the Acceptable Use Policy and inform your child of its contents. Ensure that your child/ren fully understand the following statements:

- **Internet Access is intended for educational purposes**
- **Every reasonable precaution has been taken by Our Lady's Grove Primary School to provide for online safety and we cannot be held responsible if users access unsuitable websites**
- **My child's schoolwork may be chosen for inclusion on the website**

This policy was adopted by the Board of Management on June 6<sup>th</sup> 2017

Signed: 

(Chairperson of Board of Management)

Signed: 

(Principal)

Date: June 2017

Date of next review: June 2018