



# Our Lady's Grove Primary School

## Information and Computer Technology Acceptable Use Policy

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## Mission Statement

Our Lady's Grove Primary School is a Catholic community rooted in the educational philosophy of St. Claudine Thévenet.

In Our Lady's Grove we strive to create a happy, safe, loving, caring and nurturing environment conducive to the attainment of the educational, creative, moral and spiritual potential of each child, enabling them to participate as responsible citizens at home, in school and within the school community at present, and ultimately within our society.

### School Ethos

Our Lady's Grove strives to be a school of educational excellence with a commitment to develop and enrich each child's personality through a child-centred education which promotes inclusion, tolerance, respect and an openness to the world around us.

- The children experience the love of living life together within our school community
- The children are nurtured so that they develop self-esteem and confidence to reach their full potential
- Our school seeks to promote healthy interpersonal relationships throughout the community with an appreciation and respect of others who are different to ourselves
- The well-being of every child is our priority. Children are supported to face the future with hope and confidence. They are nurtured in a spirit of mutual respect and responsibility for themselves, for others and for the environment
- Close contact between home and school is maintained. Parents/Guardians and school staff support one another and collaborate with each other in leading and supporting the children to the fullness of their potential at the different stages of their primary education
- Teaching and learning is characterised by love, patience and understanding, encapsulating the overall development of the children, their individuality and their life circumstances
- In fostering an openness to our world, our teaching and learning encourages the children to build a more sustainable, just and tolerant society

### 3. Aims

This policy applies to all school "Devices", including computers, iPads, laptops, tablets,

and other IT hardware connected to the school's network.

This policy applies to users who have access to and are users of ICT in Our Lady's Grove Primary School. The authors of this policy include the following members: the Principal, the IT Team and the Board of Management.

The Board of Management reserves the right to amend this policy from time to time, entirely at its discretion. This policy should be read carefully to ensure that the content is accepted and understood.

The aim of the **Acceptable Use Policy** ("AUP" or "the Policy") is to ensure that children benefit from the learning opportunities offered by internet access in a safe and positive manner. The policy also aims to establish minimum standards and inform the children and their parents/guardians of the school's administration of and monitoring of devices, equipment and network. Internet access and use thereof is a valuable teaching and learning resource. If a member of staff breaches our AUP, appropriate sanctions will be imposed. In the case of a child, misuse of the internet will result in withdrawal of access privileges, disciplinary action, detention and, in certain cases, suspension or expulsion. The Board of Management also reserves the right to report any illegal activities to the appropriate authorities.

#### **4. Content Filtering**

Our Lady's Grove Primary School implements strategies to maximise learning opportunities and reduce risks associated with the internet. The Schools Broadband Programme provides an integrated set of services to schools which includes broadband connectivity and hosted services including content filtering and security services including anti-virus control and a centralised firewall. These services are managed by Oide: Schools Broadband working closely with the Department of Education and Skills and HEAnet. A firewall is used on school devices to minimise the risk of exposure to inappropriate material and to block unsuitable sites. 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.

#### **5. Use of the Internet in School**

The school takes every reasonable precaution to provide for online safety. It cannot be held responsible for individuals' accessing unsuitable/harmful websites either deliberately or inadvertently.

**Code of Conduct:**

- Treat others with respect
- Not undertaking any actions to bring the school into disrepute
- 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
- Do not upload nor download non-approved software on school devices

**Teachers will:**

- Supervise internet sessions conducted on laptops and iPads
- Websites will be previewed/evaluated by a teacher using a filtering system, before being integrated into teaching and learning
- The school's search engine has a built in 'safe search' feature. The 'safe search' feature will be enabled on all search engines on school devices
- Children will receive education in 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 parent talks
- Teachers will participate in continuing professional development in internet safety

**Children will:**

- Not knowingly visit internet sites on school devices that contain obscene, illegal, hateful or otherwise objectionable materials
- Always use a safe search engine such as [www.kiddle.co](http://www.kiddle.co) to find images

- Not type an inappropriate word into the 'Search bar' to generate inappropriate images
- Be expected to minimise the screen/turn off the monitor and report the incident to a teacher in the event of accidentally accessing inappropriate sites. This will be done in a discreet manner without attracting the attention of those around them
- Engage with the internet to enhance learning for educational purposes only
- Not disclose or publicise personal or confidential information to others online. **Examples:** *full name, own or classmates' home addresses, telephone numbers, email addresses, online profile information or name and location of their school*
- Not change or use another person's files, username, or passwords
- Be aware that any usage, including distributing or receiving any information, school-related or personal, will be monitored for unusual activity, security, and/or network management reasons

Our Lady's Grove Primary School will investigate certain incidents that take place off-site and that impact on:

- The wellbeing of children or staff
- Code of Behaviour
- Anti-Bullying Policy
- Mobile Phone Policy

In such cases the Principal will, where known, inform parents of incidents of inappropriate online behaviour and impose the appropriate sanctions.

The school will monitor and log:

- Reported incidents
- Internet activity (including sites visited)
- Internal monitoring data for network activity

## **7. School Devices & Personal 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
- 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

## **8. 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 access to inappropriate content to the Class Teacher
- 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

## **9. 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 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

## **Microsoft 365 Accounts**

- The school uses Microsoft 365 to aid teaching and learning
- Children in older classes have access to Microsoft 365 accounts. Each child has unique log in details and computer generated passwords
- Microsoft 365 accounts enable the child to complete project work both at home and in school that can be saved and accessed through Microsoft One Drive
- Children do not have access to the email function of the Microsoft 365 accounts
- Student Microsoft 365 accounts are intended for educational purposes only
- Under no circumstances will children attempt to login to another Microsoft 365 account
- Children are expected to report any suspicious activity immediately

## **10. 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 engage in activities involving social media that might bring the school community into disrepute

## **11. Images & Video**

Care will be taken regarding photographic or video images. Users must be appropriately dressed and must not participate 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.

- Photos or videos may only be taken using a school iPad/camera
- In general, group photographs are taken on a school iPad/camera
- Images and/or videos taken by a child or a staff member on a school device may not be shared or uploaded to a platform without the specific permission of the parent/guardian

***Sharing explicit images and in particular explicit images of children is unacceptable and absolutely prohibited with serious consequences and sanctions for those involved. In the case of a member of staff, a report could be made to An Garda Síochána. In the case of a child/ren sharing explicit images, the incident will be fully investigated before a sanction is imposed.***

## **12. Cyberbullying**

It is important to note that the school's **Anti-Bullying Policy** should be read in conjunction with this policy. 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 unacceptable and absolutely prohibited 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.**
- **Isolated / 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.**
- **A once-off offensive or hurtful private message, image or statement posted on social media 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.**
- **Any participation by way of sharing, liking or commenting on any of the above social media posts will also be considered bullying.**

### **13. School Website & X [Twitter] Account**

Our school's website address is [www.ourladysgrove.ie](http://www.ourladysgrove.ie) Our school also uses Aladdin to communicate with parents by notice and email. 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. Our website will use only digital photographs focusing on group activities. Content focusing on individual children will only be published on Our Lady's Grove Primary School website with individual parental permission. The publication of student work will always be coordinated by the Class Teacher. Personal information including home address and contact details will never be published on the school's website. We will always avoid publishing names of people in photograph captions published on the school's website. Parental permission is obtained on the Annual Consent forms to permit photographs of children to be published on Our Lady's Grove Primary School website only. The Principal and the Board welcome any suggestions about how the content may be improved. If any parent or guardian has any concern about the appropriateness of the content of the website, then the Board asks that

the matter be brought to the attention of the Principal as a matter of urgency. This Policy should be read in conjunction with our Data Protection Policy.

### **March 2024– June 2025: Pilot X [Twitter] Account**

- The X [Twitter] account is public
- Comments will be switched off
- Only group photos will be uploaded
- Names and personal information will never be shared either on the website or on Twitter
- Only designated staff will be permitted to upload to the website/X [Twitter]
- Photos will be taken on school iPad and deleted after upload
- With the approval of the BOM, amendments will be made to the Acceptable Use Policy
- The management of the X [Twitter] Account will be GDPR compliant
- Two permissions will be sent to parents via Aladdin:
  - **Accept** or **Decline** the permission to upload a photo of your child as part of a group to X [Twitter]
  - **Accept** or **Decline** the permission to upload a photo of your child on his/her own to X [Twitter]. [Individual permission will be sought on this occasion.]

### **14. 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  
<https://www.irishstatutebook.ie/eli/2003/act/6/enacted/en/html>
- Child Trafficking and Pornography Act 1998  
<https://www.irishstatutebook.ie/eli/1998/act/22/enacted/en/html>
- Interception Act 1993  
<https://www.irishstatutebook.ie/eli/1993/act/10/enacted/en/html>

- Video Recordings Act 1989  
<https://www.irishstatutebook.ie/eli/1989/act/22/enacted/en/html>
- The Data Protection Act 1988  
<https://www.irishstatutebook.ie/eli/1988/act/25/enacted/en/html>

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 cannot be held responsible if users access unsuitable websites inadvertently or otherwise.**

This policy was amended by the Board of Management on:

*Maura Feely*

Signed: \_\_\_\_\_

Chairperson of Board of Management

Date: 3 September 2024

*L McDowell*

Signed: \_\_\_\_\_

Principal/Secretary to the Board of Management

Date of next review: September 2025