St. Aloysius' College
Carrigtwohill

Internet & Media Acceptable Usage Policy

St. Aloysius' College recognises the Internet provides opportunities in many different ways for students and teachers. The Internet provides not only social connection and entertainment, but also academic and scientific information. Additionally, the Internet can be used as a tool to learn information from all around the world. In consideration of these facts, we recognise it is important to encourage students to use this valuable source to get information they may need in their academic studies.

The use of Information and Communications technology (ICT) has become an integral aspect in society. The Digital Strategy for Schools (2015, p.5) set out to be a facilitator for schools to determine '*how ICT can enhance our education system, particularly in the areas of teaching, learning and assessment*'.

St. Aloysius' College uses instructional technology as a teaching and learning aid which assists learning and encourages the development of our student's key skills in ICT.

However, it is a priority that the school's classes and activities are conducted in a manner where unnecessary distractions or disruptions occur. Therefore, it is necessary that our community in St. Aloysius' College use technology responsibly, ethically and respectfully of others.

Rationale
The purpose of this Policy is to provide students, staff and parents with clear guidance on the acceptable, safe and legal way in which they can use the Internet.

By enrolling in St. Aloysius' College and using any of the schools IT and Network Resources, students are required to comply with the terms of this Policy.

The aim of this Acceptable Use Policy (AUP) is to ensure that students will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner and that staff and parents will model these expectations.

If the school AUP is not adhered to by students this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed. It is envisaged that school will revise this AUP regularly.

St. Aloysius' College employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet:

- Students will be provided with education in the area of internet safety as part of the SPHE curriculum.
- As part of the school's Anti Bullying Awareness Initiative and Le Cheile Friendship Week workshops for pupils on Online Safety and Cyber Bullying are organised for pupils and parents on an annual basis.
- Safer Internet Day will be acknowledged within the school in February each year.
- School staff will be provided with continuing professional development in the area of internet safety and online communication and ICT technologies.

ICT and Legislation - the following legislation is relevant to Internet Safety**.**

• The **General Data Protection Regulations** (GDPR) (EU) 2016/679 is a regulation in EU law on data protection and privacy for all individuals within the European Union.
• **Data Protection (Amendment) Act 2003** - this amendment extends the data protection rules to manually held records and also makes improvements to the public's right to access data.
• **Child Trafficking and Pornography Act 1998** - this act legislates against anyone who knowingly produces, prints, publishes, distributes, exports, imports, shows, possesses or sells child pornography.
• **Interception Act 1993** – this act stipulates that telecommunication messages can be intercepted for the purpose of an investigation of a serious offence. Authorisations are subject to certain conditions.
• **Video Recordings Act 1989** - this act prohibits the distribution of videos which contain obscene or indecent material which may lead to the depravation or corruption of the viewer.
• **Copyright and Related Rights Act 2000** – this act governs copyright in Ireland.

General Guidelines

- Students are just as much responsible for their good behaviour on the Internet as they are in a classroom or on a school corridor.
- Students will use the Internet for educational purposes while in school or at school events.
- Access to video streaming sites such as YouTube and Vimeo etc. is allowed for educational purposes only with guidance and permission of teaching staff.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures. i.e immediately
- Students will not copy information into assignments and fail to acknowledge the source (Plagiarism and copyright infringement).
- Pupils must not post or share personal information about students, staff and other members of the school community on social media.
- Students must not use social media or the internet in any way to harass, insult, abuse or defame pupils, their family members, school staff or other members of the school community. This applies to both in school online communication and outside of school online communication.
- Pupils must not seek to 'friend' any member of school staff on their personal email or any other personal social media profile
- General School Rules apply – Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute. Access is a privilege, not a right and that access requires responsibility. Internet sessions will generally be supervised by a teacher. Students should be familiar with the school's rules for Internet use and know how to use the Internet before going on-line. If a student has any questions about these rules, they are asked to speak to their teacher so they can understand. Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material. Virus protection software is used and updated on a regular basis.
- Students must get the teacher's permission to print, upload or download any text, images, software or other data from the Internet. The use of memory sticks or other digital storage media in school on any school PC's requires a teacher's permission.
- Students will never disclose or publicise personal information.
- Pupils must not engage in activities involving social media or any form of communications technology, which might bring St. Aloysius' College into disrepute.
- Students are 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.
- Pupils must not represent their own personal views as being those of St. Aloysius' College on any social medium.

- The use of all instant messaging services or apps including Snapchat, Whatsapp, etc. by pupils is strictly forbidden in school or on any school devices.

- Reading hurtful or offensive comments on the Internet or social media can be very difficult for a student and their parents. It is essential in such situations that the student and/or their parent contact a member of the school staff so that the matter can be addressed. Students and parents can sometimes feel that drawing attention to a cyber-bullying issue will exacerbate the problem, but our experience is that failing to deal with online nastiness means it will continue and most likely worsen. St. Aloysius' College can offer advice and, if necessary, counselling to students on dealing with upsetting material. Any member of staff can be contacted to arrange this support.
- If a student is a victim of any online abuse from a member of the school community they are advised to copy/ screenshot all communications immediately and bring this to the attention of one of their teachers or the Year Head/ Deputy Principal/ Principal.

School Email

Each registered student and graduate of the St. Aloysius' College is provided with an email account for their use.

Each Staff member within St. Aloysius' College is provided with an email account to assist with their work for the school. This account is one of the primary ways that the school will communicate with staff, students, graduates and alumni. Email account holders must comply at all times with this Policy.

The email account of a staff or student, and any information contained in it including content, headers, directories and email system logs, remains the property of St. Aloysius' College. Usage of the email system, and associated drive, for academic and professional purposes is encouraged. Incidental use of an e-mail account for personal purposes is allowed and understandable but it is also subject to the same policies and regulations as official use. However, systematic use on behalf of individuals or organisations that are not associated with the school or its business is not allowed.

Users are responsible for the integrity of their mailbox. IT Admin services cannot restore any emails deleted accidentally or otherwise. All email messages may be subject to the Freedom of Information Act 2014 and GDPR 2018 (as amended, updated or replaced from time to time).

Arising out of the need to protect the college's network and students, St. Aloysius' College cannot guarantee the confidentiality of information stored on any network device belonging to the college.

Great care should be taken when attaching documents to ensure the correct information is being released.

- An email should be regarded as a written formal letter. Any defamatory or careless remarks can have very serious consequences. The use of indecent, obscene, sexist, violent/threatening, racist or other inappropriate remarks whether in written form, in cartoon form or otherwise, is strictly prohibited.
- To prevent computer viruses being transmitted through the network, care must be taken when dealing with suspect e-mails and attachments of unknown origin are received. Suspect e-mails should be deleted immediately and never forwarded to other Users.
- Staff and Students are not authorised to retrieve or read any e-mail messages that are not sent to them except when authorised under the approved procedures.

Access to Staff & Student Accounts

Email messages must not be automatically forwarded (redirected) to external non-St. Aloysius' College accounts

- If you receive any offensive, unpleasant, harassing or intimidating messages via e-mail, you are requested to inform the school immediately by emailing admin@saintals.ie .
- Students must not use inappropriate or bad language or send messages that could be offensive to another person
- Students must not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Students will not reveal their own or other people's personal details, such as passwords, addresses or telephone numbers or pictures.
- If a student receives a message that makes them feel uncomfortable or they feel is inappropriate, it must be reported to a Teacher. Sudents should not respond to such a message.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Students may only access chat rooms, discussion forums, messaging or other electronic communication fora that have been approved by the school and will only be used for educational purposes. Usernames will be used to avoid disclosure of identity.
- Access to Social Networking Sites is limited, only those approved by the school may be accessed on the schools internet service.

Statement on Child Protection:

- Students will use approved class email accounts with supervision by, or with permission from a teacher or authorised person.
- Profile pictures must be appropriate for a school account.

- Students will not reveal their own or other people's personal details such as home addresses, email addresses, passwords, telephone numbers or pictures/photographs.
- Students must not use another student's account or a teacher's account.
- Students should not send, open or forward any material that is illegal, obscene, defamatory, or that is intended to annoy, intimidate or upset another person.
- Students should not engage in any behaviour that is deliberate, hurtful and repeated.
- Internet chat rooms, discussion forums and other electronic communication fora will only be used for educational purposes and may only be accessed when authorised by a teacher.
- Students should be aware that this is not a private email address and that all communication can be viewed by school administrators.

School Website and School App
- Students will be given the opportunity to publish projects, artwork or school work on the Web in accordance with clear procedures and approval processes regarding the content that can be loaded to the school's website, Twitter/ Facebook and any other school public accounts.
- The publication of student work will be reviewed and co-ordinated by a teacher.
- The website and other social media outlets will be regularly checked to ensure that there is no content that compromises the safety of students or staff.
- Students' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
- The school will endeavour to use digital photographs, audio or video clips focusing on collective activities and always highlighting the positive nature of student learning and activities. Content focusing on individual students will not contain full names or identifcation details.
- Video clips or photo galleries may be password protected. Personal student information including home address and contact details will be omitted from school web pages.

Personal Devices

St. Aloysius' College recognises the benefits of having students using their own devices within classrooms, particularly in assisting learning needs when needed. However, students are required to use these devices, including mobile phones, in line with directions set out in the school Code of Conduct.

Students specifically cannot use these devices in class without a teachers permission, likewise this policy is explicit in instruction that students must not
- send nuisance texts or other messages,

- take unauthorized images with a mobile phone camera, still or moving,
- publish online, in any form, any photos of staff or of students in uniform or on school activities

These are considered a direct breach of the school's acceptable use policy and a breach of the legal general data protection regulations (GDPR). This is viewed as a most serious offence and students will face strict sanctions **up to and including suspension from school**.

Specifically parents are strongly advised to be aware of all devices, profiles and general behaviour of their child when accessing the interent, social media or other forums. *It is St. Aloysius' College position that outside of school parents are the primary carers and should fulfill this duty of care with regard to their child's online activity.*

Sanctions

- The misuse or unlawful use of the Internet or ICT equipment during school /class time by pupils will result in disciplinary action as outlined in the school's Code of Conduct and Anti Bullying Policy. Sanctions will include written warnings, withdrawal of access and privileges to ICT and other school related privileges and, in extremely serious cases, suspension or expulsion.
- Students are reminded that the college has access to all files, drives and disks used on school computers, including email messages sent and received by students.
- School computers also record details of what students have viewed on the Internet.
- The school also reserves the right to report any illegal or inappropriate activities to the relevant statutory authorities ie GardaÍ, TUSLA. Office of the Data Commissioner etc.
- Additional disciplinary action may be taken in line with existing approved school practice on inappropriate language or behaviour.

ACCEPTABLE USE POLICY FOR PARENTS/GUARDIANS & PARENTS' ASSOCIATION
- Parents/Guardians must not use social media or the internet in any way to harass, insult, abuse or defame pupils, their family members, staff, other members of the school community.
- Parents/Guardians or other visitors to the school should not upload images or videos featuring pupils or staff of St. Aloysius' College to any social media platform. This includes images from in- school concerts, events etc.
- Parents/Guardians must not take, use, share, publish or distribute images of any member of St. Aloysius' College community without their expressed permission.
- Parents/Guardians must not engage in activities involving social media or any form of communications technology, which could bring St. Aloysius' College into disrepute.

- Parents/Guardians must not represent their own personal views as those of being from St. Aloysius' College on any social medium
- Parents/Guardians should ensure that their daughter adhere to the minimum age requirements for the use of messaging services and social networks.

IMPORTANT NOTE : Parents/Guardians are expected to take responsibility for their daughter's use of ICT and electronic devices (including mobile phones) and should monitor their online behaviour outside of school.

- St. Aloysius' College cannot be responsible for pupil online behaviour that arises outside of the school environment. However the school will co-operate in so far as is possible with parents/guardians in dealing with reports of inappropriate online incidents that impact on the wellbeing of pupils and/or staff. Such matters will be dealt with in so far as is deemed necessary under the school Code of Conduct and Anti-Bullying policies.
- St. Aloysius' College will inform parents/guardians of reported incidents of inappropriate online behaviour.
- *In the event that the school authorities have a concern about the wellbeing of a student arising from online issues, we may inform parents/guardians that in our opinion access to certain apps/ social media platforms/ internet or phone should be removed from the student. If a parent does not adhere to this advice the school reserves the right to withdraw from the issue and leave the matter in the hands of the parent/ guardian.*

PARENTS' ASSOCIATION: **Acceptable Use Policy for PA Social Media Communications**
- The Parents' Association may communicate with parents using a variety of methods including mailing lists and forms of social media. Should the Parents' Association operate these they are to be considered under the authority of St. Aloysius' College Board of Management. The purpose of the such accounts are to communicate with and promote specific PA activities and events/ meetings etc to the parent body.
- All content posted by the PA must abide by copyright, child protection legislation, privacy and data protection law. The PA will not use such forums to express personal opinions or create, transmit, display publish or forward any material that is likely to harass, cause offence to any person or bring the school into disrepute.
- The Board of Management reserves the right to monitor the online activity on these accounts with a designated liaison staff member having read-only access.

Any and all St. Aloysius' College PA Social Media and Mailing Lists will adhere to the following guidelines:
- The PA will not advertise products or services on St. Aloysius' College PA social media unless prior approval of the BOM has been sought.

- The PA will not post any comments or information that could be deemed as offensive, inappropriate, harmful, or contrary to school ethos or policy.
- The PA must not post or tag images of pupils or staff members on any PA social media accounts
- Any PA social media accounts must not be used as a discussion forum about pupils, staff or school policies etc.

SCHOOL STAFF & AUTHORIZED VISITORS/OUTSIDE AGENCIES: Acceptable Use Policy

STAFF/VISITORS: Internet Access/Web Browsing and Downloading

- Teachers must always monitor access to the Internet by pupils in St. Aloysius' College and websites/videos should always be previewed before presentation to the class. Where teachers seek to integrate a web page into a lesson, the web page must be fully previewed/evaluated to screen for inappropriate content, imagery, and text.
- Staff will ensure that school WiFi, VSware Management System and school administrator passwords are not disclosed to pupils or non-staff members.
- Use of the internet by staff members or authorised school visitors/agencies to access or download offensive or inappropriate material is strictly prohibited at all times.
- Staff members may access the internet for personal purposes outside of pupil-teacher contact time only
- Student Teaching practice students, transition year pupils or adults or students on a work experience/ placement may only access to the computer facilities with the permission of their mentor or supervising class teacher. All teaching practice and placement students must adhere to St. Aloysius' College Acceptable Use policy.

STAFF /VISITORS: Recording of Images & Video

- Staff will only use school digital cameras and school tablets/other school ICT equipment for the recording of images and video of pupils for school related purposes. Staff are required to delete photos or videos of pupils or school activities from personal mobile phones immediately after usage.

STAFF/VISITORS: Social Media

- Staff and authorised school visitors/agencies must not use social media or the internet in any way to harass, insult, abuse or defame pupils, their family members, school staff, or other members of the school community.
- Staff may wish to create social media profiles which are for professional use and focused on educational aims only

- School staff and authorised school visitors/agencies must not post or share personal information, use, share, publish or distribute images about pupils, staff and other members of St. Aloysius' Collegeáis school community on any form of social media sites etc.
- Staff and authorised school visitors/agencies must not engage in activities involving social media or any form of communications technology which might bring St. Aloysius' College into disrepute.
- Staff and authorised school visitors/agencies must not represent their own personal views as those of being of St. Aloysius' College on any social medium.
- All school staff should take appropriate measures to manage their online privacy and professional reputation while engaging with social media on a personal basis. (see http://www.webwise.ie, http://www.teachingcouncil.ie/ and www.asti.ie and for specific advice on this)
- Staff should not accept friend requests to their personal accounts from students on social media platforms such as Facebook/Instagram/WhatsApp/ Snapchat etc
- Staff should not disclose personal phone numbers or use personal email addresses in communication with students.
- Staff authorised school visitors/agencies will adhere to the school guidelines on the use of mobile phones & personal electronic devices during the school day and with regard to St. Aloysius' College.

Reference Guide:

The following is a list of useful websites for further information on staying safe online
- www.internetsafety.ie
- www.esafety.ie
- www.webwise.ie
- www.ncte.ie
- www.saferinternetday.ie
- http://cybersafeireland.org
- https://dataprotection.ie/docs/Parents-Guide-to-Internet-Safety-from-the-Office-for-Internet-Safety-(OIS)/1387.htm

Signed: _Pat Hurly_   Date: 2018
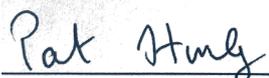
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