

St. Louis Community School

Digital Citizenship & Acceptable Use Policy



Introduction

This policy is informed by both the mission statement and the ethos of St. Louis Community School, which aim to enable students to reach their full potential academically, personally and socially. The policy reflects the pastoral nature of our school.

Our Aim

The aim of this policy is to ensure that students and staff benefit from the teaching and learning opportunities offered by the school's Information and Communications Technology (ICT) systems, in a safe, respectful and effective manner. Systems and internet use are school resources and access is considered a privilege. If the school's Digital Citizenship and User Acceptance Policy (AUP) is not adhered to, this privilege may be withdrawn and appropriate sanctions imposed. The AUP should be read carefully to ensure that the conditions of use are accepted and understood.

Our Strategy

To ensure that the benefits of the school's ICT systems can be enjoyed by the whole school community, staff will take a reasonable and practical approach: in managing ICT within the school; in raising awareness of internet safety; and informing students, staff and parents of the school's expectations around positive and respectful ICT behaviour.

Every member of the school community has a **personal responsibility** when accessing and using technology.

Members of the school community will be required to sign up to the Digital Citizenship Pledge before accessing the school's ICT systems. The pledge acknowledges the importance of personal responsibility and defines the norms of appropriate, responsible technology use. This will not only work to inform and protect young people in the school environment, but will also help to prepare students for a society in which online activity is part of everyday life.

My Digital Citizenship Pledge

Respect Yourself

I will show respect for myself through my actions. I will only use appropriate language and images on the Internet or on the school website / virtual learning environment. I will not post inappropriate personal information about my life, experiences or relationships.

Protect Yourself

I will ensure that the information I post online will not put me at risk. I will not publish full contact details, a schedule of my activities or inappropriate personal details in public spaces. I will report any aggressive or inappropriate behaviour directed at me. I will not share my password or account details with anyone else.

Respect Others

I will show respect to others. I will not use electronic mediums to bully, harass or stalk other people. I will not visit sites that are degrading, pornographic, racist or that the school would deem inappropriate. I will not abuse my access privileges and I will not enter other people's private spaces or work areas. I will respect my peers and teachers by not using technology inappropriately in or out of class.

Protect Others

I will protect others by reporting abuse. I will not forward or disseminate any materials (including emails and images) that are harmful to others and that the school would deem inappropriate.

Respect Copyright

I will respect the ideas and writings of others and will not plagiarise works found on the internet. I will acknowledge all sources including images. I will not download or install software on school machines without permission. I will not steal music or other media, and will refrain from distributing these in a manner that violates their licenses.

Respect Technology

I will take all reasonable precautions to protect ICT equipment from damage. I will not tamper with its software or jailbreak it. I will not interfere with school ICT systems or attempt to bypass school restrictions.

Respecting and Protecting the School Community

Open internet sessions will always be supervised by a teacher and the school will monitor students' ICT and internet usage. Students should not seek to access ICT unsupervised.

All members of the school community will be required to sign a Digital Citizenship and User Acceptance Policy Form. The student Digital Citizen Pledge will be on prominent display in all rooms with ICT equipment and in other appropriate places around the school premises.

Content and images which reference students will only be published on the school app/website, social media accounts and print media with the permission of parents/guardian. Parental Consent will be sought as part of the User Acceptance Policy form.

Support Structures

Students and staff will be provided with information and training on internet safety, appropriate online behaviour and relevant legislation, on an annual basis.

File owners will be notified of any necessary maintenance in advance, where practicable.

The School Chaplain and Guidance Counsellor can provide advice and counselling to students dealing with any upsetting material or incidence. Any member of staff can be contacted to arrange this support.

Misuse of ICT Systems

In the event of suspected misuse of the school's ICT systems, the Principal may nominate the IT Administrator to conduct an examination of ICT systems to assure compliance with internal policies and to support the management and protection of the school's ICT systems.

An individual's ICT privileges may be suspended immediately upon the discovery of a possible violation of this policy. Misuse of ICT systems may result in disciplinary action, including written warnings, withdrawal of IT access privileges and, in extreme cases, suspension or expulsion.

Sanctions

Misuse of the school's ICT equipment and systems will be dealt with in accordance with the School Rules and the following school policies:

- Code of Behaviour Policy
- Anti-Bullying Policy
- Mobile Phone Policy

The school reserves the right to:

- Investigate and deal with incidents and activities that happen outside of school hours and which impact on the welfare or education of students.
- Request parents to furnish school with IP addresses of relevant home internet accounts.
- Report any illegal activities to the appropriate authorities.

Policy Review

As technology is constantly evolving and producing new trends, developments and threats this policy will be reviewed on an annual basis.

Legislation

All members of the school community are strongly encouraged to familiarise themselves with relevant legislation. Links will be made available on the School Website

IT Management and Maintenance

IT administrators:

(This refers to persons who have administrative rights to mail servers stored on the cloud and local servers)

Fintan Costello (Wriggle - mail servers)
Mark Dempsey (IT Technician - mail and local servers)
Regina Anderson (Principal - mail and local servers)
Grahame Cleary (Deputy Principal - VSWare)
Maresa Larkin (IT coordinator - Office 365 mail server)
Fearghal O'Hara (Google Apps mail server)
Rena Conroy (Secretary - VSWare)
Imelda Reilly (Secretary - VSWare)

Accounts

An IT administrator will issue accounts to students and staff. Each individual is responsible for the proper use of the account, including proper password protection. When a student or staff member leaves the school, their profile and associated files/emails etc. will be removed after a 3 month period has elapsed.

Confidentiality

An IT administrator can access any file/email created under the stlouiscs.com domain. Any file which is deemed to be in contravention of the Digital Citizen Pledge may be removed.

Systems Usage

All computer activity is tracked and logged for reference purposes. These individual user logs may be accessed at any time by the IT Administrator. If policy violations are discovered they will be reported immediately and the above sanctions may apply.

St. Louis Community School
Digital Citizenship & Acceptable Use Policy
Student and Parent/Guardian Acceptance Form

Please review the attached policy with your child, then sign and return this Acceptance Form to the School Office.

Student Acceptance

Name of Student (Print Name): _____ **Class:** _____

I agree to uphold the Digital Citizenship Pledge and always act in a manner that is respectful to myself and others, in a way that will represent the school in a positive way. I accept that this policy applies in school and outside school. I understand that failing to follow the above will lead to appropriate sanctions being carried out.

Student signature: _____ **Date:** ____/____/____

Parent/Guardian Acceptance

As the parent or legal guardian of the above-named student, I have read and understood the Digital Citizenship Pledge and Acceptable Use Policy and grant permission for the student to access the school's ICT systems for teaching and learning purposes.

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 and accept that the student has a personal responsibility with respect to appropriate behaviour and will be held accountable for any misuse of technology.

Please tick as appropriate:

I accept the above paragraph ☐

I do not accept the above paragraph ☐

Parent/Guardian signature: _____ **Date:** ____/____/____

School Website & Social Media

In relation to the school app/website, social and print media platforms, I hereby grant permission to St. Louis Community School to publish content and photographs which refers to/names/includes my child if the school considers it appropriate.

Parent/Guardian signature: _____ **Date:** ____/____/____

I accept that should I withhold permission, there will be an onus on my child to inform individual staff members as the need arises, that they do not have parental consent to publish content and images.

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Staff Acceptance Form

My Digital Citizenship Pledge

Respect Yourself

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Protect Yourself

I will ensure that the information I post online will not put me at risk. I will not publish full contact details, a schedule of my activities or inappropriate personal details in public spaces. I will report any aggressive or inappropriate behaviour directed at me. I will not share my password or account details with anyone else.

Respect Others

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Protect Others

I will ensure that the information I post online will not put others at risk. I will protect others by reporting abuse. I will not forward or disseminate any materials (including emails and images) that are harmful to others and that the school would deem inappropriate.

Respect Copyright

I will respect the ideas and writings of others and I will acknowledge all sources, including images. I will not download or install software on school machines without permission. I will not steal music or other media, and will refrain from distributing these in a manner that violates their licenses.

Respect Technology

I will take all reasonable precautions to protect ICT equipment from damage. I will not tamper with software or jailbreak it. I will not interfere with school ICT systems or attempt to bypass school restrictions.

Name of Staff member (Print Name): _____

I agree to uphold the above Digital Citizenship Pledge, to be a good role model to students by always acting in a manner that is respectful to myself and others, and to positively represent the school.

Staff signature: _____ **Date:** ____/____/____

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St Louis Community School Board of Management **adopted this policy** on: 28/ 9/2020

Signed Chairperson: Petrick Holbourn

Date of next policy review: 26 / 09 / 2022

Regina Anderson
Principal.