ICT Acceptable Usage Policy
St. Louis Community School

Introduction

The aim of this ICT acceptable usage policy (AUP) is to ensure that students will benefit from the learning opportunities offered by the school's ICT resources in a safe and effective manner. ICT use and access is considered a school resource and privilege. If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

When using ICT students, parents and staff are expected to treat others with respect at all times. This .ncludes:

- Not undertaking any actions that may damage the reputation of the school.
- Respecting the right to privacy of all members of the school community.
- Respecting copyright and acknowledging creators when using online content and resources.

This acceptable usage policy applies to students who have access to and are users of the ICT in St. Louis Community School. It also applies to members of staff, volunteers, parents, carers and others who access the ICT in St. Louis Community School.

Misuse of the ICT 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.

This policy and its implementation will be reviewed regularly by all stakeholders.

School Strategy

The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the use of ICT.

General Usage

- ICT sessions will always be supervised by a teacher.
- Software and/or equivalent systems will be filtered in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor students' ICT usage.
- *Students and teachers will be provided with training in the area of Internet safety.*
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.

- The use of personal electronic storage devices is not permitted. All students have access to Office 365 Account to store all digital files.
- Students will observe good "netiquette" (i.e., etiquette on the Internet) at all times and will not undertake any actions that may damage the reputation of the school.
- Office 365 and VSware are the only acceptable online platforms for teachers to share resources and communicate with students.
- Should serious online safety incidents take place, a member of the Senior Management Team should be informed.

Strategies to promote safer use of the internet

- Internet safety advice and support opportunities are provided to students in St. Louis Community School through our SPHE and ICT classes and through initiatives and promotions that occur during the school term.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.

Content Filtering

St. Louis Community School has chosen to implement the following level on content filtering on the school's Broadband Network:

- Level 5 - This level allows access to millions of websites including games and YouTube and allows access to personal websites category, and other similar types of websites, such as blogs but blocks access to websites belonging to the personal websites category and websites such as Facebook belonging to the Social Networking category.

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.

Web Browsing and Downloading

- Students/Users/Members of the school community will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students/Users/Members of the school community will be familiar with copy right issues relation to online learning.
- Students/Users/Members of the school community will never disclose or publicise personal information including passwords.
- Students/Users/Members of the school community will not use any social networking websites unless it is part of a supervised learning experience by a teacher.
- Students/Users/Members of the school community will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Students/Users/Members of the school community will report accidental accessing of inappropriate materials in the classroom to their teacher.

- Students/Users/Members of the school community will be aware that internet usage may be monitored for unusual activity, security and/or network management reasons.
- Students/Users/Members of the school community will use the school's internet connection only for educational and career development activities.
- Downloading by students/Users/Members of the school community of materials or images not relevant to their studies is not allowed.

Email and Messaging

- The school designated email address should be used for all matters related to school.
- Students should not use school email accounts to register for online services such as social networking services, apps, and games.
- Students should not under any circumstances share their email account login details with anyone.
- Students should be aware that all Office 365 communications are monitored.
- 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.
- Students should avoid opening emails that appear suspicious. If in doubt, students should ask their ICT teacher before opening emails from unknown senders.

Social Media

The term 'social media' covers a broad range of software applications. For the purposes of this policy, social media means any facility of online publication and commentary including blogs, wikis and social networking sites such as Facebook, LinkedIn, Twitter, Flickr, YouTube, Snapchat, Instagram, TikTok, Visco, etc. It also covers all kinds of content that is shared online including text, photographs, images, video and audio files.

Unacceptable use of Social Media sites will include:

- Sending, forwarding or posting discriminatory, harassing, insulting, abusive, defamatory or threatening messages, content or images that may cause harm to any member of the school community.
- Forwarding or 'Liking' material that is likely to cause offence or hurt to a third party.
- Sending, forwarding or posting inappropriate messages, content or material to a group Team / email.
- *Sending, forwarding or posting messages, content or material to an online platform that could* damage the school's image or reputation.
- Creating a fake profile that impersonates any member of the school community.

- Sending or posting material that is confidential to the school.
- Uses that violate copyright law, fail to observe licensing agreements or infringe on others intellectual property rights.
- Participating in the viewing or exchange of inappropriate images or obscene material.
- Discussing personal information about students, staff and other members of the school community on social media.
- Using school email addresses for setting up personal social media accounts or to communicate through such media.
- Representing their personal views as those of St. Louis Community School on any social medium.

While all cases involving the inappropriate use of social media will be dealt with on an individual basis, the school and its Board of Management considers the above to be serious breaches of our Code of Behaviour. Disciplinary consequences up to and including expulsion may be exercised in certain cases.
Please see the school's Code of Behaviour for information on the full range of sanctions the school employs and our appeal procedures.

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, smart phones, smart watches and digital music players in St. Louis Community School:

- Students are only allowed to use personal internet-enabled devices during lessons with expressed permission from teaching staff. All use will be supervised by the teacher
- Students are not allowed to use personal internet-enabled devices before school, after school, during break or lunch, while on school grounds or during social time.
- Students may not use their devices to record, transmit or post photos/videos of other teachers, staff members or students unless they have been given permission by the person.
- Students are not allowed to have internet-enabled devices on their person during House or State Examinations. This includes any mobile, internet-enabled device such as a smart watch or mobile phone.
- Students/Guardians/Parents are responsible for their devices including any breakages, cost of repair or replacement
- The Principal, Deputy Principals reserve the right to inspect or monitor student mobile devices during school hours if they have reason to believe there is inappropriate content on the device.
- Any such breaches will be dealt with under the procedures outlined in the Code of Behaviour.
- Note: Devices in 'Silent' or 'Vibrate' mode are not considered 'off'

Images, Sound & 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 or harm.
- Sharing or forwarding explicit images and in particular explicit images of students and/or minors is an unacceptable and absolutely prohibited behaviour which may be subject to legal action.
- Sharing or forwarding explicit images of other students/ staff members automatically incurs suspension as a sanction and may be subject to legal action.
- In St. Louis Community School students must not take, use, share, forward, publish or distribute images of others without their permission.
- Taking photos or videos on school grounds/ in the school building or when participating in school activities is strictly prohibited and may only be allowed with expressed permission from staff.
- Permission from parents/ guardians or carers is obtained upon enrolment in order that photographs of students may be used for school purposes including, publishing of photographs on the school website, print media and the school social media accounts.
- Students must not share or forward 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.
- Recording images, voice or phone calls without the express permission of the person being recorded, by any member of the school community, pupil, staff or parent runs contrary to the values of respect that we share at St. Louis Community School. Such actions that are deemed defamatory or that are intended to annoy, harass or intimidate another person may be subject to legal action as well as the schools Code of Behaviour.

Digital Recording of Student Work

unior Cycle reform has placed a greater emphasis on the use of digital technology in the classroom. With the introduction of Classroom Based Assessment (CBA), digital devices are essential for both the preparation and assessment of classroom work. Several CBA's involve recording student work. Any audio or audio-visual recording device, such as a tablet, mobile phone, webcam, laptop or video camera, available in the school can be used for this purpose. School, rather than personal devices, must be used.

All recordings for CBA purposes are deleted after the SLAR meeting when descriptors have been agreed and assigned to students.

The recording should take place with cognisance of child protection guidelines and in line with the school's acceptable use and data protection policies.

Online Learning Guidelines

St. Louis Community School has developed comprehensive guidelines for students to support online learning.

Cyberbullying

When using ICT students, parents and staff are expected to treat others with respect at all times. Engaging in online activities with the intention to harm, harass, or embarrass another pupil or member of staff/ school community is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

Measures are taken by St. Louis Community 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 is repeated over time (Dept. of Education 2013). This definition includes cyber-bullying even when it happens outside the school or at night. 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.

However, in the context of this policy, 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, statement or any other form of intimidation or aggression can be viewed and/or repeated by other people will be regarded as bullying behaviour.

A single incident can have a serious effect on a pupil and may also constitute harassment which is legally prohibited in schools under equality legislation.

The prevention of cyber bullying is an integral part of the Anti-bullying Policy of our school.

School Websites and Social Media

The school website and social media accounts 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.

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 St. Louis Community School web pages or Social Media platforms.

Sanctions

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and in extreme cases, suspension and expulsion. The school reserves the right to report any illegal activities to the appropriate authorities.

Online Learning Guidelines and Expectations during School Closure

Rationale

To support efforts to contain the spread of Covid-19, St. Louis Community School will strive to ensure that the impact of any future school closure on teaching and learning for any extraordinary reason e.g. fire, flooding, is minimised, by providing tuition, subject material and assignments online for all our students. We have therefore compiled a list of guidelines and expectations for members of our school community to support us all in engaging in high quality, effective and safe distance learning using Microsoft Office 365. They are compiled in conjunction with the Internet acceptable usage policy of the school, and with 'Guidance on Continuity of Schooling' documents issued by the Department of Education and Skills in April 2020.

Guidelines and Expectations

Students

- Students should develop a routine that allows them to engage with schoolwork in a way that suits them and their home circumstances
- Students should engage with work and with teachers online during the school day and keep evenings free for creative and physical activities
- Any schoolwork should not take up extra time above and beyond the time it would normally take whilst in school.
- Students will be expected to follow timetable issued.
- Students should either check their Microsoft 365 account in a timely manner each weekday or have notifications for Teams and Outlook turned on to stay informed of work being assigned, online lessons and other information that is shared with the students
- Students should complete and upload work/assignments by the deadline set by the teacher. It is the student's responsibility to complete the work or communicate to the teacher why it is not completed
- Students must download the Microsoft Teams One Drive/One Note and Office school email, if they are using a mobile phone or tablet device to return assignments.
- Students should only submit work in the Assignment section of Microsoft Teams or to One Note unless instructed to do otherwise by their teacher.
- Students should only submit work relevant to a particular assignment and not attach extra work set from a previous assignment
- If unable to complete work / if unwell / any other reason, students or their parent should contact the teacher via private message on Microsoft Teams or by email to inform of the reason
- Microsoft Teams will facilitate live online classes or video conferencing-style classes and will be used as additional tools to facilitate greater engagement between students and teachers, and to enhance the quality of teaching and learning during the school closure
- Invitations / information about scheduled classes will be shared with students in the normal way on Microsoft Teams (e.g. the time of online class, materials required by students etc.)
- *All 'live' online classes will take place during school time and students should attend these in* accordance with notification from teachers

- If a student is invited to attend a 'live' class online the student must join the class at the agreed time and should have all relevant material to hand (e.g. pens, copybook, other resources). Teachers will have overall authority over who is permitted to join or be removed from the class
- In 'live' online classes, students must follow agreed protocols, and must not interrupt the teacher and learning in compliance with the school's code of behaviour.
- Students must adhere to the settings that the teacher has in place and must keep their microphone muted throughout the lesson if requested by teacher, must ensure their camera function stays on/off when directed, and should minimise any movement/distraction during the lesson
- Students may use the messaging/chat functions for questions / discussions about the work and not for any other purpose. The teacher may turn on a student's microphone when they are invited to contribute, and the student's microphone will be turned off again once the student's contribution to the discussion is finished.
- Recording of a live lesson (audio / video / photographs etc.) by students is strictly prohibited
- The recording and posting of any video/live lessons on any social media platform is strictly prohibited in accordance with the school's code of behaviour and the ICT acceptable usage policy.
- Students should keep themselves safe, healthy, and well by following all the guidelines while engaging in distance learning
- The nature of online lessons is significantly different from that of normal classroom-based lessons that involve a mixture of teacher input, student input, student work etc. This interaction does not work as effectively online. Teachers may give input, use resources such as PowerPoint, videos etc., address student queries and questions and assess learning.

Parents/guardians

- The school recognises the challenges and difficulties of students working from home and the pressures of home life
- Any school work should not take up extra time above and beyond the time it would normally take whilst in school.
- Parents/guardians should become familiar with the online timetable in helping their son/daughter to develop a routine that allows them to engage with schoolwork effectively
- If possible, parents/guardians should support students to engage with schoolwork and with teachers online during the school day and keep evenings free for creative and physical activities
- Parents/guardians should monitor and be mindful of students' engagement with Microsoft 365 and encourage students to try and complete any online schoolwork to the best of their abilities where possible
- Parents/guardians should encourage students to communicate with their subject teacher during school hours through the appropriate channels if they are having any challenges or have questions during the school closure

- Parents/guardians should contact the school office and/ or the relevant Year Head via Teams if their child is ill or otherwise unavailable for school / engage in learning.
- By facilitating your child's 'live' online lessons at home, your child's lessons may feel different, but the same rules of communication apply as if this were a regularly taught lesson in school. This means that the interaction during these lessons is to be between the teacher and students only
- Parents/guardians of students with additional learning needs should contact the SEN coordinators with any issues or concerns regarding online learning. Parents/guardians may request additional support from the Guidance Counselling team if required by initially contacting the school office / or via Teams and appropriate follow up and supports will be agreed.

  Parents/guardians will be able to keep a track of their child's engagement through checking in with them, supporting them with their work and looking at their Microsoft 365 activities and accompanying submissions.

Teachers

- Teachers will provide meaningful and appropriate work for their specific subject and class groups
- The activities assigned should be explained using clear teacher guidelines and a deadline for assignments should be set
- All classwork should be filed by teachers under relevant topic headings to help with organisation on Microsoft 365
- Teachers will assign work for the entire class and will assign tasks/activities for a variety of abilities, differentiating as appropriate for students with additional educational needs as would be the case if students were in class
- Teachers should add SNAs to their Microsoft 365 Teams so that the SNA can support students by guiding them through assignments
- For children with additional needs, teachers should be flexible with timelines and deadlines where appropriate
- A varied approach should be used by teachers and can involve:
  - Video classes including teacher input, discussion, display of resources/PowerPoints etc. as - appropriate
  - Recordings where materials can be viewed on screen later or watched again as desired
  - Podcasts, as students often want to listen in their own time
  - Assignments to include attachments, video clips, YouTube links etc. where possible
- Teachers may use a variety of other online applications to share work and will follow correct policies and procedures at all times, whilst being mindful of GDPR
- The online platform Microsoft Teams facilitates live online classes or video conferencing style classes that should be used as an additional tool to facilitate greater engagement between students *and teachers and to enhance the quality of teaching and learning during the school closure*
- Microsoft Teams is the only video conferencing platform which will be used by our school during this time

- The nature of online lessons is significantly different from that of normal classroom-based lessons which involve a mixture of teacher input, student input, student work etc. This interaction does not work as effectively online. Teachers should carefully consider the best approach to take for teaching their particular lesson.
- Teachers will notify students of scheduled 'live' classes on Microsoft Teams and will also inform students of the materials required by student (e.g. pens, copybook, other resources) and how long the online class will take Teachers should ensure that all other windows are closed on their desktop during live classes, and that they are logged out of their personal/school accounts
  Teachers will explain class protocols at the start of each 'live' class.
- Teachers may record classes/presentation where necessary. This will be done in accordance with the school's GDPR policy and student privacy will be protected. Students recording of a live lesson (audio /video / photographs etc.) is strictly prohibited
- In most instances, there is no need for any cameras (teacher or student) to be switched on for the entirety of the lesson. Most teachers will share a PowerPoint presentation or other visuals on screen, talk about and explain this content and respond verbally to questions raised by students in chat/messaging function or verbally when invited to do so by the teacher
- Teachers will provide whole class or individual feedback as appropriate on Microsoft 365
- Teachers will report any students not actively engaging in online learning to parents through VSware and to the relevant Year Head if necessary
- All teachers will follow normal referral and communication systems of reporting issues of concern to the relevant Year Head about a student's engagement, wellbeing, welfare etc.
- Teachers should try to manage their day so that schoolwork and school communication does not overly disrupt evenings, and avail of the 'schedule' option in Teams to assign work at specific times of the day when helpful to do so

Special Tuition Teachers

- Teachers timetabled to support students with additional learning needs should support the curricular material assigned to the child rather than adding more work to their day/ week
- Learning Support teachers can decide on appropriate tasks and levels when supporting students with additional needs ensuring that this be done on a case-by-case basis, as every child has their own unique learning profile with their own strengths and needs
- SNAs will work with online and liaise with students of additional educational needs.
- SNAs should keep in contact with the students in their group to confirm that they are clear on what is required of them in each subject and that they continue to feel connected and supported
- Students with additional needs can be directed to accessible websites or other sources that will make the curricular content easier to understand and learn
- Assign small chunks of manageable curricular material and collate together in one email/ sheet/communication to help the student to organise and manage the workload
- Parents/guardians of students with additional learning needs should contact the SEN coordinator via Teams with any issues or concerns regarding online learning.

School Management

- The Year Heads will continue to monitor and collate information about student progress and online attendance in the event of school closure
- The Principal and Deputy Principals will aim to ensure all students and staff are ready to engage with online teaching and learning
- Management will endeavour to fully support students and staff in the event of a school closure.
- Management will meet with the Pastoral care team weekly on teams to discuss any issues or concerns brought to their attention.

Strategies to be highlighted to students to enable the safe and responsible use of social media

- Use strict privacy settings.
- Review all of the options on your privacy settings page. Many sites default settings tend to keep information public until a user makes it private (although Facebook is a little stricter with minors' accounts). 'Friends Only' is a good choice for most items, but you can be even more selective.
- Be selective and control what you post.
- Be selective about what you share by customising the recipients of your posts. Activities on Facebook, including the apps students use and games they play, can be viewed by others. Remember: Everything online happens in front of a vast, invisible, and often anonymous audience. Once something is out there, it doesn't go away as it can be copied and forwarded easily and quickly.
- Everything leaves a digital footprint. As a rule of thumb if you wouldn't be comfortable posting something (pictures comments etc.) on a noticeboard in the school corridor then don't post it online.
- You should never post personal details such as your phone number, email address or home address.
- Remember that irresponsible online behaviour can damage your real life reputation.
- Be selective with friends. Be careful who you make friends with online. In general, it is better to restrict friends to people you know and trust in the real world.
- Pre-approve tags. Choose the settings that allow you to see everything you've been tagged in (including photos) before the tag links to your page.
- Use notification settings. You can tell social network platforms that you want to be notified of any activity performed on your name, including photo tags.
- Never post your location. Students should not do this for safety and privacy reasons. Students can also "tag" their friends' location but you can prevent anyone from tagging your location in the How Tags Work section.
- *If something has been posted that upsets you – tell someone.*
- If someone is bullying you online, you should:

- As in all cases of repeated unwanted aggression, you should tell your Class Tutor, Year Head, the Deputy Principal or Principal or any teacher in the school. Keep and save any bullying emails or images you have been sent.
- Take a screenshot of any comments that are threatening.
- Make a note of the time and date that messages or images were sent, along with any details you have about the sender.
- Not reply to any bullying messages or get into any online arguments.

- If your profile is linked to your mobile phone, you should use the website's privacy settings to ensure that your phone number is not visible.

Support Structures

Where appropriate, the school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet. St. Louis Community School has adopted the Child Protection Procedures for Primary and Post Primary Schools as part of its child protection policy. This policy has been made available to the Parents' Association and is available to all parents on the school website.

DESIGNATED LIAISON PERSON (DLP)	Ms. Regina Anderson (Principal)
DEPUTY DESIGNATED LIAISON PERSON	Mr. Grahame Cleary (Deputy Principal)

A range of pastoral supports are available to students who have been affected by the harmful use of the internet.

The following school policies further support the schools Internet acceptable usage policy:

- Code of Behaviour
- Anti-bullying Policy
- Child Safeguarding Statement

Legislation

All members of the school community should familiarise themselves with the following legislation which relates, in part, to the use of the Internet:

- Data Protection (Amendment) Acts 1988-2018
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988
- General Data Protection Regulation (GDPR)

This policy was adopted by the Board of Management on 06/09/2022 [date].

This policy has been made available to school personnel and published on the school website. A copy of this policy will be made available to the Department and the patron if requested.

Signed: Regina Anderson (Principal) Date: 6/09/2022

Signed: Mary Mullan (Chairperson, BOM) Date: 6/09/2022

Date of next review: Sept 2024