Internet Acceptable Use Policy

Our Lady of Victories Girls’ School

|  |  |
| --- | --- |
| **Address** | Ballymun Road Dublin 9 |
| **Telephone** | 018379833 |
| **Email** | victories.ias@eircom.net |
| **Website** | http://www.olvgns.ie |
| **School Name** | Our Lady of Victories Girls’ School |
| **Date of Commencement** | School year 2018-19 |
| **Author** | Lorna Greene |

Contents

1. General Approach
2. Content Filtering
3. Web Browsing and Downloading
4. Email and Messaging
5. Social Media
6. Personal Devices
7. Images & Video
8. Cyberbullying
9. School Websites

10. Distance Learning

Permission Form

1. General Approach

The aim of this Internet Acceptable Use Policy (AUP) is to ensure that pupils will benefit from the learning opportunities offered by the school’s internet resources in a safe and effective manner.

Internet 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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.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 the internet pupils, parents and staff are expected:

* To treat others with respect at all times.
* Not undertake any actions that may bring the school into disrepute.
* Respect the right to privacy of all other members of the school community.

This Acceptable Use Policy applies to pupils who have access to and are users of the internet in Our Lady of Victories Girls' School.

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 of Victories Girls’ School implements the following strategies on promoting safer use of the internet:

* Pupils will be provided with education in the area of internet safety as part of our implementation of the SPHE and CSPE curriculum.
* Teachers will be provided with continuing professional development opportunities in the area of internet safety.

This policy and its implementation will be reviewed annually by the following stakeholders:

* Board of Management, teaching staff, support staff, pupils, and parents

This policy has been developed by a working group including: Principal, Deputy Principal, teachers, pupils, parents/carers, and representatives of the Board of Management.

The school will monitor the impact of the policy using:

* Logs of reported incidents.
* Monitoring logs of internet activity (including sites visited).

Should serious online safety incidents take place Ms Lorna Greene, Principal, should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by ISM team.

1. Content Filtering

Our Lady of Victories Girls' School has chosen to implement the following level on content filtering on the Schools Broadband Network:

* Level 4 This level allows access to millions of websites including games and YouTube but blocks access to websites belonging to the personal websites category and websites such as Facebook belonging to the Social Networking category.

Pupils 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.

1. Web Browsing and Downloading

Pupils will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

Pupils will report accidental accessing of inappropriate materials in the classroom to their teacher.

Pupils will report accidental accessing of inappropriate materials in school but outside the classroom to their class teacher.

Pupils and staff will not copy information from the internet without acknowledging the creator and referencing the source of the content.

Pupils and staff will be 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 will use the school’s internet connection only for educational and career development activities.

Pupils 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.

Pupils will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

* Use of file sharing and torrent sites is allowed.
* Downloading by pupils of materials or images not relevant to their studies is not allowed.
1. Email and Messaging

(in the event of the school using an online platform such as Google Classroom etc.)

* In the event if Google Classroom, parents/guardians must grant access to their child to have a school Gmail address such as pupilname.student@schoolname.ie (to be confirmed if allowable under Data Processing Act 2018)
* Pupils should not use school email accounts to register for online services such as social networking services, apps, and games.
* Pupils will use approved class email accounts only under supervision by or permission from a teacher.
* Pupils should be aware that email communications are monitored.

Pupils will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

Pupils 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.

Pupils should avoid opening emails that appear suspicious. If in doubt, pupils should ask their teacher before opening emails from unknown senders.

1. Social Media

The following statements apply to the use of messaging, blogging and video streaming services in Our Lady of Victories Girls' School:

* Use of instant messaging services and apps by pupils including Snapchat, What’s App, TikTok etc. is not allowed in Our Lady of Victories Girls' School.
* Use of blogs such as Word Press, Tumblr etc. is is not allowed in Our Lady of Victories Girls' School.
* Use of video streaming sites such as YouTube and Vimeo etc. is with express permission from teaching staff.

Staff and pupils must not use social media and the internet in any way to harass, insult, abuse or defame pupils, their family members, staff, other members of the Our Lady of Victories Girls' School community

Staff and pupils must not discuss personal information about pupils, staff and other members of the Our Lady of Victories Girls' School community on social media.

Staff and pupils must not use school email addresses for setting up personal social media accounts or to communicate through such media.

Staff and pupils must not engage in activities involving social media which might bring Our Lady of Victories Girls' School into disrepute.

Staff and pupils must not represent your personal views as those of bring Our Lady of Victories Girls' School on any social medium.

1. Personal Devices

The following statements apply to the use of internet-enabled devices such as phones, smart watches, tablets, gaming devices, and digital music players, or any personal device with recording or image taking capability in Our Lady of Victories Girls’ School:

* Pupils are not allowed to use personal internet-enabled devices while on school grounds.
* Such devices must be turned off before entering school grounds (i.e. pedestrian gate) and may not be turned on again until the children leave the school grounds.
* Any devices that are found to be on or in use following entry into the school, shall be confiscated and stored in the principal’s office.
1. Images & Video

Care should be taken when taking photographic or video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.

At Our Lady of Victories Girls' School pupils must not take, use, share, publish or distribute images of others without their permission.

Pupils taking photos or videos on school grounds or when participating in school activities is not allowed under any circumstances.

Taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from staff.

Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.

Pupils must not share 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.

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

1. Cyberbullying

Parents and children are reminded regularly about the legal age restrictions on that apply to social media apps in Ireland.

When using the internet pupils, 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 and another pupil or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

Measures are taken by Our Lady of Victories Girls' School to ensure that staff and pupils 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. 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.

The prevention of cyber bullying is an integral part of the anti-bullying policy of our school.

1. School Websites

The website 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.

Our Lady of Victories Girls School will use only digital photographs, audio or video clips of focusing on group activities. Content focusing on individual students will only be published on the school website with parental permission. Submitting images for entry into competition/challenge is implying consent for use on the website.

Personal student information including home address and contact details will not be published on Our Lady of Victories Girls School web pages.

1. Distance Learning (March 2020)

In circumstances where teaching cannot be conducted on the school premises, staff (and associated community support personnel e.g. Ballymun Anseo) may use the school website, SeeSaw, Zoom, Padlet, Google Classroom, Class Dojo or other platforms approved by the Principal as platforms to assist with remote teaching and engagement where necessary.

The school will ensure the most up to date security and privacy features are enabled when engaged with any of the various online platforms.

The Code of Behaviour and the Anti-Bullying Policy apply to all communications and interactions over any period of time where Distance Learning is taking place.

Parents/Guardians are expected to monitor their child’s use of, communications and interactions whilst engage in Distance Learning. Under the Data Processing Act 2018, no child under the age of 16 should have a personal email address, therefor all communication regarding distance learning must be made via parents/guardian’s email addresses.

In order to engage with any type of live online video sessions, parents and students must agree to the ‘contract’ for online meetings/classes using the following wording:

*We, the parents of (daughter's full name), and (daughter's full name) have read, understand and agree to adhere to the guidelines for online meetings and classes in Our Lady of Victories Girls' School. We understand that the Code of Behaviour and the Anti-Bullying Policy of Our Lady of Victories Girls' School apply to online meetings and classes.*

*Signed,*

*Parents names*

*Daughter's name*

**Virtual Meeting/Call ‘Contract’**
Our Lady of Victories Girls’ School would like to introduce the use of online video calls. To help us get the most benefit we ask that the following etiquette be adhered to. Parents must email olvsurveys@gmail.com to state that they and their daughter have read the guidelines below and will agree to follow them.

1. **Do not share meeting codes or passwords with others.** Many parents may not have consented to their children being part of online calls. Students or parents sharing codes with each other is strictly forbidden.

2. **Dress appropriately**- Regular clothes. No PJs!

3. **Be aware of your surroundings**- Pick a room that is not a bedroom and does not have traffic passing through. Be mindful of noise from other people or pets. Using earphones/headset might help if you live in a very busy house.

4. **Your video must be turned on.** We want to see that you are actively engaging.

5. **Mute your microphone when you’re not talking.** Only turn it on if you are asked to speak. Muting your microphone when you’re not speaking gives others the ability to chime in and share their thoughts without distraction or frustration.

6. **If you are using a laptop leave the keyboard alone.** The sound of your typing can be distracting.

7**. Be respectful**. Teachers and pupils are real people who are affected by words you say and write.

8. **Using Chat.** Do not use Chat when the teacher is talking. Be respectful at all times, when using Chat. Remember that you are in school, even if you are not wearing your uniform. Ms Greene/class teachers will give you time to send each other messages at certain times.

9. **No food allowed**. We don’t want you dropping crumbs all over your keyboard, or munching cereal in our ears!

10. **Stay seated and stay present.** Do not leave the room or talk on your phone. If you are using a laptop/iPad/tablet for the video call, your phone should be left in another room for the duration of the call.

11. **Be patient**. This is new to a lot of people and it may take time to learn.

12. **No screenshots or recordings allowed**. Under no circumstances may you take a screenshot or a recording (of any kind) of a video call. This is a direct breach of GDPR.

Ratified:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

**Our Lady of Victories Girls’ School**

**Ballymun Road, Dublin 9. D09 NY99**

Principal: Ms Lorna Greene Telephone & Fax: 01 -8379833

 **www.olvgns.ie** Email: victories.ias@eircom.net

Permission Form

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please review the school Internet Acceptable Use Policy on the school website, and sign and return this permission form to the Principal.

I agree to follow the school’s Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my daughter or the child in my care to access the Internet. 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, but the school cannot be held responsible if students access unsuitable websites.

In relation to the school website, I accept that, if the school considers it appropriate, my child’s schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing students’ work on the school website.

I agree to the updates contained within re Distance Learning.

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_