



# Internet Acceptable Use Policy 2020- 2021

Address	Dún Lughaidh, Dundalk, Louth, A91AE65
Telephone	0429334474
Email	info@stlouisdundalk.ie
Website	<a href="http://stlouisdundalk.ie">http://stlouisdundalk.ie</a>
Fax	
School Name	St Louis Secondary School, Dundalk
Date of Commencement	04/29/2020
Author	Michelle Dolan



# Contents

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



# 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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.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. Our Dignity in the Workplace policy extends to any digital communication between students, staff and parents.
- Respect copyright and acknowledge creators when using online content and resources.

This Acceptable Use Policy applies to pupils who have access to and are users of the internet in St Louis Secondary School, Dundalk.

- It also applies to members of staff, volunteers, parents, carers and others who access the internet in St Louis Secondary School, Dundalk.

## Cyberbullying

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 St Louis Secondary School, Dundalk 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, between members of the school community, outside the school, at night, weekends or holidays.

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.



## **Code of Behaviour**

### **Cyberbullying**

“Cyber bullying refers to bullying and harassment of others by means of electronic technologies, primarily mobile phones and the internet. Cyber bullying is emerging as a significant problem which can threaten the health, well-being and attainment of victims and adversely affect the climate of the peer group and school’ (COST IS0801) Every effort is made by St Louis secondary school, on an on-going basis, to educate our students on safe and appropriate uses of modern technologies for communication and other purposes. This occurs at assemblies, in Wellbeing and SPHE classes and regularly when students use digital technology for class work. Outside agencies, including An Garda are also used as a teaching resource. Misuse of these technologies, Apps & platforms, for example, but not limited to: Facebook, Twitter, YouTube Instagram, Snapchat, Instagram, Tik Tok and texting includes posting/tweeting/emailing/texting abusive comments and/or photos or any material which is designed to cause hurt to another individual or group (student or staff). It also includes ‘liking’, re-posting, re-tweeting or passing on of such material for the same purposes, or setting up false pages/walls/accounts in the name of another. Students are not permitted to take pictures of school staff/students unless specifically required for a school project and in such cases, only with the permission of the Principal and the students/staff members involved. St Louis secondary school treats all such breaches of our code of behaviour, anti-bullying and acceptable use of the internet policies very seriously and the sanction to be issued in such circumstances will include temporary exclusion from school (suspension) or, in serious cases, permanent exclusion (expulsion). In investigating cases of cyber bullying, proof of the activity will be obtained and parents/guardians of the perpetrator and, where appropriate, the victim, will be informed and spoken to.

St Louis Secondary School, Dundalk will deal with incidents that take place outside the school that impact on the wellbeing of pupils or staff under this policy and associated codes of behaviour and anti-bullying policies. In such cases St Louis Secondary School, Dundalk will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions, in line with the school's accepted code of behaviour.

St Louis Secondary School, Dundalk 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 Induction & Wellbeing programmes, including Digital Literacy Education. Students will be given opportunities to develop skills as peer mentors as Digital Champions.



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:

- Internal monitoring data for network activity.
- Surveys and/or questionnaires of pupils, parents, and teaching staff.

Should serious online safety incidents take place, Designated Liaison Person Mrs. Michelle Dolan should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by the Digital Technology Coordinator, Deputy Principal & Principal



## **Content Filtering**

St Louis Secondary School, Dundalk 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.



## **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 and staff will not copy information from the internet without acknowledging the creator and referencing the source of the content- this will be addressed in digital Media Literacy lessons.

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 or streaming Music or TV 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 with staff permission.
- Downloading by pupils of materials or images not relevant to their studies is allowed with staff permission.



## **Email and Messaging**

- The use of personal email accounts is only allowed at St Louis Secondary School, Dundalk with expressed permission from members of the teaching staff.
- Pupils should not under any circumstances share their email account login details with other pupils.
- 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.



## **Social Media**

The following statements apply to the use of messaging, blogging and video streaming services in St Louis Secondary School, Dundalk:

- Use of instant messaging services and apps including Snapchat, Whats Apps, G Chat etc. is allowed in St Louis Secondary School, Dundalk with express permission from teaching staff.
- Use of blogs such as Word Press, G Suite etc. is allowed in St Louis Secondary School, Dundalk with express permission from teaching staff.
- 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 St Louis Secondary School, Dundalk community

Staff and pupils must not discuss personal information about pupils, staff and other members of the St Louis Secondary School, Dundalk 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 St Louis Secondary School, Dundalk into disrepute.

Staff and pupils must not represent your personal views as being the official views of St Louis Secondary School, Dundalk on any social medium.



Personal Devices including Smart Phones or a device borrowed from the school.

Pupils 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, smart phones, chromebooks, smart watches in St Louis Secondary School, Dundalk:

- Pupils are allowed to use personal internet-enabled devices during lessons **when requested to do so by a Teacher.**
- Pupils are not allowed to use personal internet-enabled devices during social time e.g breaks between lessons, breaktime, lunchtime



## **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 St Louis Secondary School, Dundalk pupils must not take, use, share, publish or distribute images of others without their permission.

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

Written permission from parents or carers will be obtained , at the beginning of the school year, 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 will be fully investigated and a serious or very serious sanction will be imposed.



## **School Websites**

Pupils will be given the opportunity to publish projects, artwork or school work on the internet in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.

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.



## Permission Form

### Legislation

The school will provide information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:

Data Protection (Amendment) Act 2003

Child Trafficking and Pornography Act 1998

Interception Act 1993

Video Recordings Act 1989

The Data Protection Act 1988

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 son or 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.

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

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

School Name: Name of Student: \_\_\_\_\_

Class/Year: \_\_\_\_\_

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



## Chromebook Contract

This is to confirm that .....  
borrowed a chromebook from St Louis Secondary School Dundalk.

We the parents/ Guardians undersand that the device is the property of St Louis Secondary School Dundalk.

- The chromebook must be respected and used correctly.
- If the chromebook is damaged the parent/ Guardian is responsible for the full repair or replacement cost.

I agree to abide by this chromebook policy:

Signed

-----  
Parent/ Guardian

-----  
Student

-----  
Digital Technolgy Co-ordinator / Principal

Date



## **Remote Teaching & Learning Protocols for Students**

The Google Classroom platform will be used to upload work and assignments

Check Google Classroom at the beginning of time-tabled lessons

Communication can only take place during normal school hours e.g  
Monday, Tuesday, Thursday, Friday 8:50-3:50. Wednesday 8:50-13:05

The school Code of Behaviour is applicable to remote teaching & learning including:

- Anti-bullying policy
- Acceptable Usage Policy
- Chromebook contract

This will in particular apply to student-to-student contact online.

Students' work must be submitted correctly

Teaching & Learning best practice will continue with students expected to do their best and communicate if they are unable to complete a task on time.

## **Remote Teaching & Learning Protocols for Teachers**

A Teacher's Guide to Blended Learning has been provided to every member of staff to support remote working.

See Support from Ms P Fitzsimons

<https://sites.google.com/stlouisdundalk.ie/msfitzgsuiteguide/home>

See Support from Ms S O'Sullivan PDST

[https://docs.google.com/presentation/d/1q0nGj4aYqAV9A5xCf3J6DV1GFVVUHBCKT0Q2jhrRnBI/edit#slide=id.g40c5c7531e\\_0\\_2487](https://docs.google.com/presentation/d/1q0nGj4aYqAV9A5xCf3J6DV1GFVVUHBCKT0Q2jhrRnBI/edit#slide=id.g40c5c7531e_0_2487)