

Internet Acceptable Use Policy

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School Name	Loreto Primary School
Date of Commencement	September 2020



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1. Introduction:

Loreto Primary School has developed this Acceptable Use Policy in line with our ethos as A Mary Ward School, which “develops responsive and effective ways to enable the young to engage safely and ethically with social media and emerging technology. This ensures the integrity of relationships while enhancing the opportunity for learning and creating global digital citizens.” (cf KG pp 7-8 & CJ Call 8)

As a school of approx. 500 pupils, we acknowledge the important role that technology plays in the education system today. In our school we are rapidly expanding our use of technology and today we have access to the following resources:

- Each teacher has a ‘teaching laptop’
- 71 iPads (x4 charging trolleys)
- Clevertouch boards installed in every classroom
- Use of Office 365
- School email addresses for staff and inactive email addresses for students

In line with Covid 19 guidelines, we have reviewed and revised our Acceptable Use Policy in order to ensure that blended learning can be facilitated if necessary.

2. 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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.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.
- 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 Loreto Primary School. It also applies to members of staff, volunteers, parents, carers and others who access the internet in Loreto Primary School. Misuse of the internet may result in disciplinary action, including written warnings, withdrawal of access privileges, and, in extreme cases, suspension or expulsion.

The school also reserves the right to report any illegal activities to the appropriate authorities. Loreto Primary School 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 Loreto Primary School will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

Loreto Primary 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 curriculum and in conjunction with the objectives laid out in our Wellbeing Policy
- Internet safety advice and support opportunities are provided to pupils in Loreto Primary School through our SPHE/ICT/Wellbeing curricula.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety e.g. by using teachercpd.ie, PDST, Wriggle Webinars etc.

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, and representatives of the Board of Management.

Ratification and Communication:

The Board of Management ratified this revised policy at its meeting on Wednesday 14th October, 2020. A copy will be available on the school website.

The school will monitor the impact of the policy using:

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

- Internal monitoring data for network activity.
- Surveys and questionnaires of teaching staff.

Should serious online safety incidents take place, Sr Maria (Principal) should be informed. The implementation of this Internet Acceptable Use policy will be monitored by all staff and Board of Management.

3. Content Filtering

Loreto Primary School has chosen to implement the following level on content filtering on the Schools 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.

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 and, in extreme cases, suspension or expulsion.

4. 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.
- 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 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 not allowed.
- Downloading by pupils of materials or images not relevant to their studies is only allowed with staff permission.

5. Email and Messaging

- An inactive email address will be set up for each child in Loreto Primary School unless permission is not granted by their parent/guardian
- This inactive email address will allow the student to access Microsoft Teams which can be used to in the event that blended learning become necessary
- The use of personal email accounts is not allowed at Loreto Primary School
- 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.
- Social Media sites are not allowed in Loreto Primary School
- Staff laptops must be fully powered down each night to ensure the encryption of all data in the event that the laptop is lost or stolen
- Staff email addresses will be used for work related emails only

6. Social Media

The following statements apply to the use of messaging, blogging and video streaming services in Loreto Primary School:

- Use of instant messaging services and apps including Snapchat, WhatsApp, GChat etc. is not allowed in Loreto Primary School. Microsoft Teams chat will be used only with expressed permission from the class teacher.
- Use of blogs such as Word Press, Tumblr etc. is not allowed in Loreto Primary 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 Loreto Primary School community
- Staff and pupils must not discuss personal information about pupils, staff and other members of the Loreto Primary 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 Loreto Primary School into disrepute.
- Staff and pupils must not represent your personal views as those of bring Loreto Primary School on any social medium.

7. Personal Devices

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, gaming devices, and digital music players in Loreto Primary School:

- Pupils are not allowed to bring personal internet-enabled devices into Loreto Primary School without the expressed permission of the class teacher and the written permission & indemnification of the parents. This occurs during exceptional circumstances
- Pupils using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorized taking of images with a mobile phone camera, still or moving is in direct breach of the school's Acceptable Use Policy.
- Fitbits are only permitted in school if they are age appropriate. Adult Fitbits are not considered suitable as they provide potential access to text messages. Parents allow their child to wear a Fitbit at their own discretion.

- Staff members who need to take photographs of students participating in school activities for the purposes of loading to Class Dojo, assessment etc. will endeavor to delete them from their device as soon as possible

8. 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 Loreto Primary School 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 is allowed once care is taken that no harm is done to staff or pupils of Loreto Primary School.
- 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.

9. 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 another pupil or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.
- Measures are taken 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.

10. School Websites

- Loreto Primary 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.
- Personal student information including home address and contact details will not be published on Loreto Primary School web pages.
- The school website has been updated very recently and will continue to be updated and upgraded. The AUP will be amended to reflect these changes when it is reviewed next.

11. Legislation:

There is no specific legislation governing Internet safety at school level. Complicating this issue is the fact that the Internet functions in a global context whereas the law operates in a localised one. There are, however; a number of legislations that have relevance to Internet safety. Copies of each of these Acts can be found online.

All teachers, students and parents should familiarise themselves with these Acts. They are briefly described as follows:

- The 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. http://www.irishstatutebook.ie/1998_22.html
- 1993 Interception Act: (The Interception of Postal Packets and Telecommunications Messages Regulation 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. http://www.irishstatutebook.ie/1993_10.html
- Video Recordings Act 1989: The 1989 Video Recordings Act prohibits the distribution of videos which contain obscene or indecent material which may lead to the deprecation or corruption of the viewer. <http://www.irishstatutebook.ie/ZZA22Y1989.html>
- The Data Protection Act 1988: This Act was passed in order to deal with privacy issues arising from the increasing amount of information kept on computer about individuals. <http://www.irishstatutebook.ie/ZZA25Y1988.html>

12. Support Structures

Websites offering support and advice in the area of Internet Safety have been listed provided to the staff for example:

- NCTE - <http://www.ncte.ie/InternetSafety/>
- Webwise - <http://www.webwise.ie/>
- Make IT Secure - <http://makeitsecure.ie>
- Safe Internet - <http://www.saferinternet.org/ww/en/pub/insafe/>

Distance Learning – Acceptable Use Policy
Loreto Primary School, Grange Road, Rathfarnham, Dublin 14

Dear parents and guardians,

During a time of potential school closures, we will work on ways to maintain the link between school and home. We miss our pupils, and we hope to continue to communicate with them through various means. We recognise that online safety is of huge importance and we hope that this document helps to protect both school staff and pupils, while online.

Any student who does not have access to an appropriate device at home should contact the school directly.

We recognise that online collaboration is essential for distance learning. Loreto Primary School may help to provide access to a variety of online tools, which will assist in providing more effective teaching and learning, while also enabling greater communication between staff, families and students.

This is a working document. As we try out new ways of supporting distance learning, the document will be updated.

Guidelines for good online communication in Loreto Primary School:

Under no circumstances can pictures or recordings be taken of video calls.

1. Staff, families and students are expected to behave in an appropriate, safe, respectful and kind manner online.
2. It is the duty of parents/guardians to supervise children while they are working online and to ensure any content which they are submitting to their teacher is appropriate.
3. Staff members can communicate with pupils and their families via Class Dojo. Microsoft Teams and SeeSaw may also be used.
4. Any electronic forms of communication will be for educational purposes and to allow for communication with families.
5. Students and staff will communicate using tools which have been approved by the school and of which parents have been notified (Microsoft Teams, Class Dojo & SeeSaw)
6. Parental permission will be acquired before setting up a profile for a pupil on a communication forum.
7. For video/ Microsoft Teams calls, parental permission is implied, as the link to a video call will be communicated via Class Dojo. Essentially, by virtue of the pupil logging on to the call, permission is assumed.
8. For security reasons, passwords will be provided to families, where applicable.
9. Loreto Primary School cannot accept responsibility for the security of online platforms, in the event that they are hacked.
10. Communication using a mobile phone will not be frequent, but in the rare exception where it is necessary, staff members will endeavour ensure that their caller ID is private.

Guidelines for staff members using online communication methods:

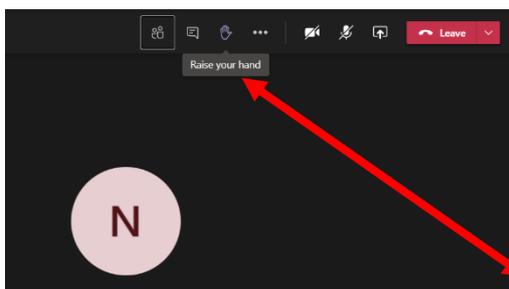
1. Under no circumstances can pictures or recordings be taken of video calls.
2. Staff members will communicate with pupils and families during the hours of 8.30am - 3pm, where possible.
3. Staff members will have high expectations regarding pupil behaviour, with any communication which takes place online.
4. Staff members will seek to become familiar with apps before using them with pupils.
5. Staff will check that consent has been given, before setting up a pupil profile for an online app.
6. Staff members will report any concerns regarding online behaviour or interactions to school management.
7. Staff members will notify parents/guardians of the date, time for a video call via Class Dojo.
8. Staff members will only admit participants to video conferences, if they recognise the email address/username as being connected to a pupil.

Rules for pupils using online communication methods:

For submitting learning:

1. Submit work and pictures that are appropriate - have an adult take a look at your work before you send it
2. Use kind and friendly words

For video calls - Microsoft Teams:



1. Pictures or recordings of the video call are not allowed.
2. Remember our school rules - they are still in place, even online.
3. Set up your device in a quiet space, with no distractions in the background.
4. Join the video with your microphone muted.
5. Raise your (virtual) hand before speaking, just like you would do in class.
6. If you have the chance to talk, speak in your normal voice, using kind and friendly words.
7. Show respect by listening to others while they are speaking.
8. Ensure that you are dressed appropriately for the video call (You don't need to wear your uniform!)
9. Be on time - set a reminder if it helps.
10. Enjoy! Don't forget to wave hello to everyone when you join!

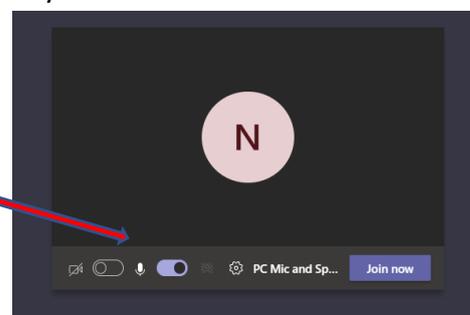
Guidelines for parents and guardians:

For learning:

1. It is the responsibility of parents and guardians to ensure that pupils are supervised while they work online
2. Check over the work which pupils send to their teacher, ensuring it is appropriate
3. Continue to revise online safety measures with pupils

For video calls - Microsoft Teams

1. Under no circumstances can pictures or recordings be taken of video calls.
1. Ensure that the school has the correct email address for inviting you to join apps and meetings in the event that Dojo messages or notifications are not received
2. The main purpose of a video call is to maintain a social connection between the school staff and pupils at this difficult time. Encourage pupils to listen and enjoy the experience.
3. Be aware that when participating in group video calls, you can be seen and heard unless you are muted or have disabled your camera.
4. Please note that school staff will only accept users into video call if you can be identified by the display name on your Teams account.
5. Please ensure that your child is on time for a scheduled video, or they may be locked out. Please endeavour to join the Microsoft Teams call approximately five minutes before the scheduled start time. This will give school staff time to verify your email address.
6. Make sure to familiarise your child with the software in advance. For video in particular, show them how to mute/unmute and turn the camera on/off. (see picture)
7. Participants in the call should be dressed appropriately – school uniform is not necessary
8. An appropriate background/room should be chosen for the video call.



It is important to note that any breach of the above guidelines will result in a discontinuation of this method of communication. A breach may also result in a person being immediately removed from a meeting or in a meeting being immediately terminated. In this case, the child's parent will receive a report on the incident.

Ratified by the Board of Management on the 14th October 2020

A handwritten signature in black ink that reads "Patricia Cadogan (Sr)".

Sr Patricia Cadogan

Chairperson of Board of Management

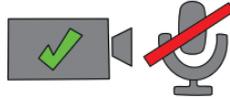
Expectations for Online Learning in Loreto Primary School



**REMEMBER!
OUR SCHOOL RULES ARE
STILL IN PLACE!**



BE ON TIME



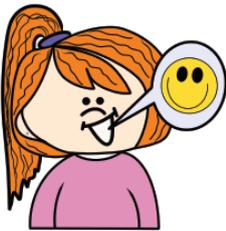
**WHEN YOU COME TO
CLASS, HAVE YOUR
VIDEO ON AND YOUR
MICROPHONE OFF**



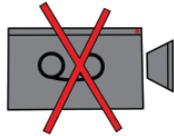
**SET UP YOUR DEVICE IN A
QUIET SPACE WITH NO
DISTRACTIONS**



**DON'T FORGET TO RAISE
YOUR VIRTUAL HAND!**



**WHEN SPEAKING, USE
YOUR NORMAL VOICE AND
ALWAYS USE KIND AND
FRIENDLY WORDS**



**PICTURES AND/OR
RECORDINGS ARE NOT
ALLOWED**



LISTEN TO OTHERS!



**MAKE SURE YOU ARE
APPROPRIATELY
DRESSED**



**ENJOY! AND DON'T
FORGET TO WAVE HELLO
TO YOUR CLASSMATES
WHEN YOU JOIN!**