Scoil Thomáis, Laurel Lodge, Castleknock, Dublin 15
Acceptable Use Policy for ICT – updated 2017

Introductory Statement: This policy updates the previous school AUP policy (2008) and it was drafted by the ICT committee of teachers in consultation with school staff, a representative group of parents and BOM input.

The provision of ICT resources and access to the Internet supports teaching and learning in Scoil Thomáis, with rights and responsibilities for all users. The aim of this policy is to give guidance and direction for the acceptable use of ICT for teaching and learning and communication as appropriate for all members of the school community (ie pupils, staff, parents and approved visitors/speakers etc) who have access to, and who are users, of ICT in Scoil Thomáis.
It is envisaged that the ICT committee, together with staff, parents and Board of Management will review this AUP on a regular basis in response to emerging technologies and issues arising.

Rationale for this policy: Scoil Thomáis recognises that access to Information and Communication Technology (ICT) gives our pupils and school community enhanced opportunities to learn, engage, communicate and develop skills that will prepare them for many aspects of life as well as enhancing the learning experience for both pupils and staff. To that end, the school provides access to ICT and the internet to pupils and staff. This Acceptable Use Policy outlines the guidelines and behaviours that pupils, parents, staff and approved visitors/speakers etc are expected to follow when using ICT technologies for curricular and any other school related activities.

Scoil Thomáis uses many forms of ICT to support the implementation of the curriculum including (i) access to the Internet, (ii) use of desktop computers/laptops/tablet devices, digital imaging equipment and recording devices etc. The policies outlined in this document are intended to cover all online and offline technologies used in the school, not just those specifically mentioned.

The aim of this Acceptable Use Policy (AUP) is to ensure that the school community will benefit from the learning opportunities offered by the school's ICT resources including the internet, in a safe and effective manner.
When using ICT in Scoil Thomáis, all members of the school community are expected:
   - To take good care of all school ICT equipment and use it responsibly in accordance with school policy.
   - To treat others users with respect at all times
   - To respect the right to privacy of all members of the school community,
   - To respect copyright and acknowledge creators when using online content and resources.
   - Not to engage in behaviours or misuse ICT resources in a manner that would bring the school into disrepute.

Scoil Thomáis implements the following strategies to promote the safe use of the internet:

   - Pupils will be provided with education in the area of internet safety as part of the SPHE curriculum. This includes but is not limited to Stay Safe Lessons and My Selfie/Webwise resource in Senior Classes.
   - As part of the school's Anti Bullying Awareness Initiative (reference Anti-Bullying Policy 2014) workshops for pupils on Online Safety and Cyber Bullying are organised for pupils and parents on an annual basis.
   - Safer Internet Day will be acknowledged in Senior Classes in February each year.
   - School staff will be provided with continuing professional development in the area of internet safety and online communication and ICT technologies.

ICT and Legislation - the following legislation is relevant to Internet Safety.

   - **Data Protection Act 1998** - this act was passed in order to deal with privacy issues arising from the increasing amount of information kept on a computer about individuals.
   - **Data Protection (Amendment) Act 2003** - this amendment extends the data protection rules to manually held records and also makes improvements to the public's right to access data.
   - **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.
   - **Interception 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.
   - **Video Recordings Act 1989** - this act prohibits the distribution of videos which contain obscene or indecent material which may lead to the depravation or corruption of the viewer.
   - **Copyright and Related Rights Act 2000** – this act governs copyright in Ireland.

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1. PUPILS : ACCEPTABLE USE POLICY FOR PUPILS

Breaches of this AUP policy including serious online misbehaviours by pupils will be dealt with under Scoil Thomáis Code of Behaviour and/or Anti-Bullying Policy as deemed applicable. Therefore, if the school AUP is not adhered to, the school reserves the right to withdraw pupil access to ICT resources as deemed necessary and sanctions will be imposed. Scoil Thomáis does not permit pupils to BYOD (Bring Your Own Devices) or external drives/USB storage devices etc to school unless authorised by the school for a specific project.

PUPILS: CONDITIONS FOR THE USE OF THE INTERNET

The internet is accessible via Scoil Thomáis internal school network–in classrooms, school offices, computer room, via the laptop trolley and via Wifi access points in specific areas of the school. (NCTE School Broadband Service)

Pupils will use the school's internet connection only for educational activities with the permission of and under the supervision of a member of the teaching staff.

Pupils will normally use only child friendly search engines under the direction of teacher (ie Kidrex, Kiddle etc)

Pupils will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials – pupils must report accidental accessing of any inappropriate sites etc to teacher immediately.

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

Pupils will not engage in online activities such as uploading or downloading large files.

Downloading by pupils of materials or images not relevant to their specific area of study is only allowed under the supervision of and expressed permission of a teacher.

PUPILS: Web Browsing and Downloading

Scoil Thomáis has content filtering at **Level 4** of the Schools Broadband Network Content Filter. This level allows access to websites including games and YouTube but blocks access to websites belonging to the Category Personal Websites and Category Social Networking.

Pupils must only browse the internet under the direction and supervision of a teacher. Pupils who seek to by-pass the school Content Filtering by using proxy sites or other means will be subject to sanctions as outlined in this AUP.

PUPILS: Email and Messaging

School Thomáis promotes the provision of school/class email accounts for pupils as considered necessary to support school work. Such class email accounts should be under the scoilthomais.ie domain and will be notified to parents, password protected and managed by the class teacher. Such accounts will be deleted at the end of the school year.

PUPILS: Social Media

Pupils must not use social media or the internet in any way to harass, insult, abuse or defame pupils, their family members, school staff or other members of the school community. This applies to both in school online communication and outside of school online communication.

Pupils must not post or share personal information about pupils, staff and other members of the Scoil Thomáis community on social media.

Pupils must not seek to 'friend' any member of school staff using any social media facility.

The use of all instant messaging services or apps including Snapchat, Whatsapp, etc. by pupils is strictly forbidden in school or on any school devices.

Access to blogs such as Word Press and Glogster etc. is allowed in Scoil Thomáis for educational use only under the guidance and permission of teaching staff.

Access to video streaming sites such as YouTube and Vimeo etc. is allowed for educational purposes only with guidance and permission of teaching staff.

Pupils must not engage in activities involving social media or any form of communications technology, which might bring Scoil Thomáis into disrepute.

Pupils must not represent their own personal views as being those of Scoil Thomáis on any social medium.

PUPILS: Mobile Phones and Electronic Devices

Pupils are not permitted to have mobile or electronic devices on the school premises or on out-of-school or extracurricular activities. *c/f School Mobile Phone and Electronic Devices Policy.*

PUPILS: Recording of Images & Video

Pupils must not share images, videos or other content online which could be deemed harmful to another member of the school community either in school or out of school.

The school permits the recording of images and videos of pupils and school activities using *school digital cameras and school iPads* only. Pupils may also take photos or videos on school grounds or when participating in school activities using the school digital camera or school iPad as directed by teacher.

Pupils must not take, use, share, publish or distribute images of any member of the Scoil Thomáis community except with the permission of the teacher and member of the school community.

PUPILS: School Website: Permission is obtained from parents/ guardians at enrolment (see Acceptance of School Policies Form) to allow photographs of their child/ren to be published on the school website.

Pupils without website permission may be asked by teacher to step out of photographs/videos etc that are intended for the school website. Such pupils and/or their school work may be photographed for internal school display only.

Pupils who do not have parental permission for their image or work to be uploaded onto the school website will be identified via the Aladdin School Management System.

Cyberbullying: The school adheres to the *DES Procedures for Anti Bullying for Primary & Post Primary Schools* definition of **bullying 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. Additionally the posting of an offensive comment online is considered as cyberbullying, due to its potential to be circulated to many users.** Such incidents of cyberbullying will be dealt with under the Scoil Thomáis Anti-Bullying Policy.

- Pupils are expected to treat others with respect at all times when using any form of communications technology either as part of school based learning or for personal use outside of school
- Awareness of and the prevention of cyber bullying is an integral part of Scoil Thomáis Anti-Bullying policy.
- Engaging in online activities with the intention to harm, harass, or embarrass another pupil or member of staff is an unacceptable behaviour, with serious consequences and sanctions for those involved.

School Website: Scoil Thomáis hosts a website, which provides information to the school community on many aspects of school life including curricula and extra curricular. It also provides information and access to school policies and procedures and as such is an important point of reference for parents, pupil, staff and management. The website also provides a platform for highlighting the educational activities and achievements of pupils and staff. The school website uses photographs/video/other multimedia to compliment written articles on the website. The school website operates under the authority of the BOM and is managed by a member/s of the school staff on behalf of the school.

The school also has a TWITTER account @ScoilThomais and regular updates of school news, notices and activities are provided via this medium. Scoil Thomáis also retweets relevant information to other twitter users as appropriate. The school TWITTER account is managed by staff member/s on behalf of the school.

Pupils Work and the School website: Pupils may have the opportunity to publish projects, artwork or schoolwork on the school website as deemed appropriate by teacher – this work will be uploaded by a designated staff member. Pupils will continue to own the copyright on any work published on the school website. Scoil Thomáis will not publish the full names of pupils alongside images or videos posted on the school website –only first names will be used.

Sanctions for the misuse of ICT and Internet by pupils

The misuse or unlawful use of the Internet or ICT equipment during school /class time by pupils will result in disciplinary action as outlined in the school's Code of Behaviour, Anti Bullying Policy, and Mobile Phone/Electronic Devices Policy. Sanctions will include written warnings, withdrawal of access and privileges to ICT and other school related privileges and, in extremely serious cases, suspension or expulsion.

The school also reserves the right to report any illegal or inappropriate activities to the relevant statutory authorities ie GardaÍ, TUSLA. Office of the Data Commissioner etc.

2. ACCEPTABLE USE POLICY FOR PARENTS/GUARDIANS & PARENTS' ASSOCIATION

Parents/Guardians must not use social media or the internet in any way to harass, insult, abuse or defame pupils, their family members, staff, other members of the school community.

Parents/Guardians or other visitors to the school should not upload images or videos featuring pupils or staff of Scoil Thomáis to any social media platform. This includes images from in- school concerts, events etc.

Parents/Guardians must not take, use, share, publish or distribute images of any member of Scoil Thomáis community without their expressed permission.

Parents/Guardians must not engage in activities involving social media or any form of communications technology, which could bring Scoil Thomáis into disrepute.

Parents/Guardians must not represent their own personal views as those of being of Scoil Thomáis on any social medium

Parents/Guardians should ensure that pupils do not copy/share homework assignments or school projects using instant messaging services social networks or any other form of technological communications

Parents/Guardians should ensure that their child/ren adhere to the minimum age requirements for the use of messaging services and social networks.

IMPORTANT NOTE : Parents/Guardians are expected to take responsibility for their child's use of ICT and electronic devices (including mobile phones) and should monitor their child/ren's online behaviour outside of school.
School authorities cannot be responsible for pupil online behaviour that arises outside of the school environment. However the school will co-operate in so far as is possible with parents/guardians in dealing with reports of inappropriate online incidents that impact on the wellbeing of pupils and/or staff. Such matters will be dealt with in so far as is deemed necessary under the school Code of Behaviour and Anti-Bullying policies.

Scoil Thomáis will, where possible, inform parents/guardians of reported incidents of inappropriate online behaviour.

PARENTS' ASSOCIATION: **Acceptable Use Policy for PA Social Media Communications**
The Parents' Association communicates with parents using a variety of methods including mailing lists and form of social media. The Parents' Association currently host a PA Facebook Page and PA Twitter Account under the authority of Scoil Thomáis Board of Management. The purpose of the Scoil Thomáis PA FACEBOOK and TWITTER account is to communicate with and promote specific PA activities and events/ meetings etc to the parent body.

All content posted by the PA must abide by copyright, child protection legislation, privacy and data protection law. The PA will not use the PA Facebook/ Twitter site, page or groups to express personal opinions or create, transmit, display publish or forward any material that is likely to harass, cause offence to any person or bring the school into disrepute.

The Board of Management reserves the right to monitor the online activity on these accounts with a designated liaison staff member having read-only access.

The PA Social Media and Mailing Lists will adhere to the following guidelines:
- The PA will not advertise products or services on Scoil Thomáis PA Facebook/Twitter page unless prior approval of the BOM has been sought.
- The PA will not post any comments or information that could be deemed as offensive, inappropriate, harmful, or contrary to school ethos or policy.
- The PA must not post or tag images of pupils or staff members on PA Facebook/TWITTER
- The PA must not accept pupils as users or links on the PA Facebook page or Twitter account.

- The PA Facebook /Twitter Account must not be used as a discussion forum about pupils, staff or school policies etc.

3. ACCEPTABLE USE POLICY FOR SCHOOL STAFF & AUTHORIZED VISITORS/OUTSIDE AGENCIES

STAFF/VISITORS: Email and Messaging

Staff members are provided with an email address ……….. @scoilthomais.ie via Google Suite for Education account. Staff members are responsible for password protecting their school email accounts.

Staff must ensure that their @scoilthomais.ie email address is used for professional purposes only.

Staff must not use school email addresses to set up personal/social media accounts.

STAFF/VISITORS: Internet Access/Web Browsing and Downloading

Teachers must always supervise access to the Internet by pupils in Scoil Thomáis and websites should always be previewed before presentation to the class. Where teachers seek to integrate a web page into a lesson, the web page must be fully previewed/evaluated to screen for inappropriate content, imagery, and text.

Staff will ensure that school WiFi, Aladdin Pupil Management System and network administrator passwords are not disclosed to pupils or non-staff members.

Use of the internet by staff members or authorised school visitors/agencies to access or download offensive or inappropriate material is strictly prohibited at all times. Staff or authorised school visitors/agencies is not permitted to alter the school broadband filtering preferences in any form or manner.

Staff members may access the internet for personal purposes outside of pupil-teacher contact time only

Teaching practice students, transition year pupils or adults or students on a work experience/ placement may only access to the computer facilities with the permission of their mentor or supervising class teacher. All teaching practice and placement students must adhere to Scoil Thomais Acceptable Use policy.

STAFF /VISITORS: Recording of Images & Video

Staff will only use school digital cameras and school iPads/other school ICT equipment for the recording of images and video of pupils for school related purposes. *Staff will not take photos or video pupils or school activities on personal mobile phones.*

STAFF/VISITORS: Social Media

Staff and authorised school visitors/agencies must not use social media or the internet in any way to harass, insult, abuse or defame pupils, their family members, school staff, or other members of the school community.

School staff and authorised school visitors/agencies must not post or share personal information, use, share, publish or distribute images about pupils, staff and other members of Scoil Thomáis school community on any form of social media sites etc.

Staff and authorised school visitors/agencies must not engage in activities involving social media or any form of communications technology which might bring Scoil Thomáis into disrepute.

Staff and authorised school visitors/agencies must not represent their own personal views as those of being of Scoil Thomáis on any social medium.

All school staff should take appropriate measures to manage their online privacy and professional reputation while engaging with social media on a personal basis. (see Webwise.ie and INTO.ie for specific advice on this)

Staff authorised school visitors/agencies will adhere to the school guidelines on the use of personal Mobile Phones & Electronic Devices during the school day.

Internet Safety Advice

Useful websites for further information on online and communications technology.

- Get With it (Parents Guide to Cyberbullying – on www.scoilthomais.ie)
- www.iab.ie (Internet Advisory Board)
- www.esafety.ie (Internet Safety Seminars for Schools/Parents)
- www.webwise.ie (Information on Various Forms of Internet Usage)
- www.ncte.ie (Information on ICT in Education)
- www.saferinternetday.ie (includes information on Safer Internet Day)

Links with other School Policies

This policy in linked to the following school policies:
- Child Protection Policy
- Code of Behaviour & Suspensions Policy,
- Anti Bullying Policy 2014,
- Data Protection Policy,
- Mobile Phone and Electronic Devices Policies.

The Board of Management ratified this policy at its meeting on 21st February 2017

Signed: Pat Curtin

Chairperson BOM   **Date: 21st/Feb/2017**