



Gortnor
Abbey
ICT-
Acceptable
Use Policy

January

2020

This Policy has been approved by the Board of Management at its meeting of

DATE: 1/01/2020

CHAIRPERSON:

Josephine Moran

Ms. Josephine Moran

NEXT REVIEW DATE: Jan 2021



Acceptable Use Policy

School Name: Jesus and Mary Secondary School, Gortnor Abbey

School Address: Crossmolina, Co. Mayo

School Management: The Board of Management of Jesus and Mary Secondary School is a statutory Board appointed pursuant to the provisions of the Education Act 1998.

Mission Statement

We are a Christian Co-educational Secondary School. In keeping with the Jesus and Mary Ethos, we are committed to the holistic development of each individual in our community by: Empowering each person to grow in justice, honesty, respect and loyalty to self, family, school and community.

Helping all students to achieve full potential at their studies.

Promoting an appreciation of Heritage, Culture and the Environment.

Providing an atmosphere where religious belief, a sense of responsibility, self-confidence, self-esteem and self-identity are developed.

Encouraging participation in all facets of school life - spiritual, academic, sporting, social and cultural

Rationale

The aim of this Acceptable Usage Policy (AUP) is to ensure that students will benefit from learning opportunities offered by the school's ICT and 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 If the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions will be imposed.

It is envisaged that school and parent representatives will be involved in the review of this policy on a regular basis. Before signing, the AUP should be read carefully to indicate that the conditions of use are accepted and understood.

It is also envisaged that the Student Agreement Document attached to this policy will be printed in the student journals annually. Each student and parent/guardian will be expected to read and sign this Student Agreement Document on an annual basis.

School Acceptable Use Strategy

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies include:

GENERAL

- All 1st year students will complete an on-line safety module. Online safety is also a feature of the SPHE & Wellbeing programme.
- Students using devices in school will be supervised by a teacher.



- Filtering software and/or equivalent systems will be used where appropriate in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor students' internet usage.
- Each student will be issued a unique Computer Network Account Username and Password. This will grant them access to the schools ICT resources at a student's security level. Students must use only their own username at all times.
- Each student will be issued with a school email account for educational purposes only. This is the only email students should use for correspondence with the school organisation.
- School accounts will remain active for students until the end term 1 in the following academic year once they have graduated from the school. In the case of students transferring to another school, their account will be suspended immediately.
- School staff accounts will be suspended upon completion of their employment contract with the school.
- The school uses G-Suite as a platform for online communication.
- Uploading/downloading and installation of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of digital storage media in school requires a teacher's permission.
- Students will treat others with respect at all times while on-line and will not undertake any actions that may bring the school into disrepute.

WORLD WIDE WEB

- Students will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials or attempt to circumvent protective software.
- Students will report accidental accessing of inappropriate materials.
- Students will use the internet for educational purposes only.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Students will never disclose or publicise personal information.
- Downloading materials or images which are not relevant to their studies is in direct breach of the school's AUP.
- Students will be made 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.

EMAIL/INTERNET COMMUNICATION

- Students will use email for educational purposes only. Email which is used for educational purposes will use approved email addresses and will be supervised or authorised by a teacher, where possible.
- Students will not send or receive any material that is illegal, obscene and/or defamatory, or that is intended to annoy, intimidate, harass or bully another person.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.



- Students are advised never arrange a face-to-face meeting with someone they only know through emails or other online communication.
- Internet chat/social networking sites: students will only have access to chat rooms, discussion forums, messaging or other forms of electronic communication that have been approved by the school.
- Where appropriate, usernames will be used to avoid disclosure of identity.
- Google Classrooms, if used in certain classes, will be used appropriately at all times both in school and outside of school and students will observe appropriate and good 'netiquette' (i.e. etiquette on the internet) at all times. Students from refrain from emailing staff after 6pm and should only use the platform providing by the school as a method of communication. Furthermore a reply outside of working hours is not expected and will be at the discretion of the member of staff.
- Using mobile phones or tablet devices as WiFi Hotspots and /or Internet tethering (sharing your phone or tablets internet connection) is strictly forbidden unless permission is granted by the teacher for the purposes of teaching and learning.
- The use of technological devices without permission from a member of staff is strictly forbidden in school. As such, the taking of photos and/or recordings (visual or auditory) for example in class, in any of the resource areas, changing rooms or bathrooms is strictly forbidden unless express permission is granted by a member of staff.

SCHOOL PLATFORMS

- The school App and website are the main platforms for communication. The school app also filters information, photos, etc. through the school's social media accounts. The publication of information on these platforms is moderated to ensure there is no content that compromises the safety of students or staff.
- Students will be given the opportunity to publish projects, artwork or school work on www.gortnorabbey.ie and through the school app in accordance with this policy and approval processes regarding the content that can be loaded to the school's website.
- The publication of student work will be co-ordinated by a teacher and authorised by the school.
- Students' work will appear in an educational context. Students will continue to own the copyright of any work published.
- The school will endeavour to focus on group activities when using digital photographs, audio or video clips. Content focusing on individual students will not be published on the school website without parental consent.
- Personal student information including home address and contact details will be omitted from school web pages.

STUDENT PERSONAL DEVICES

This section refers to personal devices such as: Phones, iPods, Tablets, E-Reader, Laptops Cameras, Dictaphones, Reader Pens, Game consoles, PSPs, etc.



- Students' personal devices are to be used in line with the school's Technological Device Policy.
- The unauthorized capture of images, video or audio, is in direct breach of the school's AUP.
- Connecting or attempting to connect to the school's network system (wired or wireless) without authorisation is in direct breach of the school's AUP.

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. Jesus and Mary Secondary School has adopted the Child Protection Procedures for Primary and Post Primary Schools as part of its Child Protection Policy.

Some support structures currently in use:

- (i) External Speakers on internet safety.
- (ii) Barnados:

<https://www.barnados.ie/learning-development/protecting-safeguarding-children-online>

- (iii) Webwise online safety modules
- (iv) Part of SPHE/ RSE curriculum

SANCTIONS

Misuse of ICT and internet resources 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.

LEGISLATION

The following legislation has been consulted in the drafting of this Acceptable Use Policy relating to use of the Internet which teachers, students and parents should familiarise themselves with:

- Communications Regulation (Amendment) Act 2007
- Data Protection Act 1988 (and Amendment Act 2003)
- Harmful and Malicious Communications Bill 2017
- Interception Act 1993
- Prohibition of Incitement to Hatred Act 1989
- Video Recordings Act 1989
- Children First Act 2015
- Child Trafficking and Pornography Act 1998
- Criminal justice (Public Order) Act 1994.
- GDPR/ Data Protection Act 2018.
- Non-Fatal Offences Against the Person Act 1997.



- Post Office (Amendment) Act, 1951.
- The Communications Regulation (Amendment) Act 2007.
- Teaching Council Acts 2001-2015.
- The Education Act 1998
- The Education and Welfare Act 2000 .

Child Protection Information:

DESIGNATED LIAISON PERSON (DLP) Mr. John Mangan (Principal)

DEPUTY LIAISON PERSON: Ms. Sarah McGreal (Deputy Principal)



Appendix 1

PERMISSION FORM TEMPLATE

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

Name of Student: _____

Class/Year: _____

Student

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 that relate to the use of the internet.

Student Signature: _____ Date: _____

Parent/Guardian

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my son/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 or involve themselves in behaviour that breaches the rules as set out in the Acceptable Use Policy.

I understand that any breach of the rules may include appropriate sanctions up to and including suspension and expulsion.

In relation to the school website, I hereby grant permission to management of Jesus and Mary Secondary School to publish content and photographs which refer to/include my son/daughter or the child in my care if the school considers it appropriate.

Parent/Guardian Signature: _____ Date: _____

Approval by the Board of Management

This Policy has been approved by the Board of Management of Jesus and Mary Secondary School, Gortnor Abbey.

Signed: _____ Date: _____

Ms. Josephine Moran
Chairperson, Board of Management



Student AUP Agreement

1. I understand the basic conventions and navigation techniques used on the Internet.
2. I understand that my use of the school's ICT equipment is monitored, that history files and logs of my activity are kept. I am aware that any e-mail sent or received by me is logged and that websites visited by me are being logged.
3. I understand that the ICT Services are provided for educational purposes and not for private business use. I will not order, buy or sell any goods using the Services.
4. I will only access the internet using my own individual password and I will not share my password with other students.
5. I will not enter on-line chat rooms and arrange face to face meetings.
6. I will not open emails from people I do not know.
7. I will respect copyright and will not copy others work.
8. I will only use removable storage devices with the permission of my teacher. I understand that this will only be given after the teacher has checked such devices.
9. I will not access sites that contain obscene, illegal, hateful or otherwise objectionable materials or attempt to circumvent protective software.
10. I will not bypass, or attempt to bypass, any security firewalls.
11. I understand that possession of unsuitable material may lead to disciplinary measures being taken.
12. I am aware that the school may be obliged to report the possession of certain material to the Gardai or other relevant authorities.
13. I understand that the school's Content Filtering System is for my own good and that of others. I will do nothing to bypass the system.
14. I understand that broadband is a limited resource and will not attempt large downloads or uploads without permission.
15. I understand that careless printing can result in a lot of waste. I will check documents carefully for layout and spelling before printing them.
16. I am aware of the health implications of prolonged computer use and I will endeavour to minimise any risk to me.
17. I am aware of the harm that bullying, including cyberbullying can do. I will use the Services so as not to offend anyone and I will not publish defamatory material of any type.
18. I understand that uploading of any defamatory material may result in serious sanctions up to and including suspension and expulsion.
19. I am aware of the privacy issues and will not reveal personal information in an in-appropriate way.
20. I will report any pornographic websites accidentally accessed and any unusual occurrences or concerns of any type to my teacher.
21. I understand that as per the school's cyber bullying policy uploading of any picture/recording of a staff member or of a staff member's class without their consent will result in automatic suspension.
22. I understand that recording of other students without a teacher's consent is totally forbidden and may result in sanctions up to and including suspension/expulsion.



23. I understand that internet use as per this document refers to **all devices** giving access to the internet

Student's Signature: _____ Date: _____

Permission Form

Please review the attached Acceptable Use Policy, sign and return to the Principal.

Name _____ of
Student: _____ Class/Year: _____

Student: I agree to follow the school's Acceptable Use Policy. I will use the internet in a responsible way and obey all of the rules outlined in the Policy and in the Student Agreement.

Parent / Guardian

As the parent/guardian of the above student, I have read the Acceptable Use Policy and grant permission to my son/daughter to access the internet. I understand that Internet access provided in school is designed for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety. I also understand that the school cannot be held responsible if students access unsuitable websites or involve themselves in behaviour that breaches the rules as set out in the Acceptable Use Policy. I understand that any breach of the rules may incur appropriate sanctions.

Signature: _____ Date: _____

Address: _____ Telephone _____

