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# ICT and Acceptable Use Policy

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St. Martin de Porres NS  
Roll Number: 19617W

▪ **Date:** 2<sup>nd</sup> November 2021

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## 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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.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 St Martin de Porres NS.

- It also applies to members of staff, volunteers, parents, carers and others who access the internet in St Martin de Porres NS.

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.

St Martin de Porres NS may be notified of 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 Martin de Porres NS will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school.

St Martin de Porres NS 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 Stay Safe Programme.
- Internet safety advice and support opportunities are provided to pupils in St Martin de Porres NS through recommended programmes as outlined on [www.webwise.ie](http://www.webwise.ie)
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- St Martin de Porres NS participates in Safer Internet Day activities to promote safer more effective use of the internet.

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.

The school will monitor the impact of the policy using:

- Logs of reported incidents.
- Surveys and/or questionnaires of pupils, parents, and teaching staff.

Should serious online safety incidents take place, the Principal and Deputy Principal should be informed.

## Content Filtering

St Martin de Porres NS has chosen to implement a high level of content filtering on the Virgin Media Network. This level allows access to millions of websites including education and video streaming sites such as Seesaw, Aladdin and YouTube etc. The best effort is made to create a safe online learning environment for users within the school.

## 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 will use the school's internet connection only for educational activities.

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

- Downloading by pupils of materials or images not relevant to their studies is not allowed.

# Email and Messaging

- The use of personal email accounts by children is not permitted at St Martin de Porres NS.
- Pupils will use approved class/teacher email accounts only under supervision by or permission from a teacher.
- Pupils should not use class/school email accounts to register for online services such as social networking services, apps, and games.
- 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 Martin de Porres NS :

- Use of instant messaging services and apps including Snapchat, What's Apps, Google Chat etc. is not allowed in St Martin de Porres NS.
- Use of blogs such as Word Press, Tumblr etc. is allowed in St Martin de Porres NS with permission from teaching staff.
- Use of video streaming sites such as YouTube and Vimeo etc. is permitted with 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 Martin de Porres NS community

Staff and pupils must not discuss personal information about pupils, staff and other members of the St Martin de Porres NS 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 Martin de Porres NS into disrepute.

Staff and pupils must not represent their personal views as being those of St Martin de Porres NS on any social medium.

## 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 St Martin de Porres NS:

- Pupils are only allowed to bring personal internet-enabled devices into St Martin de Porres NS with permission from staff.
- Pupils are only allowed to use personal internet-enabled devices during lessons with permission from teaching staff.
- Pupils are not allowed to use personal internet-enabled devices during social time.

# 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 Martin de Porres NS, 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 only allowed with 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.

# 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, 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.

## 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.

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.

St Martin de Porres NS 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 St Martin de Porres NS web pages.

The St Martin de Porres NS will avoid publishing the first name and last name of pupils in video or photograph captions published online.



## **RATIFICATION**

This policy was adopted by the Board of Management on: **2<sup>nd</sup> November 2021**

Signed:  **Chairperson of the Board of Management**

Signed:  **Acting Principal/Secretary of the Board of Management**

Date of next review: \_\_\_\_\_.