Meánscoil Naomh Aingil
Clochar na nUrsulach
Port Láirge
Website: www.ursulinewaterford.ie
Email: office@ursw.ie

St. Angela's Secondary School
Ursuline Convent
Waterford
Telephone: (051) 876510
Roll No: 64990D

Internet Safety: Acceptable Use Policy

School Name: St. Angela's School,

Address: Ursuline Convent, Waterford

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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.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 members of staff, pupils, volunteers, parents, carers and all others who access the internet in St. Angela's School.

It is envisaged that school and parent representatives will revise the AUP annually.

This version of the AUP was created on   November 20th 2019

School's Strategy

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

General

- Internet sessions will be actively supervised by a teacher.
- Sharing of passwords, PINs or other authentication information is strictly prohibited. Each individual is responsible for his/her account(s), including the safeguarding of access to the account(s).
- Use of another individual's identification and authorization code is not permitted.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- Class Teacher / Supervisor monitors student internet usage during class.
- Students and teachers will be provided with training in the area of Internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- Students are not permitted to use personal memory sticks, CD-ROMs, or other digital storage media in school.

World Wide Web

- Students will use the Internet for educational purposes only.
- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- 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 and/or printing of materials or images by students not relevant to their studies is in direct breach of the school's acceptable use policy.
- Students 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.

Email

- Students will only use approved school email accounts when in school and for school business. In exceptional circumstances, it is acknowledged that students may need access to their own personal email accounts, permission for same must be given by a member of staff.
- Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.

- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.

Internet Chat

- Students will only have access to chat rooms, discussion forums, messaging or other electronic communication forums that have been approved by the school.
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes.
- Usernames will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via Internet chat will be forbidden

Online teaching and learning

- Online teaching and learning is an extension of classroom teaching and learning and therefore the Code of Behaviour applies.
- Students will not record any part of a meeting on Teams. Students will not share any part of a meeting on Teams. Students will not take photos or screenshots during a meeting.
- Students will adhere to an agreed format for submitting work. Work must be clearly visible & legible.
- Students will adhere to an agreed method and deadline for submitting work.
- Students will submit only their own work having completed the work independently.
- Students will not join a meeting that they have not been invited to by a teacher.
- Students will engage with the Team using language appropriate to a teaching and learning environment.
- Students will take responsibility for their own work on Teams, making sure that they check in regularly rather than relying on notifications.
- Parents/guardians or any other person other than the student may not join the meeting.
- Teachers will inform the Senior Management team directly if there are any issues relating to online teaching & learning.

School Website and School Social Media Accounts

- Students will be given the opportunity to publish projects, artwork or schoolwork on the World Wide Web 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 and privacy of students or staff.
- The publication of student work will be co-ordinated by a teacher.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on students will not be

published on the school website without parental permission, signature required in front of school journal.
- Personal student and staff information, including home address and contact details, will be omitted from school web pages.

School and Personal Devices

Students using technology in school or on a school trip without permission,

such as leaving a mobile phone turned on, or the unauthorized taking of images, still or moving, is in direct breach of the school's acceptable use policy.

Legislation

Teachers, students and parents should familiarise themselves with the following legislation relating to use of the Internet:

- Data Protection Act 2018
- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

Sanctions

- Misuse of the Internet or technological devices will result in disciplinary action. This may include withdrawal of access privileges, discipline points, detention and, in extreme cases, suspension or expulsion.
- The school also reserves the right to report any illegal activities to the appropriate authorities.

Signed: <u>   John Hayden Chairperson   </u>

Ratified:<u>   September 2020   </u>

St. Angela's School Acceptable Use Policy Agreement

Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood. This may be viewed on our school website.

www.ursulinewaterford.ie

About our School Policies

Internet Safety – Acceptable Use Policy

*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 explained to me by the school.

Student's 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 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.

I accept the above paragraph □

Signature: _____Date: _____

St. Angela's School Acceptable Use Policy Agreement

Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood. This may be viewed on our school website.

www.ursulinewaterford.ie

About our School Policies

Internet Safety – Acceptable Use Policy

*Name of Staff member*_____

I confirm that I have read the school's Acceptable Use Policy and I agree to follow the school's AUP 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.

Staff member's signature:_____ Date:_____