



DIGITAL LEARNING ACCEPTABLE USE POLICY (AUP)

A Mary Ward school today 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.

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by the school's Digital Learning resources in a safe and effective manner.

Internet use and access is considered a school resource and privilege. Therefore, if the school Acceptable Use Policy (AUP) is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in this AUP, the School Code of Behaviour and Anti-bullying policy – will be imposed. It is envisaged that school and parent representatives will revise the AUP periodically.

Before signing, the AUP should be read carefully to indicate that the conditions of use are accepted and understood.

SCHOOL'S STRATEGY

All pupils and teachers using the internet will familiarise themselves with this AUP.

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

GENERAL

- Pupil access to the internet while on the school premises may only happen with permission from a teacher and is allowed solely through the school wifi or cable network. A pupil using their own device (laptop/chromebook/tablet/smartphone/...) to access the internet must have their personal data allowance on any external network switched off.
- Pupils must only use their allocated username and password to log on to the school network and to the school domain *G Suite for Education*.
- Communication via *G-Suite for Education* should be limited to the hours between 9:00 a.m. – 4 p.m.
- Pupils must not divulge their usernames/passwords to another pupil and must exercise due diligence to ensure their own remains private and secure by choosing a strong password.
- Pupils must not log onto the school's network or *G Suite* using login credentials (usernames/passwords) other than their own.
- Pupils must not send, receive or publish any material that is obscene, illegal, defamatory or that is intended to demean, disrespect or intimidate another person or undertake any actions that may bring the school into disrepute.
- Pupils must not download any files, images or videos not relevant to their studies.
- Pupils must not photograph or make any recording (video or audio) of a teacher or of another student without their consent. This would constitute a serious breach of the school's *Code of Behaviour* and could lead to immediate suspension as per that code. This prohibition extends

to the use of any screen/audio capture technology during learning facilitated through online streaming.

- Pupils must not reveal their own or other person's personal details, such as addresses, telephone numbers or pictures.
- All members of the school community should understand that standard school policies are still applicable to remote teaching (e.g. Code of Behaviour, Acceptable Use policy, Anti Bullying Policy, Mobile Phone Policy)
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school reserves the right to monitor pupils' internet usage.
- Connection of external storage devices (such as USB drive/sticks, SD memory cards etc) to the school network is not permitted.
- Pupils must observe good "netiquette" (i.e. etiquette on the internet) at all times.
- Pupils should only publish work that is their own creation and does not infringe copyright laws.

Google Workspace

Parents:

- You should ensure that your daughter is checking her Google workspace account regularly for assigned work
- Where live classes are being run you should ensure your daughter is in an area of the house that is quiet and free from distractions. Please be mindful that for Child Protection reasons, it may not be appropriate to use bedrooms for live classes.
- Live online classes should be viewed by your daughter only.
- It is not appropriate for a parent to communicate with a teacher during a live online class.

Live Online Classes

Teachers may deliver some of the course "live" using Google Classroom/Zoom. This will involve audio, video, virtual whiteboards and screen sharing.

- Codes for online classes must not be shared with anyone outside of the classroom/school.
- Students must always follow the direction of their teacher just as in the classroom and come prepared for class
- Students should turn on their camera or microphone when instructed to do so by the teacher.
- All microphones should be muted when a person is not speaking to avoid background noise interference.
- Cameras must be switched on to allow the teacher to see the student participating.

Appendix 1

19/3/21-26/3/21

Following consultation with Public Health a number of students in 6th year have been identified as close contacts of a positive case in the school. The school will continue to support ongoing education through the use of the Google meet and/or the Google Education platform. Where access to live classes is permitted the following applies:

- Cameras should be switched on to allow the teacher to see the student participating.
- In this exceptional circumstance any breach of the AUP will result in the student being removed from the class until such time they return to the school campus.
- Recordings or screenshots of online lessons by students are not permitted, in line with the school's Code of Behaviour, as is any activity which results in unpermitted capture of personal data. The latter is also likely to be unlawful.

The above is a temporary measure only and only applies to the list of students as identified by Public Health. Students who stay at home for non covid reasons, cannot be facilitated in the remote participation of live classes on school grounds.

WORLD WIDE WEB

- Pupils should not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Pupils should report accidental accessing of inappropriate material.
- Pupils should use the internet for educational purposes only.
- Pupils 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 AND COMMUNICATION

- Pupils must only use their school email account for school-related activities.
- Pupils should not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy, intimidate or bully another person.
- Pupils must report any inappropriate or intimidating use of school email accounts.
- Pupils must not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Pupils must never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Every teacher and student is provided with a school email. Students and teachers must use this email when involved in school-related activities. All personal emails should be kept separate.
- Communication via school email should be limited to the hours between 9:00 am – 4.00 pm.
- Email and video communication between pupils and teachers should only be through the platforms approved by the school. In Loreto Balbriggan, we use G-Suite for Education and the Compass School Management system.

- Recordings or screenshots of online lessons by students are not permitted, in line with the school's Code of Behaviour, as is any activity which results in unpermitted capture of personal data. The latter is also likely to be unlawful.

INTERNET CHAT

- Pupils will only have access to chat rooms, discussion forums 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 and will always be monitored.
- Usernames will be used to avoid disclosure of identity.
- Face-to-face meetings with anyone organised via internet chat is forbidden.

SCHOOL WEBSITE

- Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web.
- The publication of pupil work will be coordinated by a teacher.
- Pupils' work will appear in an educational context on web pages.
- Pupils' personal information including home address and contact details will be omitted from school web pages.
- Pupils will continue to own the copyright on any work published.

LEGISLATION

The school encourages teachers, pupils and parents to become familiar with the following legislation relating to the use of the internet:

- The Data Protection Act 1988 (as amended)
- Video Recordings Act 1989
- Interception Act 1993
- Child Trafficking and Pornography Act 1998
- Data Protection (Amendment) Act 2003
- General Data Protection Regulation 25/5/2018
- The Data Protection Act 2018

Related policies:

Code of Behaviour

Anti-Bullying Policy (including Cyberbullying)

Contingency Plan for Online Teaching and Learning

Child Protection Safeguarding Statement

Data Protection Policy

These policies are available on our website.

SANCTIONS

Any breach of the above rules or general 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, and may even be obliged, to report any illegal activities to the appropriate authorities.

SUPPORT STRUCTURES

While it is generally considered that the internet and related technologies, when used appropriately, present exciting teaching and learning opportunities, many of the platforms associated with the internet are of little educational benefit. Indeed, many are detrimental to the healthy mental development of young people and the school strongly recommends pupils and parents be informed of key support structures and organisations that deal with issues around illegal material or harmful use of the internet (e.g. www.webwise.ie). The school has a counter-filter and a firewall in place to minimise harmful use of the internet.

INTERNET PERMISSION FORM

Please read the Digital Learning Acceptable Use Policy and sign below:

PUPIL

I agree to follow the school's Digital Learning Acceptable Use Policy.

Pupil signature: _____ Date: _____

PARENT/GUARDIAN

As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for my daughter or the child in my care to access the school's digital learning resources, including Google's *G Suite for Education*. 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 pupils access unsuitable websites.

I accept the above paragraph (Please tick)

In relation to the school website, I accept that, if the school considers it appropriate, my child's school work may be chosen for inclusion on the school's website. I understand and accept the terms of the Acceptable Use Policy relating to publishing children's work on the school website.

I accept the above paragraph I do not accept the above paragraph

(Please tick as appropriate)

Parent/Guardian signature: _____ Date: _____

Permission to use image/footage of pupil in publications/school website etc, to help promote Loreto, Balbriggan, and to inform the local community about the school and its activities.

During a pupil's time in Loreto Balbriggan she is encouraged to participate in a wide variety of activities such as sports, debating, school trips etc. The school is very proud of its pupils and their involvement in such activities and often acknowledge their achievements in school, on the school website and in other publications. We believe that sharing these experiences amongst the community helps foster a sense of communal spirit and we ask for cooperation from you, the parents/guardians, in this matter.

Please tick below as appropriate:

I/We give permission for my/our daughter's photograph to be used as stated above

I/We do not give permission for my/our daughter's photograph to be used as stated above

Please note: if you do not give permission for the use of image/footage as outlined above, we would ask you to inform the relevant Year Head immediately.

Parent/Guardian signature: _____ Date: _____

Parent/Guardian signature: _____ Date: _____