St. John Bosco Junior Boys' School
Acceptable Use Policy (AUP)

Introduction

The aim of this Acceptable Use Policy (AUP) is to ensure that pupils of St. John Bosco Junior Boys' School 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. Therefore, if the school Acceptable Use Policy is not adhered to this privilege will be withdrawn and appropriate sanctions, as outlined in the AUP, will be imposed.

This AUP applies to pupils who have access to and are users of the internet in St. John Bosco Junior Boys' School.

It also applies to members of staff, volunteers, parents, and others who access the internet whilst on the school premises.

The AUP will be reviewed annually by school and parent representatives. Before signing, the AUP should be read carefully, to indicate that the conditions of use are accepted and understood.

This version of the AUP was created 5th March 2007 following collaboration between Teachers, Parents, BOM and the National Council for Technology in Education (NCTE) and updated in October 2014 and September 2020.

General Approach

- All staff and any other adults involved in supervising children accessing the Internet, will be provided with the School Acceptable Use Policy, and will have its importance explained to them.
- Parents' attention will be drawn to the Acceptable Use Policy on enrolment of their child in the school. The permission form for the school's Acceptable Use Policy on the use of the Internet is on the school enrolment application form and must be signed by the parents of the in-coming pupils. The Acceptable Use Policy will be published on our school website.
- Access to Internet will always be supervised by a teacher.
- Broadband will be installed by the Dept. of Education & Science and a centrally managed service will be provided to all schools through the NCTE which will include filtering, website blocking, web content blocking, anti-virus and anti-spam controls.

When using the internet pupils, parents and staff are expected:

- To treat others with respect at all times and will 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.

School Strategies

Due to the international scale and linked nature of information available via the Internet, it is not possible to guarantee that particular types of material will never appear on a computer screen.

Neither the school nor Board of Management can accept liability for the material accessed, or any consequences thereof

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

These strategies are as follows:

- A teacher/ SNA will always supervise Internet sessions which are conducted in school.
- Students and staff will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.
- Filtering software and /or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- Internet safety advice and support opportunities are provided to pupils in St. John Bosco Junior Boys' School through our SPHE programme.
- Teachers, students, parents and SNAs will be provided with continuing professional development opportunities in the area of internet safety and annually during Internet Safety Week and also as part of the Stay Safe Programme
- Uploading and downloading of non-approved software on school devices will not be permitted
- Virus protection software will be used and updated on a regular basis
- The use of personal pen drives, USB keys, CD- Roms, DVDs or other digital storage media in school requires a teacher's permission and all external software must be correctly licensed and scanned with anti-virus software before use.
- Websites will be previewed/evaluated by a teacher using a filtering system, before being integrated into lessons conducted on school devices
- Use of video streaming sites such as YouTube and Vimeo etc. is allowed only by staff members for the purpose of teaching and learning
- It is important to note that the school's Anti-Bullying Policy should be read in conjunction with this policy. Parents/guardians and students should be aware that placing a once-off, offensive or hurtful internet message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour
- The implementation of this Internet Acceptable Use policy will be monitored by all teachers

Content Filtering
- Broadband will be installed by the Dept. of Education & Science and a centrally managed service will be provided to all schools through the NCTE which will include filtering, website blocking, web content blocking, anti-virus and anti-spam controls.

Use of the Internet (World Wide Web)
- Pupils may only use the internet for educational purposes.
- Sites that the children use in school will be previewed by their teacher before use.
- All websites accessed must be approved by the teacher.

- Pupils will never disclose or publicise personal information.
- Neither pupils nor staff (including people employed by the school/contractors etc.) may visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials. Any breach will be dealt with by the Board of Management's disciplinary procedures and/or child protection procedures. The school also reserves the right to report any illegal activities to the appropriate authorities.

Email and Messaging

Pupils will not have access to email facilities at school. Any emails to other children/schools will be sent through the school email address and individual or class messages will be sent via the school's Aladdin Connect platform.

<u>**Covid 19**</u>

During the Covid-19 closures/restrictions, the school may use various digital platforms to aid teaching and learning. In the instance the pupils may need to have school email accounts in order to access these platforms:

- If using Google Classrooms, Microsoft Teams, Seesaw or other platforms which are deemed suitable by the school, pupils will use approved class email accounts under supervision of a teacher or parent/guardian.
- Pupils should not under any circumstances share their email account login details with other pupils.
- Pupils should not use 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 or receive any material that is illegal, obscene, defamatory, or that is intended to annoy or intimidate another person.
- Pupils will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Pupils will never arrange a face-to-face meeting with someone they only know through emails or the Internet.
- Sending and receiving email attachments is subject to permission from the class teacher or SET team.
- 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 or parents/guardians before opening emails from unknown senders.

Distance Learning

Please note: This is a working document. We will endeavour to support suitable age appropriate distance learning for the pupils and parents in our school and this document will be updated accordingly.

In circumstances where **teaching cannot be conducted on the school premises**, teachers may use suitable online platforms such as Aladdin Connect, Google Classrooms, Zoom, Seesaw, or other platforms which have been approved by the Principal to assist with remote teaching where necessary.

Tools for Distance Learning

In the event of a school closure or the need for remote learning where teaching cannot be conducted on the school premises, we will endeavour to use age appropriate and suitable online platforms for our school context. We recognise that online collaboration is essential for distance learning and also to maintain the connection between school and home.
If the school needs to use online platforms the following will apply:
- Parents will be the point of contact for setting up suitable online platforms and must provide consent for their child(ren) to access the school's chosen platforms.
- The teachers may use/include age appropriate online Reading and Maths websites and direct their pupils towards appropriate online resources in their distance learning work plans and homework for their students.

Guidelines for pupils using online communication methods:

- The school will sign up to the terms of service of the online platforms before use by the school.
- The School will enable the most up to date security and privacy features which these online platforms provide prior to use
- Parents/guardians must grant access to their child to have a school email address such as pupilname.student@schoolname.ie

Parents/guardians will be provided with the password and will be expected to monitor their child's use of the email address and online platforms.

Rules for pupils using online communication methods
For submitting learning:
- Submit work and pictures that are appropriate. Pupils should always ask an adult to check all schoolwork before sending.
- Always use kind and friendly language and words

For video calls/Zoom

If teachers are using Zoom or a similar platform, two staff members must be present on each call (in the unlikely event that one of the scheduled staff members becomes unavailable, another member of staff may be asked to fill in, or the call may be postponed/cancelled)

Guidelines for parents if their child is using Zoom as a platform

- Parents must give their prior consent for their child to access lessons on Zoom. In some cases, parents/guardians may need to submit their own email address for their child to access lessons on Zoom.
- Parents should familiarise themselves with the software in advance and show their child how to use the camera/ video
- Parents are requested to join the Zoom call approximately five minutes before the scheduled start time. This will give school staff time to verify your email address and

ensure that your child is on time for a scheduled video, or they may be locked out. Each Zoom call has a password as well as a Meeting ID. Please DO NOT share with anyone outside the group invited by their teacher.

- Parents will automatically enter a waiting room when the code for a Zoom call has been entered. Please note that school staff will only accept users into video call if you can be identified by the display name on your zoom account. Please explain the waiting room feature to your child to help them understand that it may take a few minutes for the teacher to let them in.
- Parents must ensure that an appropriate quiet space/room should be chosen for the video call (eg kitchen/living room- a bedroom should not be used) and that pupils must be dressed appropriately for the Zoom call.
- Parents/guardians must also agree to monitor their child's participation in any such lessons conducted on the online platforms. The video option should be kept on at all times so that the children can be seen and see each other. A parent/guardian must be within earshot of their child during the call
- Under no circumstances can parents or pupils take screenshots, photos or recordings of video calls.
- Parents should remind pupils that school rules are still in place, even online Pupils and parents have the option to not participate in any school Zoom call and can exit a call at any time. For detailed information on GDPR and Zoom, please visit https://zoom.us/privacy

Guidelines for pupils when using Zoom as a platform

- Raise your hand before speaking, just like you would do in class.
- If you have the chance to talk, speak in your normal voice, using kind and friendly words
- Show respect by listening to others while they are speaking

It is important to note that any breach of the above guidelines will result in a discontinuation of this method of communication. A breach may also result in a person being immediately removed from a meeting or in a meeting being immediately terminated. In this case, the child's parent will receive a report on the incident.

School Website: *www.stjohnboscojbs.com* **and the school Twitter Account:@stjohnboscojbs**
- Pupils will be given the opportunity to have their work published on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school website and on the school's Twitter account.
- The publication of student work will be coordinated by the teachers in St. John Bosco Junior Boys' School
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not contain pupils' names.
- Personal pupil information including home address and contact details will be omitted from school website or Twitter page.

- The school will avoid publishing the first name and last name of individuals in a photograph published on our website and/or Twitter page.
- The school will ensure that the image files are of groups of two pupils at least and are appropriately named – the school will avoid using pupils' names in image file names or ALT tags if published online.
- Pupils will continue to own the copyright on any work published.

Guidelines for parents and guardians:

Parents should:

Be aware that many social media sites have age restrictions for their use e.g. Facebook,

Instagram and g-mail are all restricted to those **13 years of age and above**.
- Monitor their children's online social media activity and read the terms and conditions of various social media sites and applications their children are interested in using. .
- Be aware that they are in breach of terms and conditions if they set up a personal account for their children to use if they knowingly understand that age restrictions apply.
- Be aware that before uploading photos, audio or video, they need to seek appropriate permission from any individual involved. This most particularly applies in relation to the privacy of the staff and pupils of St. John Bosco Junior Boys' school
- Be aware that online postings and conversations **are not private**.
- Not share confidential information, internal school discussions, or specific information about students, staff or other parents.
- Be conscious of the fact that expert advice given is that all users of Social Media sites should do whatever they can to not identify any child by name or associate them with a particular school.
- Parents should not participate in spreading false or unsubstantiated rumours or false information in relation to the St John Bosco Junior Boys' school community and its members.
- Parents assisting with classroom activities should not make use of social media sites while involved in such activities.
- Under no circumstances can pictures or recordings be taken of the established app tutorials/recordings.
- Staff, families and students are expected to behave in an appropriate, safe, respectful and kind manner online.
- It is the duty of parents/guardians to supervise children while they are working online and to ensure any content which they are submitting to their teacher is appropriate.
- Staff members can communicate with pupils and their families through an established app such as Aladdin Connect.
- Any electronic forms of communication will be for educational purposes and to allow for communication with families.
- Students and staff will communicate using tools which have been approved by the school and of which parents have been notified.
- Parental permission will be acquired before setting up a profile for a pupil on a communication forum.

- For security reasons, passwords will be provided to families, where applicable.
- St. John Bosco Junior Boys' School cannot accept responsibility for the security of online platforms, in the event that they are hacked.
- Communication using a mobile phone will not be frequent, but in the rare exception where it is necessary, staff members will ensure that their caller ID is private.

For learning

For learning

- It is the responsibility of parents and guardians to ensure that pupils are supervised while they work online.
- Ensure all work is appropriate and check all schoolwork before sending it to their teacher.
- Continue to revise online safety measures with pupils.
- It is important to note that any breach of the above guidelines will result in a discontinuation of this method of communication.

Guidelines for good online communication in St. John Bosco Junior Boys' School

Communication between staff and pupils

Communication between pupils and staff, by whatever method, should take place within clear explicit professional boundaries. This includes the wider use of technology such as mobile phones, text messaging, e-mails, digital cameras, videos, webcams, websites and blogs.

- The school has provided the Aladdin platform for communication between staff and parents. Staff members should not give their personal mobile numbers or personal e-mail addresses to pupils or parents.
- Staff should not request, or respond to, any personal information from a pupil, other than that which might be appropriate as part of their professional role.
- Members of the school community need to ensure that when they are communicating about others, even outside of school, that they give due regard to the potential for defamation of character.

Making allegations on social networking sites about others connected with the school could result in formal action being taken against them. This includes the uploading of photographs which might bring the school into disrepute

Guidelines for staff members using online communication methods

- Pictures or recordings cannot be taken of the established app recordings/ tutorials under any circumstances
- The school has signed up to the terms of service of the online platforms in use by the school
- The School has enabled the most up to date security and privacy features which these online platforms provide.
- Staff members will communicate with pupils and families during the hours of 8.50am – 2:20pm where possible.
- Staff members will have high expectations regarding pupil behaviour, with any communication which takes place online.
- Staff members will seek to become familiar with apps before using them with pupils.

- Staff will check that consent has been given, before setting up a pupil profile for an online app.
- Staff members will report any concerns regarding online behaviour or interactions to school management.

Social Media sites

Social Media in relation to staff and teacher relates to blogs, wikis, podcasts, digital images and video, instant messaging and mobile devices.
- Social networking sites such as Facebook or Instagram must not be used by staff as a platform for learning activities with students.
- Staff should not accept students as 'friends' on their own social network sites or interact with students on social networking sites.
- Staff and student online interaction must occur only in an educational context.
- Staff are advised **not to** accept ex-students or parents of current students as friends on personal Social Media sites.
- Staff must not discuss students or colleagues or publicly criticise school policies or personnel on social networking sites.
- While staff have permission to post photographs of students to the school website, they do not have permission to post details that would identify any child.
- Staff are personally responsible for content they publish online. All staff need to be mindful that what they publish will be public for a long time.
- The lines between public, private, personal and professional are blurred in the online world. If a member of school staff identifies themselves online as affiliated with St John Bosco Junior Boys' School, then they need to be aware that they are by definition representing the entire school community. Staff should ensure that content associated with them is consistent with their work at the school and the school's values and ethos.
- Staff should not participate in spreading false or unsubstantiated rumours or false information in relation to the St John Bosco Junior Boys' school community and its members.
- When contributing online, staff should not post confidential student information.
- Staff should visit their profile's security and privacy settings on social networking sites and ensure they are updated.
- At a minimum, staff should have all privacy settings enabled.

- Personal use of Social Media Use of these sites by staff in school is governed by the recently published 'Draft Code of Professional Conduct' from the Teaching Council.
- All telephone contact with parents should be made through the school landline phone or the school mobile phone
- Users are responsible for their own behaviour when communicating with social media and will be held accountable for the content of the communications that they post on social media locations. Unacceptable use of Social Media sites will include:

- Sending or posting discriminatory, harassing, negative comments, threatening messages or images that may cause harm to any member of the school community.
- Forwarding or 'Liking' material that is likely to cause offence or hurt to a third party.
- Sending or posting messages or material that could damage the school's image or reputation. Creating a fake profile that impersonates any another member of the school community.
- Sending or posting material that is confidential to the school.
- Uses that violates copyright law, fail to observe licensing agreements or infringe on others intellectual property rights.
- Participating in the viewing or exchange of inappropriate images or obscene material.

While all cases involving the inappropriate use of social media will be dealt with on an individual basis, the school and the Board of Management considers the above to be serious breaches of The Positive Behaviour Policy. Disciplinary action will be taken in the case of inappropriate use of social media tools.

See Draft Guidelines for Registered Teachers about the Use of Social Media by the Teaching Council

The purpose of having a School Twitter account is to provide:

- Communication with parents regarding specific events & activities
- Communication with new or prospective parents
- Communication with wider audience regarding positive advertisement of school, promotion of school & enrolment dates
- Communication with wider audience of school life via possible communication tours -photos of pupil's projects, notice boards, etc.
- Communication between parents especially new parents
- Continued advancement of our school communication system with information shared via paper notes, email, website & now Twitter

Social Networking

Those using our social networking site must abide by the following**:**

- Users cannot advertise products or services on our Parents' Association Facebook page
- Users should not post anything on the page that could be deemed as offensive – inappropriate or harmful comments/content will be removed immediately
- Users should not ask to become "friends" with staff as failure to respond may cause offence
- Users cannot tag or post photographs of children on the page
- Users should not add comments that can identify children

- To use Facebook and Twitter, one must be 13 years of age or older, therefore current pupils cannot be accepted as users.
- The sanction for breaking these rules is automatic removal from the Parents Association Facebook and Twitter page.

Guidelines for the Parents' Association

Parents' Association (PA Facebook Page and PA WhatsApp Messaging Service)

The Parents' Association communicates with parents using a variety of methods including mailing lists and social media. The Parents' Association currently host a PA Facebook Page and WhatsApp Messaging Group under the authority of the Board of Management.

The purpose of the PA Facebook account is to communicate with and promote specific PA activities, meetings and events 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, 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.

The Parents Association social media and mailing Lists will adhere to the following guidelines:
- The Parents Association will not advertise products or services on St John Bosco Junior Boys' School PA Facebook unless prior approval of the Board of Management has been sought.
- The Parents Association will not post any comments or information that could be deemed as offensive, inappropriate, harmful, or contrary to school ethos or policy.
- The Parents Association must not post or tag images of pupils or staff members on the PA Facebook
- The PA must not accept pupils as users or links on the PA Facebook page

The Parents' Association WhatsApp group adheres to the following guidelines.

- The group should never be used as a platform to air views/grievances regarding a teacher, child or parent in the class or school.

- The group is not a political platform for airing opinions on current affairs.

- The group should not be used for private conversations with anyone else using the group.

School Website and affiliated Social Media sites, School App.

The school's website address is: www.stjohnboscojbs.com
The school Twitter account is **@stjohnboscojbs**
The Parents Association Facebook account is **St John Bosco Junior Boys' School Parents Association**
The School uses the Aladdin platform which is known as Aladdin Connect.
The App must be downloaded by the parent/parents of the pupils in our school using a secure approved password.

- Pupils may be given the opportunity to have photos, projects, artwork and other work relating to curricular and extra-curricular school activities published on the school website as per the consent form on the enrolment application form. Teachers will coordinate the publication of this material.

- St. John Bosco Junior Boys' School will use only digital photographs, audio, or video clips of group activities. Content focusing on individual students will only be published on the school website with parental permission.

- Personal information relating to the pupil including their name, home address and contact details will not be included on school social media or the school's website.

- St. John Bosco Junior Boys' School will avoid publishing the first name and last name of pupils in video or photograph captions published online.

- 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 school community

- Staff and pupils must not discuss personal information about pupils, staff and other members of the school community on social media or web pages

- 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. John Bosco Junior Boys' School into disrepute.

- Staff and pupils must not represent personal views as those of our school on any social medium.

- Parents/guardians and staff members are requested not to 'tag' photographs or any other content which would identify any children or staff in the school.

- Parents/guardians are requested to ensure that online messages and/or comments to the school's social media sites are respectful. Any messages written on social media are treated in the same way as written messages to the school.

- A designated person will review the content of the website and the social media sites regularly.

- The Principal and the Board welcome any suggestions about how the content may be improved.

- If any parent or guardian has any concern about the appropriateness of the content of the website or social media sites, then the Board asks that the matter be brought to the attention of the Principal as a matter of urgency.

This Policy should be read in conjunction with the Positive Behaviour Policy Policy the Data Protection Policy and the Child Protection policy.

Personal Devices

Given the age of the pupils in St. John Bosco Junior Boys' School, pupils are not permitted to bring personal devices to school.

- Pupils may not use any personal device with recording or image taking capability (including the use of smart watches) while in school (outside of the explicit use mentioned above) or on a school outing. Any such breach of the Acceptable Use Policy (AUP) will be sanctioned accordingly.

- Pupils are not allowed to use personal internet-enabled devices during social time.

- If taking photographs or recordings of pupils during school activities, teachers and SNAs should, when possible, use a school device to do so.

- Any images or recordings taken by teachers or SNAs on smartphones or other personal devices must be downloaded onto the school server and/or on to the school App/relevant school affiliated website and then immediately deleted from source.

    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.

- Taking photos or videos on school grounds or when participating in school activities is allowed by staff once care is taken that no harm is done to staff or pupils of St. John Bosco Junior Boys' School.
- Written permission from parents or guardians will be obtained before photographs of pupils are published on the school website.

- Digital photographs and audio or video clips of individual pupils will not be published on the school website and/or affiliated pages, without prior parental/guardian permission. Instead, photographs etc. will focus on group activities, where children will not be named.

- Photos/Videos may be used for the production of the specific school events such as the First Class Graduation ceremony etc. These photos/videos and the photos/videos

on our website/App should not be copied or posted to any social media or other website or published in any way.

- Pupils may not take, use, share or publish images, videos or other content online without the permission of, or 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 behavior, with serious consequences and sanctions for those involved. Sharing explicit images of other pupils automatically incurs disciplinary action.

Cyber bullying

When using the internet, all 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 and 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.

St. John Bosco Junior Boys' School may deal with 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. John Bosco Junior Boys' School will, where known, inform parents/guardians of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and will be dealt with, as appropriate, in accordance with the school's Positive Behaviour Policy.

The prevention of cyber bullying is an integral part of the anti-bullying policy of our school.

Legislation
The school will provide information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:

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

- The Data Protection Act 1988

Support structures and Education

- The school will inform students and parents/guardians of key support structures and organisations that deal with illegal material or harmful use of the Internet.
- On an annual basis, the Parents Association in the school will run a programme on acceptable Internet usage, for students and parents/guardians. This will cover several topics including cyber-bullying.
- Staff will regularly partake in Continuous Professional Development in relation to the development of AUPs, internet safety and cyber-bullying.
- NCTE - http://www.ncte.ie/InternetSafety/
- Webwise - http://www.webwise.ie/
- Make IT Secure - http://makeitsecure.ie
- Safe Internet - http://www.saferinternet.org/ww/en/pub/insafe/
- Technical Support – www.techsure.ie
- The Information and Advice for Schools NCTE Handbook, Be Wise on the Net, is available in the school.

Use of Information Communication Technology ("ICT") Resources

School information and technology resources (e.g. e-mail, computers, computer applications, networks, internet, intranet, facsimile, phone and other wireless communications devices, telephone, paging and voice mail systems and the like) are school property and are provided solely for school related activities. Inappropriate use including hacking, pirating software, using school resources for non-school commercial activities, soliciting, distributing literature for outside entities, disclosing confidential information of the school, sending inappropriate e-mail or accessing inappropriate web sites (such as those advocating hate or violence, containing sexually explicit material promoting illegal activities), or using school resources in a way that violates the letter or spirit of the school's policies or reflects negatively on the school is forbidden.

Users of the school's information and technology resources must not share passwords. If you allow others to use your password or assigned resource, you will be held responsible for their use.

The school laptops and other devices will remain in the school building unless prior approval has been granted by the Principal.

Consistent with national laws, the Board of Management reserves the right to monitor the use of its information and technology resources and to take appropriate disciplinary actions or denying future access privileges in cases of misuse. Staff/student use of the school's information and technology resources constitutes consent to such monitoring. All such

monitoring will be conducted in accordance with law including, where applicable, the EU's General Data Protection Regulation ("GDPR").

Sanctions

Misuse of the Internet or any activity which is in contravention with this Policy, may result in disciplinary action, including written warnings, withdrawal of access privileges, and, where appropriate, suspension in line with the Positive Behaviour Policy. The school also reserves the right to report any illegal activities to the appropriate authorities. Access to the Internet will be withdrawn from students who fail to maintain acceptable standards of use.

Review
This policy was reviewed by the staff and Board of Management in September 2020.

Ratification
This policy was ratified by the Board of Management in October 2020

Signed   _____
                Chairperson BOM

Date   _____