

**Acceptable Usage Policy**  
**ICT and Social Media Expected Use Policy**  
**June 2021**

St. Louis Infant School recognises that access to Digital Learning and Information and Communication Technology (ICT) gives our students enhanced opportunities to learn, engage, communicate and develop skills that will prepare them for many aspects of life.

To that end, we provide access to ICT for student use. We maintain [www.stlouisinfants.ie](http://www.stlouisinfants.ie) as our school website and stlouisinfants on Instagram.

This Expected or Acceptable Use Policy outlines the guidelines and behaviours that our pupils are expected to follow when using school technologies for school activities of any nature.

### **I.1 Technologies Covered**

St. Louis Infant School may provide students with Internet access, desktop computers, digital display panels, digital imaging equipment, ipads, laptop or tablet devices, zoom, videoconferencing capabilities, virtual learning environments, online collaboration capabilities, online discussion forums, blogs and more. The policies outlined in this document are intended to cover all online technologies used in the school, not just those specifically mentioned.

### **I.2 St. Louis Infant School ICT Network**

The St. Louis Infant School computer network is intended for educational purposes. All activity over the network may be monitored and retained. Access to online content via the network is restricted in accordance with our policies and the Department of Education and through its agency, the National Centre for Technology in Education, PDST Technology and Webwise.

Students and parents are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a student or staff member believes it shouldn't be, the student can ask his/her teacher submit the site for review. This is done via the Professional Development Service for Teachers Technology filtering service on NCTE.

Digital Learning Team, school secretary and teachers have editorial rights over the school website and Instagram. Students will not have access to relevant passwords. Students are expected to follow the same rules for good behaviour and respectful conduct online as offline – these rules are found in the St. Louis Infant School existing Code of Behaviour.

Misuse of school resources may result in disciplinary action. After using school ipads or laptops, students and teachers must ensure that they are returned to the laptop trolley and assigned their correct space in the trolley. We make a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from misuse of school technologies. When blogging, recording audio or sending any sort of online communication from a school device, students must not slander, defame or misrepresent the school or the views or activities of another individual.

The school teachers choose and modify all social media followers/followees. Re????posts are not necessarily the views of St. Louis Infant School. There are no full name references on Instagram and a descriptive or conversational but formal tone is followed. We have set out interaction and reply procedures for parents and the community on Instagram.

**These are as follows:** We will not follow parents back, once they have followed the school, but we do not seek them out on the site. We will reply to comments directed at the school once it is deemed appropriate by teachers to do so. The tone of all interactions is conversational and could be described as 'classroom style' language. We do not follow or reply to students on Instagram. The staff and teachers of St. Louis commit to not using the online platforms or school accounts for the expression of personal views and we request that the children and parents adopt a similar policy when commenting online through comments on the blog and in directed tweets to the school account. Students are expected to alert his/her teacher immediately of any concerns for safety or security.

### I.3

#### **Photographs / Videos**

St. Louis Infant School use Instagram and the school website to celebrate the success stories and great achievements of our students.

We use photographs/video/other multimedia to compliment text content on the post.

#### **We advise the following:**

Photographs of the children will only be displayed online through our various platforms with explicit consent from parents/guardians through a note signed at the start of the year. Photographs will be treated as personal data under GDPR legislation. Children will not be named. Should their full name be used at any stage, verbal permission will be sought by parents/guardians.

No child shall be photographed and named under that photograph specifically if they are the only student photographed.

### I.4

**St. Louis Infant School** online collaboration through blogging and other platforms

St. Louis Infant School recognises that online collaboration is essential to education and may provide students with access to a variety of online tools that allow communication, sharing, and messaging among students. Students are expected to communicate with the same appropriate, safe, mindful and courteous conduct online as offline. This is of particular relevance to a blog.

## **I.5**

### **St. Louis Infant School owns 12 mobile devices**

St. Louis Infant School may provide students with ipads, mobile computers, digital recorders or other devices to promote learning both inside and outside of the school. Students should abide by the same expected use policies, when using school devices off the school network, as on the school network. Students are expected to treat these devices with respect. They should report any loss, damage, or malfunction to their teacher staff immediately. Use of school-issued mobile devices will be monitored.

## **I.6**

### **Mobile devices in the possession of St. Louis Infant School students**

Students may not use personally-owned devices in school (e.g. ipads, laptops, tablets computers, digital-cameras, and smart-phones) for educational purposes, unless explicitly stated in notes read and signed by parents/guardians and written by their classroom teacher. Appropriate online behaviour and adherence to the expected use policy should always be used.

## **I.7 St. Louis Infant School Security**

We ask that our students use common sense if they think a website does not look 'right'. They must inform their teacher of any concerns. They must check twice before they click on anything they feel is not right. If they believe a computer or mobile device they are using might be infected with a virus, they must alert their teacher.

## **I.8 Netiquette**

Netiquette may be defined as appropriate social behaviour over computer networks and in particular in the online environment. To this end:

- Students should always use the Internet, network resources, and online sites in a courteous and respectful manner.
- Students should also recognise that among the valuable content online is unverified, incorrect, or inappropriate content.
- Students should not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see.
- More detailed examples of expected use and unacceptable use are given in Appendices One and Two.

## **I.9 Plagiarism**

Students or staff should not plagiarise content (copy or use as your own without citing the original creator), including words or images, from the Internet for inclusion on our school website or Instagram. Students should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. The school will encourage students who create original content to claim ownership of it.

### **I.10 Personal Safety**

- If students see a message, comment, image, or anything else online that makes them concerned for their personal safety, they must bring it to the immediate attention of a teacher if they are at school a parent / guardian if they are at home.
- Students should never share personal information about themselves or others, including phone numbers, addresses, PPS numbers and birth-dates over the Internet without adult permission.
- Students should never agree to meet someone they meet online in real life without parental permission.
- Students' images will not be shared online (on the St. Louis Infant website, blog or Instagram) without explicit expressed permission from their parents.
- Consequently, other students must not take, use or share images of or from other students in school on school online platforms.
- School videos on Vimeo or YouTube are not available for search or comment on the host sites

### **I.11 Cyber-bullying**

Harassing, flaming, denigrating, impersonating, outing, tricking, excluding and cyber-stalking are all examples of cyber-bullying. Such bullying will not be tolerated in St. Louis Infant School.

#### We advise the following:

Our students must not send messages or post comments or photos with the intent of scaring, hurting, or intimidating someone else. Engaging in any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges

In some cases, cyber-bullying is a crime

Remember that your activities are monitored and retained

The school will support students, teachers and parents in dealing with cyberbullying St. Louis Infant School is committed to the Child Protection Procedures for Primary and Post-Primary Schools (Circular 2018) and will act as required by the Department of Education the Department of Children and Youth Affairs, the Department of Justice and Equality and the Health Service Executive.

### **I.12 Violations of this Expected Use Policy**

Violations of this policy in St. Louis Infant School may have disciplinary repercussions, including:

- Suspension of computer privileges
- Notification to parents in most cases
- Detention
- Suspension from school and/or school-related activities
- Expulsion

## Appendix I Examples of Expected Use

I will:

- Use school equipment for school-related activities only
- Follow the same guidelines for respectful, responsible behaviour online that I am expected to follow offline.
- Treat school resources carefully, and alert teachers if there is any problem with their use
- Encourage positive, constructive discussion if allowed to use blog or represent the school online
- Alert a teacher if I see threatening/bullying, inappropriate, or harmful content (images, messages, postings) online.
- Use school technologies at appropriate times, in approved places, for learning reasons
- Recognise that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.
- This is not intended to be an exhaustive list. Students should use their own good judgement when using school technologies.

## Appendix 2 Examples of Unacceptable Use

I will not:

- Use school technologies in a way that could be personally or physically harmful to myself or others.
- Search inappropriate images or content.
- Engage in cyber-bullying, harassment, or disrespectful conduct toward others.
- Try to find ways to change the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.

- Plagiarise content (copy, use as their own, without citing the original creator) I find
- online.
- Post personally identifying information, about myself or others or agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to access sites, servers, accounts, or content that isn't intended for my use.
- This is not intended to be an exhaustive list. Students should use their own good judgement when using school technologies.

# Draft Policy