



**LORETO SECONDARY SCHOOL,
CLONMEL**

**Draft Policy on
Digital Citizenship,
Acceptable Use
And
Office 365 Use**

**Ratified by
The Board of Management
On 30th May 2022**

Digital Citizenship and Acceptable Use Policy

Introduction

Loreto Secondary School, Clonmel, Co Tipperary believe that the use of student owned mobile tablet devices in the classroom greatly contributes to the richness and variety of the student learning experience.

This policy must be read in conjunction with the Code of Behaviour. This policy remains in effect throughout the year including all weekends, days off, breaks and holidays.

This policy is informed by the vision for Loreto Secondary School coupled with the school's aims to enable students to reach their full potential both academically and socially. The aim of this Policy is to ensure that students will benefit from learning opportunities offered by the school's Digital Learning resources in a safe and effective manner and become responsible users of digital technology. The implementation of this policy will reflect the pastoral nature of our school.

Educational use only

The student tablet is for educational use only. We believe that there is considerable benefit to teaching and learning and to student welfare in confining the use of the device to educational-use only. This tablet should not be viewed as a recreational device and as such should only be used when a student is in school or completing school tasks, assignments and homework.

Equipment

Parents are responsible for purchasing the device, chosen by the school, from the school's IT partner. Parents are also responsible for the safe-keeping, repair and insurance of their daughter's device. Parents retain ownership and possession of the device. However, by enrolling in the school parents agree to grant to teachers and school management the right to collect, inspect or confiscate (for a limited period) the device at any time. Parents also grant the school the right to alter, add or delete any installed software or hardware that has not been agreed by the school in advance. Parents also agree that the school, in conjunction with their IT partners, will manage and monitor the device for inappropriate use of school resources, in accordance with the Digital Technologies AUP. Usage within the school is a privilege and not a right. Students may lose the privilege to use the device and to have it in their possession if they abuse their responsibilities and breach this policy, or the Digital Technologies AUP.

Substitution of Equipment

In the event that a student's device is not functioning, the school will endeavour to provide a spare device for use while the student's device is being repaired or replaced. The replacement device if provided will remain the property of the school and must be returned to the school immediately upon request. The terms of this AUP remain in effect for the substitute device. A substitute device will not be provided until collection of the device is arranged and evidence of this shown to the school. A substitute device will not be given if a student forgets their device or does not charge their device. Only one substitute device will be provided to a student at any given time.

A student is not permitted to bring any other device to school to substitute for their own original device.

Damage or Loss of Equipment

Students must report any damage or loss immediately to the Year Head or the I.T. department who will determine necessary action. All devices are covered by a manufacturer's warranty of three years. The warranty covers manufacturer's defects. If a device is lost or damaged by neglect or misuse it is the family's financial responsibility to replace the device. It is recommended that parents insure the device.

Student Responsibilities:

- Arrive to school each day with a fully charged device (>80% charged).
- Ensure that only Apps, websites etc. that relate to your work in class are open during class time.
- You **MUST** ask a teacher before using the camera function.
- To immediately stop using a device if a teacher requests. If requested students are not to close any apps, and should go “hands off” from the device.
- Keep the device in your locker/bag when not in use.
- Do not let anyone access the device other than your parents.
- Adhere to this policy and the Digital Technologies AUP.
- Report any problems / damage immediately to either the Year Head or IT department.
- Report any interference or theft immediately to the Year Head.

Parent Responsibilities:

- Parents must read and adhere to the guidelines provided in A Parents’ Guide to a Better Internet, available on www.webwise.ie
- Parents should inspect the device regularly to ensure that it is in good working order.
- Parents should inspect the device and the installed Apps on a regular basis to ensure that there is no inappropriate material accessed or stored on the device.
- Parents should consider installing internet filtering software in their home.
- Parents should inspect the student’s device internet history on a regular basis to ensure that they are not accessing inappropriate material.
- A designated charging point should be provided in the house but not in the students’ bedroom.

School Responsibilities:

- To enforce this policy, the Digital Technologies Acceptable Use Policy, the Office 365 user agreement policy and the Code of Behaviour.
- To make every effort to resolve any reported issues relating to ownership, possession or use of the device.

Restricted Use and Confiscation

Students who breach this AUP, the Digital Technologies AUP, or, any reasonable standards of usage of the device will be subject to sanctions up to and including, but not limited to, detention, suspension and expulsion. A device may be confiscated by a teacher for a limited period or subjected to restricted use because of misuse either by the student or any other student. Furthermore, if there is a suspicion that the tablet has been or is being used for anything inappropriate then the tablet may be confiscated, retained and inspected by any teacher in the school. Reasons for placing a student on ‘Restricted Use’ or confiscation or applying the Code of Behaviour include, but are not limited to, the following:

- Non-compliance with this policy, the Office 365 User agreement or the Digital Technologies AUP.
- Inappropriate use of any App
- Use of Chat messaging during class time without expressed permission of the teacher.
- Inappropriate use of the camera.
- Inappropriate, inaccurate, defamatory, obscene, or illegal material found on the device.
- Failure to take proper care of the device.
- Failure to co-operate with school’s investigation of device misuse.
- Repeated failure to bring the device to class.
- Repeated failure to bring the device to school fully (at least 80%) charged.

If a student’s device is confiscated students will be required to bring all text books to school in place of the student’s Device.

Responsible Use of the Device

General Care

- Keep the equipment clean.
- Do not eat or drink while using the device.
- No graffiti or stickers on the device or cover.
- No inappropriate background pictures.
- Students may not permanently alter device in any way.
- Students may not remove any serial numbers, identification or school labels placed on the device.

Carrying the Device

- Carry the device **in** your school bag when travelling to and from school.
- For safety students should only use the device in school or at home.
- Leave the device in locker or bag when not in use and during break time and lunchtime.

Screen Care

- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens.
- Cover – screen covers prevents scratches.

Personal Health & Safety

- Avoid use of the device while it is resting directly on your lap. The bottom of the device can generate significant heat. Always rest the device on a table and sit in an upright position when using the device.
- Take frequent breaks when using the device for long periods of time.
- **Do not provide any information, in particular personal information, over the Internet.**
- **Do not share your passwords with anyone.**
- Keep the device in a secure location when not in school.

Agreement in place when using a school device

Students and their parents/guardians have read and understand the device Acceptable Usage Policy and agree to abide by the terms of this policy. Students understand this AUP is in effect throughout the academic year, including holidays.

Students and their parents/guardians grant to the school authorities the right to inspect my daughter's device and its Apps/Programmes and to confiscate it for a limited period because of misuse by either the student or any other student.

Students and their parents/guardians give permission to the school authorities to delete inappropriate material from the student's device and to prevent/block the installation of certain Apps.

Students and their parents/guardians agree to be bound by the terms of this policy, the school's Digital Technology AUP, the Schools O365 Policy and the school's Code of Behaviour.

Digital Citizenship

It is envisaged that pupils will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner. Internet access and use is considered a school resource and privilege. Therefore, if the school rules are not adhered to this privilege will be withdrawn and appropriate sanctions will be imposed. The following rules govern the access to and use of the Internet and Digital Technology in the school:

Respect Yourself

- I will show respect for myself through my actions.
- I will only use appropriate language and images on the Internet or on the school website/ virtual learning environment.
- I will not post inappropriate personal information about my life, experiences or relationships.

Protect Yourself

- I will ensure that the information I post online will not put me at risk.
- I will not publish full contact details, a schedule of my activities or inappropriate personal details in public spaces.
- I will report any aggressive or inappropriate behaviour directed at me.
- I will not share my password or account details with anyone else.

Respect Others

- I will show respect to others.
- I will not use electronic mediums to bully, harass or stalk other people.
- I will not visit sites that are degrading, pornographic, racist or that the school would deem inappropriate.
- I will not abuse my access privileges and I will not enter other people's private spaces or work areas. I will respect my peers and teachers by not using technology inappropriately in or out of class.

Protect Others

- I will protect others by reporting abuse.
- I will not forward any materials (including emails and images) that the school would deem inappropriate.

Respect Copyright

- I will use and abide by the fair use rules.
- I will not install software on school machines without permission.
- I will not steal music or other media and will refrain from distributing these in a manner that violates their licenses.

Respecting Technology

- I will take all reasonable precautions to protect my mobile device and from damage.
- I will always keep it with me or in secure storage when appropriate.
- I will not tamper with its software or jailbreak it.
- I will not interfere with or damage school equipment or attempt to bypass school restrictions.

Acceptable Use

Use of Digital resources to support learning can enhance the activities of teaching and learning in the classroom and beyond. In order to provide a safe effective classroom and online environment the following provisions will apply.

School Actions

Loreto Secondary School will provide for a high-quality Digital Learning in the following ways:

- Members of the school community will be provided with education in internet safety as part of our implementation of the Digital Learning, SPHE and CSPE curricula and through various other educational programmes such as Safer Internet Day.
- Implementing content filtering supported by PDST Technology in Education.
- Providing access to high quality equipment and training to staff to support teaching and learning.
- Providing support and instruction to students in the correct and appropriate use of digital learning equipment.

Requirements on users of Digital Learning Resources

- All members of the school community will abide by the 'Digital Citizenship' guidelines.
- This policy applies regardless of whether teaching and learning is taking place in school or in another environment.
- This policy applies to the use of students' own equipment and school equipment or resources.
- Misuse of digital learning resources may result in disciplinary action in line with the Code of Behaviour, Anti-Bullying Policy and other relevant policies which may be introduced and amended from time to time.
- Students should report any accidental breaches to their Year Head without delay.
- Students should only use their device in class when directed by their teacher and only for that specific purpose
- Students must not take, use, share, publish or distribute images of others without their permission.
- All users must:
 - use the School's internet connection only for educational and career development activities.
 - not take steps to bypass content filtering systems.
 - 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.
- Digital Technology can only be used after permission from a teacher has been sought and given.
- When using Digital Technology, the student is responsible to take care of the equipment.
- No food or drink is allowed near any Digital Technology.
- Students are not permitted to take photographs or videos of any persons without their express permission. Sharing of such photographs, images in any format without written permission is forbidden.
- Students are not permitted to use Chat messaging during class time without expressed permission of the teacher.
- Students will only use the internet on a school owned device or on their device purchased through the school in conjunction with the school's IT partners.
- Students do not have permission to access the internet on their own personal digital technology such as a tablet, laptop, smartphone etc.

- The internet is an educational resource for students and therefore it is to be used solely for curriculum enhancement purposes.
 - The use of personal email is prohibited at all times. Students are only to access emails through their school O365 account.
 - Students are not permitted to make any attempt at bypassing the school firewalls and try to gain access to any sites blocked by the school in conjunction with the PDST or the school's IT partners.
 - Students are not permitted to access any other internet other than the one provided by the school in conjunction with the PDST.
 - Uploading and downloading of non-approved software will not be permitted.
 - The use of personal USB/Memory sticks, external storage devices etc., by any students is not permitted. All files and images etc must be saved and stored on the student's school O365 account.
 - Students will observe good "netiquette" (i.e. etiquette on the Internet) always and will not undertake any actions that may bring the school into disrepute.
 - Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
 - Students will never disclose or publicise personal information relating to themselves or others.
 - 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.
 - Students are not permitted to use the school network for personal E-mail or social media purposes.
- Users must not:
 - intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
 - download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
 - Use personal email addresses for school related business.
 - Share their email account login details.
 - Use their school email to register for social networking services, apps or games or any non-school approved or related activity.
 - Send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
 - Access instant messaging services or chat apps on the school network.
 - Use Chat messages during class without the explicit permission of their teacher.
 - Access video streaming or blog services without the explicit permission of their teacher.
 - Use social media and the internet in any way to harass, insult, abuse or defame students, their family members, staff, other members of the Loreto Clonmel community.
 - Must not engage in online activities which might bring the school into disrepute.
 - Not represent their personal views as those of Loreto Clonmel on any platform.

Sanctions

- Abuse of Internet access, or, Digital Technology will result in **rigorous enforcement** of the School Code of Behaviour, including withdrawal of access privileges, suspension and expulsion.
- The school also reserves the right, and may have an obligation to report any illegal activities to the appropriate authorities.

Cyber-Bullying

- Students will not take part in on-line harassment or discriminations of any kind.
- Reports of the same will be thoroughly investigated and will incur appropriate sanctions
- Bullying or harassment in any form will be severely dealt with by the school authorities and may warrant suspension and/or reporting to the relevant authorities including the Gardai.

Bullying is deliberate, hurtful and repeated behaviour. However, as a negative comment posted on-line can be seen/reposted by many people it only takes **one negative post** for this to be cyberbullying. So, think before you post!

We promote the **T-Shirt Rule**; if you wouldn't put the message on a T-shirt to be seen by the public, you wouldn't send it to someone or post it online. Words can manipulate the way we think - just because the message doesn't resonate or effect you, doesn't mean it won't do the same for anyone else.

School devices, school accounts in Office 365, including chat messages in teams should only be used for educational purposes and under the guidance of a teacher.

Agreement in place when using a school device

Parents/Guardians have read the Rules for Internet access and Digital Technology use and grant permission for their daughter (or child in their care) to access the Internet. Parents/Guardians understand that Internet access is intended for educational purposes.

Parents/Guardians 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.

Students agree to follow the school's Digital Technologies Usage Policy.

Students will use the Internet and all Digital Technology in a responsible way and obey all the school rules.

OFFICE 365 USER AGREEMENT POLICY

Loreto Secondary School is pleased to offer all students email accounts on the Microsoft Office 365 System for the duration of their time in the school. It is the school policy to allow students to use this account for school-related purposes only. The aim of this policy is to ensure the proper use of the account and make users aware of what Loreto Secondary School deems as acceptable and unacceptable use of its Office 365 system.

Responsibilities

- Email is to be used as an educational communication tool and students are obliged to use this tool in a responsible, effective and lawful manner.
- Access to an email account involves responsibility. Students are responsible for the content accessed on their own accounts and the security of their account.
- All communication should observe normal rules of etiquette.
- Email is **not** a private mail system. School management and administration of the system have access to, and the right to view all emails on these accounts.

- “Chat” is **not** a private messaging service. School management and administration of the system have access to, and the right to view all messages on these school accounts.
- “Chat” may not be used during class unless with the explicit permission of the teacher.
- Your school O365 account is not a private system and therefore any information or files stored on this system can be accessed and viewed by the school at any time with prior notification.
- Accounts details are not to be shared with other students.
- Students are not to give another individual access to their Office 365 account and must make no attempt to access another individual’s account.
- Students are not to create or transmit any abusive, obscene, threatening, defamatory, offensive or harassing images or material, or cause offence to another individual or discriminate on the grounds of gender, marital status, sexual orientation, religious or political belief, age, disability, race, colour or membership of the traveller community.
- Students will not open e-mail attachments from unsolicited or unknown sources. If they receive such emails they must report them to their year head straight away.

By following the guidelines in this policy, the email user can minimize the risks involved in the use of email. If any student disregards the rules set out in this Policy, they will be removed from the system and hence not have access to a school Office 365 account.

Personal use

It is strictly forbidden to use the email system for anything other than legitimate school purposes. Therefore, the sending of personal emails, chain letters, junk mail, jokes and executables is prohibited. All messages distributed via the Loreto Clonmel email system, or information stored on the O365 system are the school’s property and can be viewed by the school at any time.

Passwords

The use of passwords to gain access to the computer system or to secure specific files does not provide users with an expectation of privacy in the respective system or document. All users can change their O365 account password at any time if they so wish. All messages distributed via the Loreto Clonmel email system, or information stored on the O365 system are the school’s property and can be viewed by the school at any time.

Email accounts

All email accounts maintained on our email systems are property of Loreto Clonmel. Passwords should not be given to others.

System monitoring

Users expressly waive any right of privacy in anything they create, store, send or receive on the Loreto Clonmel Office 365 system. The school can monitor messages, emails, usage or any files stored or accessed on an individual’s O365 accounts without prior notification. If there is evidence that you are not adhering to the guidelines set out in this policy, there may be further actions and consequences.

Duration of office 365 account

All students will have access to their Loreto Clonmel Office 365 account while enrolled in the school. When a student leaves Loreto Secondary School Clonmel their Office 365 account will be disabled and deleted. A student will not have access to emails or files stored on this system once they leave the school. It is the students’ responsibility to ensure all files and information they require is copied from this system before they leave the school. Loreto Secondary School Clonmel will not be able to recover any files or information that was stored on the system once the account is deleted.

The Internet is an insecure network with no guarantee of either privacy or confidentiality for its users. Information posted on the Internet is available to a global audience. Students should not to post on the Internet any personal information such as home address, telephone numbers, contact details, or other personal information about themselves or any other person.

Behave online as you would in person.

Acceptance of the School Code of Behaviour implies acceptance of this Policy.

This policy and its implementation will be reviewed annually.
This policy was agreed on the date noted below.

Signed: Mrs Mary Ryan **Date:** 30th May 2022
Chairperson of Board of Management

Signed: Ms Anne McGrath **Date:** 30th May 2022
Principal