

## *Loreto Secondary School, Clonmel.*

### **Digital Technologies Acceptable Usage Policy**

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Therefore, if the school rules are not adhered to this privilege will be withdrawn and appropriate sanctions will be imposed.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:

#### **General**

- 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 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.

#### **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.

## INTERNET PERMISSION FORM

Please review the enclosed Rules for Internet access and Digital Technology use, sign and return this permission form

**Name of Student:** \_\_\_\_\_ **Year:** \_\_\_\_\_

### Parent /Guardian

As the Parent or legal Guardian of the above student(s), I have read the Rules for Internet access and Digital Technology use and grant permission for my daughter (or 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.

**Parent's /Guardian's signature:** .....

Mobile: \_\_\_\_\_

### Student:

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

I will use the Internet and all Digital Technology in a responsible way and obey all the rules explained to me by the school.

**Student's signature:** ..... **Date:** .....

## PHOTOGRAPHS & DIGITAL IMAGES OF STUDENTS

The school maintains a database of photographs & digital images (including video) of school events held over years. It has become customary to take photographs of students engaged in activities and events in the interest of creating a pictorial as well as historical record of life at the school. Photographs/digital images may be published on our school website, school app or in brochures, yearbooks, newsletters, local & national newspapers and similar school-related productions. In the case of website photographs/digital images, student names will not appear on the website as a caption to the picture. If you or your daughter wish to have her photograph/digital image removed from the school website, brochure, yearbooks, newsletters etc., at any time, you should write to the school Principal.

### Consent ( / tick one only)

I give consent for my daughter's photograph/digital image to be taken as part of school activities and used as referenced above \_\_\_\_\_

I do not give consent for my daughter's photograph /digital image to be taken as part of school activities \_\_\_\_\_

**Parent's /Guardian's signature:** ..... **Date:** .....

**Student's signature:** ..... **Date:** .....