ICT Policy

John Scottus Secondary School

John Scottus School offers a vision of education which gives young people the self mastery, strength of character and compassion to contribute meaningfully to the world around them whilst at the same time fulfilling their own unique set of talents and qualities.

It is an education based on the belief that each child can come to discover their innate gifts, that each child can come to contribute something exceptional and that each child has at their heart a limitless potential.

Central to the ethos of the school is the development of character. Character building is described as the development of good habits such as the ability to be still and self-aware, to attend to the present moment, to participate in the spirit of enquiry and to unite with others around. These habits of attention, enquiry, stillness and unity will provide the foundations for academic excellence, a life of meaningful purpose and a life journey of Self-Discovery.

Mindfulness along with philosophy and meditation are considered the three key aspects in the journey of character building and the development of these habits. The mindful motto of the school is "Delight in the present" and the belief is that when a child comes to know their true Self it is possible to delight in the present every moment of every day.

Introduction

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner. Internet use and access is a school resource and privilege. Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

It is envisaged that school and parent representatives will revise the AUP regularly.

All students who enroll in the school must follow the conditions as set out in this policy.

School's Strategy

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

General

- Filtering software is used in order to minimise the risk of exposure to inappropriate material.
- Students and teachers will be provided with training in the area of Internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- Students must report any viruses or security breaches they become aware of.
- The use of cloud storage of files by students in school must only be to upload and download files for educational purposes.
- Students should treat others with respect at all times and should not undertake any actions that may bring the school into disrepute.

World Wide Web

• Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

• Students will report accidental accessing of inappropriate materials in accordance with school procedures.

• Students will use the Internet for educational purposes only.

• Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).

• Students will never disclose or publicise personal information about themselves or others on the internet.

• Downloading materials or images not relevant to their studies, is in direct breach of the school's acceptable use policy.

•Downloading games or software on school devices, even if legitimately acquired, is not permitted.

• 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 may not enter into any commitments on behalf of JSS while on the Internet.

Email, Social Media and Apps

• Students will use approved class email accounts for school communication.

• Students will not send or receive any material that is illegal, obscene and defamatory, or that is intended to annoy or intimidate another person.

• Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.

• Students will never arrange a face-to-face meeting with someone they only know through emails, social media sites, chat rooms, discussion forums, apps or the internet.

• Students will note that sending and receiving email attachments is subject to permission from their teacher

• Internet, app and social media communications should be undertaken only if directed and supervised by a teacher.

• Students will only have access to social media sites, apps, chat rooms, discussion forums, messaging or other electronic communication fora that have been approved by the school.

• Social media sites, apps, chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.

• Usernames will be used to avoid disclosure of identity.

School Website

- Pupils may be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website

- .The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.

(Website using facilities such as guestbooks, noticeboards or weblogs will be checked frequently to ensure that they do not contain personal details.)

- The publication of student work will be co-ordinated by a teacher.

- Pupils' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.

- The school will endeavour to use digital photographs, audio or video clips for focusing on group activities. Content focusing on named, individual students will not be published on the school website without parental permission. Photographs, audio and video clips may be password protected.

- Personal pupil information including home address and contact details will be omitted from school web pages.

- The school website will avoid publishing the first name with the last name of individuals in a photograph.

- The school will ensure that the image files are appropriately named – will not use pupils' names in image file names or ALT tags if published on the web.

- Pupils will continue to own the copyright on any work published.

Personal Devices

Pupils may be permitted to use personal devices for educational purposes. This may include using ebooks or taking notes on a tablet computers and/or a laptop. Permission to use personal devices for educational purposes is at the discretion of the relevant teacher.

Pupils using their own technology in school, for non-educational purposes such as leaving a mobile phone turned on or using it in class, sending personal e-mail or other messages or the unauthorized taking of images with a mobile phone camera, still or moving, is in direct breach of the school's acceptable use policy. Likewise use by a pupil of any recording device for any reason within the school is prohibited. Permission to use personal devices for non-educational purposes is at the discretion of the relevant teacher.

Social Media

While use of these services is not permitted in School or on School computers, many pupils are using such sites at home, sometimes without the knowledge of their parents. The problems with such sites are at least threefold:

- Bullying of other pupils or teachers in the school may take place by making unfair, untrue and very hurtful remarks about them.

- The use of bad language and themes of a sexual nature are endemic in what they put up and what they read on these services.
- Most teenagers do not protect their feeds and so photos and other information about them is freely available, including to complete strangers.

It is strongly advised that no student under the age of 14 is allowed use of these services (the services themselves say that no one under the age of 13 or 14 is allowed to use them- but there is of course no means of verification). Those from 14 to 16 should have their accounts visited regularly by their parents (who need to have their password as a condition of use), and they should be properly taught about appropriate and inappropriate use of these services by their parents.

If bullying of other pupils does take place on these services, the School will take strong and immediate action.

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

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

Sanctions

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges, penalty points and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

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