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## Loreto College Foxrock

### ICT and Social Media Expected Use Policy

#### 1.0 Introduction

Loreto College Foxrock provides comprehensive Information and Communication Technology (ICT) systems for use by its staff and students (users), and recognizes that access to such systems gives our students enhanced opportunities to learn, engage, communicate and develop skills that will prepare them for modern life. ICT services in Loreto College Foxrock are provided to enrich the educational experience by facilitating resource sharing, innovation and communication.

This policy aims to ensure that students will benefit from the learning opportunities offered by electronic resources in a safe, effective and responsible manner. It outlines the guidelines and behaviours that our users are expected to follow when using school technologies or when using personally-owned devices on the school network, or at Loreto College Foxrock organised activities.

#### 1.1 The purpose of the policy

The purpose of this policy is to define the rights, responsibilities, privileges and sanctions associated with the safe, acceptable and responsible electronic usage in Loreto College Foxrock. A school resource, internet use and access is a privilege, carrying with it both rights and responsibilities. The policy establishes rules and prohibitions that define acceptable use. Unacceptable use may result in the withdrawal of privileges and appropriate disciplinary and/or legal sanctions will be imposed.

#### 1.2 Scope

- The Expected Use Policy (the policy) applies to all students, employees and volunteers at Loreto College Foxrock and all other persons who are offered access to the College ICT systems. (The term 'User' refers to all). It applies both on and off site and within and outside normal working



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hours. This document will appear in full on the school website where it may be accessed by staff, students and parents.

- The policy covers the appropriate use of such technology and the College's right to log and monitor any such activity including details such as the content of emails, which sites are visited and what is downloaded. Each user is responsible for being fully aware of the policy and its implications for personal conduct. As in all their work activities, users are required to use ICT resources in a reasonable, professional, ethical and lawful way.

### **1.3 Technologies Covered**

Loreto College Foxrock may provide students with Internet access, desktop computers, digital imaging equipment, laptop or tablet devices, video-conferencing capabilities, virtual learning environments, online collaboration capabilities, online discussion forums, email and more. As new technologies emerge, Loreto College Foxrock may provide access to them also. All online technologies are covered in this policy document.

### **1.4 ICT Network - Usage**

Loreto College Foxrock's systems, resources and associated applications are intended for activities that support the mission, goals and objectives of the school. All usage for educational purposes is encouraged and supported.

- All activity over the network may be monitored for security and/or network management reasons
- Access to online content via the network is restricted in accordance with our policies and with [The Department of Education and Skills](#) through its agency, the [National Centre for Technology in Education](#). Students are expected to respect the web filter as a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, he/she can request that the ICT team submit the site for review. This is done via the 'Professional Development Service for Teachers' (PDST) technology filtering service [BrightCloud](#).



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- The distribution of any information through the Internet/Intranet, email and any messaging systems through the College's network are subject to scrutiny by appropriate personnel.
- Students are expected to follow the same rules for good behaviour and respectful conduct online as offline – these rules are found in the school's existing Code of Behaviour
- Misuse of school resources may result in disciplinary action
- We make a reasonable effort to ensure users' safety and security online, but will not be held accountable for any harm or damages that result from misuse of school technologies
- Users are asked to disconnect immediately, report and look for assistance if they access material or receive a message that is inappropriate. They should contact the Principal/Deputy Principal or any member of the ICT team.
- Users are expected to alert their teacher or a member of the ICT team immediately of any concerns for safety or security.
- Users must not access, download or send any material through ICT technology which:
  - Is offensive or could give rise to offence being taken by a 'reasonable person'*
  - Is illegal*
  - Could bring the school into disrepute*
- The use of all ICT systems, resources and associated applications are subject to Irish and European law and any illegal use will be dealt with appropriately through the school's disciplinary process.
- Loreto College Foxrock is committed to ensuring that it operates in compliance with the Data Protection Acts 1988 and 2003. Loreto College Foxrock makes every effort to ensure that personnel information is maintained in a manner which is accurate, relevant and is held securely at all times. All those maintaining records on behalf of the College are asked to ensure that they adhere to the provisions of the Data Protection Acts.
- Loreto College Foxrock retains the right to report any actual or potential illegal violations to the relevant State and other Authorities.



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- It is the responsibility of each to protect the information under their direct control and to adhere to the established information security policies and procedures when conducting their duties. Breach of information security policy and procedures may result in disciplinary action up to and including dismissal/expulsion.

### ***Confidentiality***

- Notwithstanding the College's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorised to retrieve or read any e-mail messages that are not sent to them. Any exception to this policy must receive prior approval from the ICT Team. However, the confidentiality of any message should not be assumed. Even when a message is erased it is still possible to retrieve and read that message. If any breach of our E-mail policy is observed then disciplinary action up to and including dismissal/expulsion may be taken.
- Users must not upload, download or otherwise transmit commercial, unlicensed software or any other copyrighted materials that belongs to the College or external parties.
- Users must not reveal, publicise or disclose any information that might be in breach of the Data Protection legislation
- Users must not reveal or publicise confidential or proprietary information that includes, but is not necessarily limited to, all types of educational or financial information, strategies and plans, databases and the information contained therein or any other information which is deemed the property of the College.
- Send confidential emails without applying appropriate security protocols.

### ***Security***

- All PCs/laptops must have virus detection software installed; users must not attempt to install virus programmes themselves.



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- To prevent computer viruses from being transmitted care must be exercised by users in the downloading of material. It should be from a reliable source and the user must not seek to avoid the standard virus protection measures implemented by Loreto College Foxrock. Staff must ensure that virus protection on personal devices is up-to-date to avoid bringing viruses into the school.
- It is essential that only software that is authorised, licenced and approved is installed on Loreto College Foxrock equipment, and that licence agreements are complied with.
- Users must not intentionally interfere with the normal operation of the school's ICT systems, resources and associated applications. This includes the distribution of computer viruses and sustained high-volume network traffic that substantially hinders other users of the network.
- It is not permitted to examine, change or use another person's username, password, files or outputs for which no explicit authorisation has been given.
- Care must be taken that mobile devices are secure at all times and that no confidential data is stored on them. They should be locked away when not in use and user -ids or passwords should not be stored with the device.
- Care must be taken that all documents and computer media are disposed of securely at the end of their life, shredded or sent to secure disposal as appropriate.
- All computers in the school's offices should be monitored regularly to ensure that they are being used in accordance with the stated policy. Where there is any suspicion or doubt a person with specialist knowledge of computer hardware and software should be asked to assess the purposes for which the computer has been used.

### ***Safeguarding Children***

- Students should be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation. Ensuring students are aware of the SMART rules and are aware of how to use the Internet effectively is the responsibility of all teachers.



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- Teachers must be aware of the regulations regarding the use of Web 2 applications and email and seek to protect students and themselves in this regard.
- Please see the Webwise guides to Internet Safety for parents

### ***Protect Your Reputation and your Career!***

- It is essential that all personnel and other users adhere to this Electronic Resources Acceptable Use Policy or risk disciplinary action, (*including possible termination of employment / summary dismissal or termination of enrolment as a volunteer*) in line with the school's codes of conduct.

### **1.5 Loreto College Foxrock School email and online collaboration**

Loreto College Foxrock currently provides staff, and may in the future provide students, with email accounts for the purpose of school-related communication. Availability and use is restricted based on school policies.

- School email accounts, Internet identifications and web pages should only be used for appropriate and sanctioned communications.
- Email accounts should be used with care. Email usage may be monitored and archived.
- Loreto College Foxrock 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.

### ***Risks attached to the sending of E-mails:***

- A message may go to persons other than the intended recipient and if confidential or sensitive this could be damaging to the College.
- E-mail messages can carry computer viruses dangerous to computer operations generally.



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- Letters, files and other documents attached to E-mails may belong to others and there may be copyright implications in sending or receiving them without permission.
- E-mail messages written in haste or written carelessly are sent simultaneously and without the opportunity to check or rephrase. This could give rise to legal liability on school's part such as claims for defamation, etc.
- An E-mail message may legally bind the College in certain instances without the proper authority being obtained internally.
- It should be remembered that all personal data contained in E-mails may be accessible under Data Protection legislation and, furthermore, a substantial portion of E-mails to Government and other public bodies may be accessible under Freedom of Information legislation.
- E-mails should be regarded as potentially public information which carry a heightened risk of legal liability for the sender, the recipient and the organisations for which they work.

***To reduce the risks inherent in the use of E-mail:***

- Users should only use approved e-mail accounts (i.e. @loretofoxrock.ie) on the school system for purposes related to their work at Loreto College.
- Before sending internal e-mail, consider whether this is indeed, the best form of communication to pass on the information to colleagues.
- The use of BCC (Blind Carbon Copy) for internal communication is not permissible to prevent flame attacks.
- Particular care should be taken when sending confidential or commercially sensitive information. E-mail is neither a secure nor a private medium. If in doubt please consult a member of the ICT team.



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- Care should also be taken when attaching documents as they may give rise to the release of information not intended, therefore it is important to vet attachments. The ease with which files can be downloaded from the Internet increases the risks of infringement of the rights of others particularly the intellectual property and other proprietary rights. Again if in doubt please consult ICT team.
- An E-mail should be regarded as a written formal letter, the recipients of which may be much wider than the sender intended. Hence, any defamatory or careless remarks can have very serious consequences as can any indirect innuendo. Inappropriate remarks whether in written form, in cartoon form or otherwise must be avoided, as should any remarks that could be deemed indecent, obscene, sexist, racist or otherwise offensive or in any way in breach of current legislation.
- Should you receive any offensive, unpleasant, harassing or intimidating messages via the E-mail you are requested to inform the Principal/Deputy Principal or any member of the ICT team immediately.
- Any important or potentially contentious communication which you have received through E-mail should be printed and a hard copy kept. When important to do so you should obtain confirmation that the recipient has received your E-mail.
- Documents prepared for your service users may be attached via the E-mail. However, excerpts from reports other than our own, if substantial, may be in breach of copyright and the author's consent ought to be obtained particularly where taken out of its original context. Information received from one service user / client should not be released to another service user / client without prior consent of the original sender - if in doubt inform the Principal/Deputy Principal or any member of the ICT Team.

***To reduce the risks inherent in the use of a 'Virtual Learning Environment'***

- Staff will be expected to use VLEs to support and enhance the students learning.
- Staff must be aware that they should not post inappropriate material on the VLE
- Staff must be aware that quality assurance measures will be carried out on VLE content and that management can access all areas and can monitor VLE use.



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- All VLE users should be aware that comments made in any of the interactive areas reflect not only on themselves but also on Loreto College Foxrock. The VLE's communication facilities should not be used to bring the school into disrepute.
- Virtual communication and discussion are taking place in a social environment. Normal rules of social interaction apply and the remoteness of the recipients must not be used as an excuse to behave in an anti-social manner or post unacceptable messages. Examples of such anti-social behaviour include:
  - Harassment or intimidation of another user.
  - Person to person aggression in asynchronous or synchronous communication (e.g. discussion boards or chat).
  - Any concerns regarding communication or discussion on the VLE should be brought to management immediately.
- Personal comments about other users and their views should not be placed in any synchronous or asynchronous communication areas that are viewable by other users.
- Copying private messages to another person without the author's explicit permission is a breach of confidentiality.

#### **1.6 The Use of Other Technologies including School Phone App and Web2 applications.**

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in the school is allowed.
- Staff must inform the ICT team if they wish to use a Web 2 or any new web-based ICT program. Staff must give advance notice as it will have to go before the ICT team.
- Staff should not give out their personal email addresses, skype addresses, facebook address or any such personal point of contact to students. If a web application has been approved by the ICT team the staff member should set up a new account solely for educational purposes, alert the ICT team of the account name and practice due diligence in how it is used at all times. If any inappropriate communication arises from such an application they should treat it as they would an inappropriate email and contact a member of management. It is vital that all such applications be used with the regulations for email in mind in terms of writing, responding and remembering that they are



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reflecting on the Loreto College Foxrock name and reputation. It is also important that students are not leaving a digital footprint which could leave them vulnerable.

- Please note that any external communication tools such as blogs etc. are a special case and must be presented to the ICT team and the Principal.
- The appropriate Use of Mobile phones is governed by the 'Mobile Phone & Digital Devices Policy'.

#### *Newsgroups and Chat Rooms*

- Access to Newsgroups will not be permitted to staff unless an educational requirement for their use has been demonstrated. If users are part of a newsgroup they must inform the Principal. Too much email generated by Newsgroups can overload the mail server (when your mail storage capacity is reached you will no longer receive email).
- Staff should use only regulated educational chat environments while at school.
- Staff, directing students to chat rooms, will fully evaluate these chat rooms before allowing access to their students, including any hyperlinks attached to these sites. They will also advise students to use pseudonyms and to never use their photo in such correspondence.

### **1.7 Practical Elements**

- **Access and Passwords:** All computer access is password protected. Good practice suggests the following:
  - Each individual should have their own password.
  - Passwords should never be shared, (ICT Coordinators/Administration staff may need access to passwords on occasion), should be changed at regular intervals and not be reused.
  - Passwords should be at least 6 characters long. Ideally use a combination of capitals and lower case, letters and numbers.
  - Users undertake not to go beyond or attempt to go beyond their authorised access.
- **Internet Access:** Each person has sole responsibility for their own password and all internet access using that password including any illicit use of the Internet using that password. Internet Access is conditional on the following additional rules being observed:



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- Where internet access is available to particular employees / persons the internet is for the College's business only. It should not be used for any private or other use. Unrelated web surfing is not permitted. Users, who in the opinion of management, have abused this, will be subject to disciplinary sanction.
- The access, download, circulation or transmission of any indecent, obscene, pornographic, sexist, racist, defamatory or other inappropriate materials will be a serious offence, which may result in expulsion or dismissal. This rule will be strictly enforced and is viewed as very serious with potential criminal liabilities arising there from. The Gardaí or other appropriate authority will be informed, where appropriate.
- **Software and Hardware:** Users should not attempt to make changes to the computer system by interfering with software or hardware. No deliberate attempt must be made to introduce software of any kind, including games on to the system or client machine without the permission of the ICT Coordinator(s). This includes the use of all Web 2 tools.
- **Password-protected screensaver:** Users should ensure that their computer is logged off or locked when it is left unattended.
- **Data Storage:** Where available, staff should save their work files on the school server, to ensure that it is backed up regularly. Staff should ensure that critical data is backed up by consulting with ICT Coordinator(s) and making appropriate arrangements for data backup.
- **Moving Data Off-site / USB Keys:** Users must show due diligence when transferring, carrying and using electronic data off-site e.g. working on home PCs. Loreto College Foxrock has a legal obligation to protect its data content and has no ability to control data on personal PCs. herefore, it cannot be emphasised strongly enough, that the use of USB / Memory sticks to transfer confidential information must be treated with great caution. The use of encrypted USB keys is highly recommended.
- **Personal gain or profit:** Users may not use the ICT system for unauthorised and unapproved commercial purposes or personal gain or profit.



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- **Users should not subscribe** to electronic services or other contracts on behalf of Loreto College unless with the express authority to do so.
- **Users will respect the rights of copyright owners.** Copyright infringements occur when one inappropriately reproduces a work that is protected by a copyright.
- **The use of photographic images** or film on behalf of the school should respect copyright obligations and be appropriate for use, consistent with the ethos of the School.
- **Risk of Harassment** Users will not use the ICT systems to access, download or send any material that could be found to be inappropriate or offensive by others, i.e., material that is obscene, defamatory or which is intended to annoy, harass or intimidate another person or advocates discrimination towards other people. This could be regarded as harassment or bullying and would be dealt with according to the Dignity in the Workplace policy and disciplinary code.
- **ICT facilities should not be used** to make or post indecent remarks, proposals or any material which may bring Loreto College into disrepute.
- **It is not permissible to advertise** or to otherwise support unauthorised or illegal activities.
- **Inappropriate Language:** Users will not type, record or reproduce obscene, profane, lewd, vulgar, rude, inflammatory, racist, threatening or disrespectful language or images on the computer system. Information which could cause damage, danger or disruption must not be posted. Users will not knowingly or recklessly post false or defamatory information about a person, group or organisation. Users will not engage in defamatory or personal attack, prejudicial or discriminatory, that may cause distress or annoyance to another person.
- **Should students cause damage to the ICT system, they are required to bear the cost of repairs/replacement.**



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## 1.8 Mobile Devices: School owned & Personally owned

- Loreto College Foxrock may provide students with 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 immediately. Students may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices will be monitored.
- Students may use personally-owned devices (e.g. laptops, tablets-computers, digital-cameras, and smart-phones) for educational purposes, if allowed by their classroom teacher.
- Appropriate online behaviour and adherence to the expected use policy should always be used.

## 1.9 Loreto College Foxrock Security

Students are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programmes and not opening files or programmes of unknown or un-trusted origin.

Use common sense if you think a website does not look right. Inform your teacher. Think twice before you click on anything you feel is not right.

If you believe a computer or mobile device you are using might be infected with a virus, please alert your teacher. Do not attempt to remove the virus yourself or download any programmes to help remove the virus. Students should not download or attempt to download or run .exe programmes over the school network or onto school resources. You may be able to download other file types, such as images or videos.

For the security of our network, download such files only from reputable sites, and only for educational purposes.



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### 1.10 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 recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Students should use trusted sources when conducting research via the Internet.
- Students should not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it is out there - and can sometimes be shared and spread in ways you never intended

*(More detailed examples of expected use and unacceptable use are given in Appendices 1 & 2)*

### 1.11 Plagiarism

- Students should not plagiarise content (copy or use as your own without citing the original creator), including words or images, from the Internet
- Students should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author
- The school may check for plagiarism using online tools as are available for such purposes
- The school will encourage students who create original content to claim ownership of it using a [CreativeCommons](#) licence.

### 1.12 Personal Safety

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the immediate attention of



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- a teacher if you are at school
- a parent / guardian if you 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.

### 1.13 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 Loreto College Foxrock
- Don't be mean. Don't send emails 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 cyber-bullying.

Loreto College Foxrock is committed to the [Child Protection Procedures for Primary and Post-Primary Schools \(Circular 0065/2011\)](#) and will act as required by the [Department of Education and Skills](#), the [Department of Children and Youth Affairs](#), the [Department of Justice and Equality](#) and the [Health Service Executive](#).

### 1.14 Violations of the Expected Use Policy

Violations of this policy may have disciplinary repercussions, including:

- Suspension of network and computer privileges



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- Notification to parents in most cases
- Detention
- Suspension from school and/or school-related activities
- Expulsion
- Legal action and/or prosecution

***This policy was ratified by the Board of Management on 8<sup>th</sup> February 2016.***

***It may be reviewed on an annual basis and updated as required***

**Reviewed and updated to ICT & Social Media Expected  
Use Policy 14/3/16**

**Agreement Form (Expected use Policy)**

I have read and understood the Expected Use Policy and agree to abide by it:

Name of Student (Print) \_\_\_\_\_

Name of Student (Signature) \_\_\_\_\_

Class/Year \_\_\_\_\_

Date \_\_\_\_\_



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### Parents/Guardians

As the parent/legal guardian of the above student, I have read the Expected Use Policy and grant permission for my daughter to access the Internet under the terms of the school policy. I understand that School ICT use is designed for educational purposes. I also understand that every reasonable precaution has been and will be taken by the school to provide for online safety but that the school cannot be held responsible if students do not abide by the terms of Internet access as set out in the Policy.

I have read and discussed the Expected Use Policy with my child:

Name of Parent/Guardian (Print) \_\_\_\_\_

Name of Parent/Guardian (Signature) \_\_\_\_\_

Date \_\_\_\_\_

### Appendix 1: Examples of Expected Use

I will:

- Use school technologies for school-related activities and research.
- Follow the same guidelines for respectful, responsible behaviour online that I am expected to follow offline.



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- Treat school resources carefully, and alert teachers if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- 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 educational pursuits only.
- Cite sources when using online sites and resources for research; ensure there is no copyright infringement.
- 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 judgment when using school technologies.



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## 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 circumvent 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.
- Represent personal opinions as those of the College. All staff and other users are instructed to use a disclaimer.
- Represent yourself as someone else.
- Forward chain emails.
- Waste time by using the Internet/Intranet and email systems for non-school related activities.
- Perform any other inappropriate uses identified by the College.