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Loreto Secondary School  
St. Michael's  
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## Internet Acceptable Use Policy 2020-21

### 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

- Students will treat others with respect at all times and will not undertake any actions that may bring the school or school community into disrepute.
- A teacher will always supervise internet access.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor students' internet usage.
- 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.
- The use of personal memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission.

#### Accessing Websites

- Students will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Student will report accidental accessing of inappropriate materials in accordance with school procedures.
- Students will use the internet for learning 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.
- Downloading materials or images not relevant to their studies is in direct breach of the school's Acceptable Use Policy.
- 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.

#### Email and Cloud Storage

- Students will use an approved school email, cloud storage and apps account under supervision by or permission from a teacher.
- Students will not send, receive or store 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 individual's personal details; such as addresses, telephone numbers, usernames, passwords or photos.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Students will note that sending, receiving and sharing of files is subject to permission from their teacher.

### **Internet Chat and Social Networking**

- Students will only access chat rooms, discussion forums, messaging or other electronic communication fora that have been approved by the supervising teacher.
- Students will not access social networking sites, i.e. Instagram, TikTok
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
- Face-to-face meetings with someone organised via internet chat will be forbidden.

### **School's Website and Social Media Channels**

- *Photographs or videos* of students participating in school activities may be published on the school's website and social media channels (Facebook, Twitter, YouTube & Instagram) unless parents have indicated otherwise (see Internet Permission Form).
- Personal student information including home address and contact details will be omitted from the school's website and social media channels.
- Online photographs will normally focus on group activities.
- The school's website and social media channels will be regularly checked to ensure there is no content that compromises the safety of students or staff.
- The publication of student work will be co-ordinated by a teacher.
- Students will continue to own the copyright on any work published.

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