LORETO GRAMMAR SCHOOL OMAGH

ICT & Internet Policy

'Striving for Excellence – the **LORETO** *way'*

Updated: November 2026

ICT & INTERNET POLICY

Rationale

This policy document sets out the school's aims, principles and strategies for the delivery of Information and Communication Technology, including use of the Internet.

Information and Communication Technology (ICT) prepares students to participate in a rapidly changing world in which work and other activities are increasingly transformed by access to varied and developing technology. Students use ICT tools to explore, express, exchange, evaluate and exhibit information responsibly, creatively and with discrimination. They learn how to employ ICT to enable rapid access to ideas and experiences from a wide range of people, communities, and cultures. Increased capability in the use of ICT promotes initiative and independent learning; with students being able to make informed judgements about when and where to use ICT to best effect, and consider its implications for home and work both now and in the future.

We interpret the term "information and communication technology" to include the use of any equipment which allows users to communicate or manipulate information (in the broadest sense of the word) electronically.

We value and seek to develop:

- **Students,** who will use technology to achieve independence in their learning earlier than is traditionally expected, attain high standards, work creatively, and develop broad, transferable competencies for employment and lifelong learning.
- **E-confident teachers** and support staff, who can effectively deploy education technologies in a range of approaches to teaching, for the benefit of all learners.
- **Team-working,** through which all students learn to work collaboratively, within and beyond their school, and are rewarded for it, and where they can observe their teachers, who model collaboration and cooperation in the way they work.
- **A broad curriculum,** which offers great diversity, and improved choice of courses which can be adapted flexibly to meet the developing needs of young people.
- **Assessment for learning,** which tracks and records progress, providing students, teachers and parents with detailed diagnosis of need and enabling learners to be given personalised support.
- **Being a Self-evaluating school,** where technology provides the management information to support leadership decision which raise standards, and where administrative burdens are eased.

- An **Online institution** which uses networked communications to collaborate with each other and share, collegially, in curriculum provision and professional development.

Aims

- To encourage students to build upon their previous experience and to become autonomous users of ICT.
- To provide the resources and expertise that will allow students to be discriminating and discerning in the selection and use of a range of Information and Communication Technology resources.
- To develop a broad and balanced experience of the range of information and communication systems and their applications and an understanding of their capabilities and limitations.
- To select, use and design information and communication systems to carry out a range of tasks and to solve problems, making effective use of appropriate principles and techniques.
- To develop an understanding that the skills and concepts which relate to ICT, when used appropriately and effectively, can enhance the quality of learning, living and working.
- To ensure Internet facilities are utilised by staff and students to raise educational standards and promote student achievement and to enhance teaching and learning.
- To provide specialist courses for those who wish to study ICT at GCSE or A Level.

Young people should be able to use digital and online technologies appropriately, effectively and accurately to acquire knowledge, to practice skills and develop competencies:

As individuals

To be creative, self-aware and able to communicate with and work well with others.

As contributors to society

To act in informed and responsible ways as citizens.

As contributors to the economy

To be economically aware and active, and to be excellent employees and employers in the 21st century global knowledge economy.

As lifelong learners

To identify, address and meet their own learning needs in formal and informal education settings, working both individually and with others, locally, and at a distance from school.

Objectives

- Provide opportunities for students to gain experience of ICT through a range of subjects across the curriculum, particularly, using the Internet to enrich and extend students' learning experiences.
- Provide opportunities for online Learning and Teaching, including live sessions during periods of blended and/or remote learning.
- Student's development in ICT should be continuous and progressive throughout the key stages.
- Use ICT effectively to deliver curriculum areas of the Northern Ireland Revised Curriculum effectively.
- Provide appropriate support for subject areas to develop their use of ICT according to the Revised Curriculum.
- Ensure that students receive a minimum entitlement in ICT skills as set out in the School's ICT Development Plan.
- Promote pupil awareness of ICT related to careers opportunities.
- Encourage all pupils to participate in computing related initiatives such as CoderDoJo.

Provision
C2K

C2K on behalf of the five education and library boards is responsible for the provision of an information and communications technology (ICT) managed service to all schools in Northern Ireland. C2K is supported by the Department of Education for Northern Ireland and part funded by the European Union under the Building Sustainable Prosperity programme.

C2k delivers to schools high quality, sustainable infrastructure, connectivity and resources which meet strategic targets.

The C2K network in school has provided:

- An infrastructure of 225 desktops and 82 laptops connected to the C2K infrastructure.
- Access to a wide range of content and services to support the Northern Ireland Curriculum and the professional development of teachers.
- An integrated suite of services for school administration and management.
- Connection of schools' networks into a single education network across Northern Ireland, with tools to facilitate the development of on-line teaching and learning.
- Full service support through a central help desk.

- A flexible online learning environment called Fronter which supports a range of pedagogical models allowing teachers to blend diverse learning models to a range of learning styles.
- A library of digital resources in Equella licensed from educational publishers and customised to the revised Northern Ireland Curriculum.
- A secure online communications environment for all schools in Northern Ireland providing up-to-date information on C2K services and events called C2K Exchange.

Internet access

- C2K, the Internet provider, has installed filtering software, which operates by blocking thousands of inappropriate websites and by barring inappropriate items, terms and searches in both Internet and e-mail. Thus, as far as possible educationally unsuitable material cannot be transmitted to and from the school network.
- The school also uses Securus. Securus is a Software System which helps us to ensure that our computer network is being used safely and in accordance with our ICT and Internet Policy. Securus has a library of words/phrases that are deemed unacceptable. A screen 'capture' is taken of every incident, showing what was displayed at the time, who was involved and when the incident took place. It monitors anything typed or viewed online. For example, if something is typed in PowerPoint, Outlook (emails) or Word but not saved/deleted, a screen capture will still be taken. Incidents flagged by Securus would include any evidence of bullying, inappropriate language, indicators of emotional distress, searches for harmful websites and so on.
- Internet access for students in school should only be available on computers that are used in highly visible areas. School computers connected to the Internet, are in full view of people circulating the area.
- While using the Internet at school, students should, where possible be supervised. However, when appropriate, students may pursue electronic research independent of staff supervision. In all cases students should be reminded of their responsibility to use these resources in line with the school policy on acceptable use.
- While using the internet during Remote/ Blended Learning and Teaching sessions, students will adhere to online safety procedures as per Child Protection and Safeguarding Policy and Remote/Blended Learning and Teaching Policy.
- Students are reminded the e-mail system provided by C2K is filtered and that any e-mail messages regarded as being unsuitable are directed to C2K administration in the C2K system. This applies to both incoming and outgoing e-mails.

Acceptable Use Policy (AUP) in place at school must:

1. Be signed by staff (sent via email by Vice-Principal every academic year and printed, signed and returned to Vice-Principal by all staff. Appendix 1).
2. Be signed by students (summary of policies on school website and hardcopy of signatures collected by Form Teacher every academic year).
3. State monitoring is in place, and account or mailbox can be accessed during a security investigation.

In the event of a potential cyber security incident, the school's ICT & Internet Policy; Cyber Security and/ or Digital Devices and Mobile Phone Policy will be implemented, as necessary.

Timetable ICT Provision

- At KS3, students have one timetabled taught period per week.
- At KS4, students are able to select to study GCSE ICT (CCEA).
- At Post-16, students can select to study AS & A-level Digital Technology (CCEA) and/or Key Skills Microsoft Office Specialist.

Computer Rooms

Resources available include:

- Four networked computer suites
    - CP1 (Seana's office)
    - CP2 (Main corridor)
    - CP3 (Mrs Donnelly's room)
    - CP4 (Top corridor)
    - CP5 (Top Corridor)

Clusters on workstations

- Mrs McGirr's Music Room
- Study Hall
- School Library

- A portable trolley of 16 laptops and wireless internet connection.
- Every classroom has been furnished with a data projector.
- There are interactive whiteboards in most classrooms.
- An electronic booking system has been provided by wholeschool.tv. This system can be accessed via the Internet.

- Remote access to C2K email, individual user workspace and shared learning resources can be obtained by logging on via MySchool www.c2kschools.net See appendices for further advice on remote log on.

In line with the updated Digital Devices and Mobile Phone Policy*:

- MOBILE PHONES AND PERSONAL DEVICES: To support learning, wellbeing and safeguarding, students are expected to use mobile devices responsibly and follow the school's procedures.

Years 8–11

• Switch off your phone before the start of the school day
• Place your phone and wearable devices in your school pouch
• Keep your pouch locked throughout the school day
• Follow staff instructions regarding the use of digital devices

Year 12

• Keep your phone switched off and out of sight during lessons and formal school activities
• Use devices for educational purposes only when directed by a member of staff
• Follow staff instructions regarding the use of digital devices

Post 16 (Years 13–14) Students in Post 16 are expected to use personal devices responsibly and in line with staff direction. **Students are expected to:**

• Keep phones switched off and out of sight during lessons and formal school activities
• Use devices for educational purposes when permitted by staff
• Follow staff instructions at all times
• Use technology safely, responsibly and respectfully

The use of personal devices in school is a privilege and should support learning and the wellbeing of the school community.

All Students

• Use the school office if you need to contact home.
• Use technology safely, responsibly and respectfully.

• **First occasion:** Confiscation, referral from staff member who reports to VP office with device and collection by parent.
• **Second occasion:** As above and **student must hand in device to VP office for 1 week / 5 school days**

• **Third occasion:** As above and **student must hand in device to VP office for 2 weeks / 10 school days** and 2 Lunch-Time Detentions (2 Hour) issued by VP.
• **Further breach will result in parent meeting,** 4 Lunch-Time Detentions (2 Hours) issued by VP **and removal of privilege to bring personal device to school for 4 week / 20 days.**
• Further breach will result in parent meeting and loss of privilege for the remainder of the academic year.

There will be no facility to charge pupils' mobile phones in school.
We seek students and parents' full support in the implementation of revised policies.*

Roles and Responsibilities
Students will:

- Use a range of software and hardware resources effectively in all areas of the curriculum.
- Use the internet to investigate and research school subjects, cross-curricular themes or topics related to social and personal development.
- Use e-mail and computer conferencing only for communication between student and teacher, student and student and between school and industry.
- Inform a member of staff if they receive offensive e-mail.
- Report the web address and content of any unsuitable web sites which they discover to their ICT class teacher, to the Head of ICT or to a member of the SMT.
- Students will maintain the security of their log on details by not sharing them with other users and respect the security and privacy of other users' work.
- Utilise Microsoft 365 Applications as a tool for schoolwork and activities in class and online during periods of blended and remote learning.
- Follow guidelines and procedures as per Remote/Blended Learning and Teaching Policy and Child Protection and Safeguarding Policy.

Students will not:

- Misuse computing or internet resources, including Artificial Intelligence, intentionally or otherwise.
- Intentionally waste resources such as online time or printing credits.
- Search, view and retrieve materials that are not related to the aims of the curriculum or future careers.
- Send offensive communications to others online.
- Create, publish, or share any offensive material.

- Distribute videos or pictures of other students or staff, as per Digital Devices and Mobile Phone Policy.
- Perform any activity that violates the school's code of conduct.
- Share Team Codes / passwords for online learning and teaching sessions.

Subject teachers will:

- Contribute to the development and use of ICT in the curriculum, developing students' ICT capability, monitoring, and evaluating student's progress and continuity of experiences.
- Be responsible for individual student's ICT experience within subject areas and will ensure that ICT is used appropriately to enhance teaching and learning.
- Adhere to protocol and procedures for online Learning and Teaching during periods of remote and blended learning as per Child Protection and Safeguarding Policy and Remote/Blended Learning and Teaching Policy.
- Ensure that student records on the use of ICT are maintained and reported to the Head of ICT or the IT/MOS co-ordinator.
- Give clear objectives for Internet use and advise students on what is acceptable and what is not acceptable.
- Teach students to be critically aware of the materials they read and show them how to validate information before accepting its accuracy.
- Plan the curriculum context for Internet use and guide students in online activities that will support the learning outcomes for each individual student.
- Emphasise to students the importance of Internet safety.
- Advise students on the efficient use of resources.

Heads of Year will:

- Co-ordinate e-safety training opportunities for students in their year group, accessing support from external agencies where appropriate.
- Encourage e-safety leaning into assemblies and P.D. activities.
- Adhere to protocol and procedures for online Learning and Teaching during periods of remote and blended learning as per Child Protection and Safeguarding Policy and Remote/Blended Learning and Teaching Policy.

Heads of Department will:

- Develop schemes of work for ICT at their key stage and ensure these are evaluated and updated each year.
- Ensure that ICT activities are integrated within schemes of work and implemented by all members of the department.

- Ensure that success criteria are set for all activities and that assessment is effectively carried out and recorded.
- Liaise with the Head of ICT and the IT/MOS Co-ordinator and e-learning on important ICT matters, for example, Staff Development, Resources, ICT support, cross-curricular assessment and reporting of ICT.
- Promote responsible use of the Internet with schemes of work.

The ICT and IT/MOS Co-ordinators will:

- Contribute to the writing of the whole school ICT Policy.
- Assist e-Learning Team support and advise staff to develop ICT for in-school and online Learning and Teaching activities.
- Inform Heads of Department concerning developments in software and hardware that may be of use to subject areas.
- Co-ordinate Department curriculum mapping for ICT.
- Monitor the effective use of the Internet by students through subject departments and extra-curricular activities.
- Promote responsible use of the Internet across the curriculum.
- Report the address of any unsuitable websites which they discover to a member of SMT.
- Liaise with the ICT technician to identify unsuitable sources of information or problems with e-mail accounts or network users.
- Keep abreast of development in the educational use of ICT, investigate same and access potential for investment in required infrastructure and possible integration into the ICT curriculum.

SMT will:

- Continue to promote investment in ICT infrastructure to support learning and teaching.
- Utilise Securus Digital Software to monitor student use of Internet and deal with inappropriate use in line with Positive Behaviour Management Policy.
- Deal with any student who abuses these privileges will be dealt with in accordance with the school's Positive Behaviour Management Policy.
- The Vice Principals may review files and communications to maintain system integrity and ensure that users are using the system responsibly. While normal privacy is respected and protected by passwords controls, as with the Internet itself, users must not expect files to be absolutely private.

ICT technician will

- Ensure that the school C2K network and peripheral devices are maintained in good working order for use in school and online during remote/blended learning and teaching.
- Support the development of ICT learning and teaching in school and online during remote/blended learning and teaching.
- Co-operate with the Head of the ICT Department, the IT/MOS Co-ordinator and other school staff in the development of ICT within the school.
- Maintain contact with all during closure and provide support to students and staff with access to C2K accounts and devices during blended and remote learning and teaching.
- Assist with the installation of ICT related hardware and ensuring its successful operation.
- Perform routine software operations as required.
- Make back-up copies of software for security purposes as required.
- Assist with the installation of software on any school managed network.
- Assist with the installation of software on stand-alone systems.
- Liaise with the managed service provider, (Capita) as required to support the maintenance of the C2K infrastructure.
- Monitor extra-curricular use of computer resources including Internet.
- Liaise with C2K to maintain the integrity of network and user data.

Parents and Carers

While in school, teachers will guide students toward appropriate materials on the Internet. Outside of school, parents or carers bear the same responsibility for such guidance as they would normally exercise with potentially offensive information which is available via media such as television, telephone, films and radio.

Parents/Carers should encourage their daughter not to respond to any unwelcome, unpleasant or abusive messages, and to tell them if they receive any such messages or images. They should inform the school immediately if their daughter receives an unpleasant or abusive message which has come from an internet service connection provided by the school.

Parents/Carers will be informed if their daughter has been engaged in any concerning online activity.

Parents/Carers should:

- Sign the Parent/Carer Policies agreement and general consent re: school Internet Policy and images and digital photographs before student uses the Internet.
- Sign Digital Devices and Mobile Phone Policy before student uses own device in school for educational purposes, or when taking part in school visits, field trips or outside activities.

- Ensure there is adequate insurance coverage in place to cover the cost of replacement or repair of the student's personal device in the event of loss, damage or theft that occurs on school premises or when taking part in school visits, field trips, or outside activities.
- Be aware that they are responsible for their daughter's use of Internet resources at home.
- Limit the length of time their daughter spends using the Internet and discuss with their daughter rules for using the Internet, including the use of Artificial Intelligence, and the avoidance of plagiarism.
- Get to know the sites their daughter visits and talk to them about what they are learning.
- Ensure that they give permission for their daughter to attend online Learning and Teaching sessions during periods of Remote/Blended Learning and Teaching.
- Ensure that they give their permission before their daughter gives out personal identifying information on the Internet, such as a picture, an address, phone number, school name, or financial information such as credit card and bank details, in any electronic communication. In this way, they can protect their child from unwanted or unacceptable overtures from strangers, from unplanned expenditure or from fraud.
- Encourage their daughter not to respond to any unwelcome, unpleasant, or abusive messages and to tell them if they receive any such messages or images.
- Inform the school immediately if their daughter receives an unpleasant or abusive message which has come from an Internet service connection provided by the school.
- Use an ISP that provides a filtering system to prevent their children from accessing unsuitable material on the Internet.
- Parents will be informed if their daughter has been engaged in any concerning online activity.
- Adhere to protocols outlined in Remote/Blended Learning and Teaching Policy and Child Protection and Safeguarding Policy.

Monitoring

- C2K monitors all use of the Internet and reports any issues to the School Network Administrator.
- It is the responsibility of all staff to ensure that students are using the Internet appropriately in school and during periods of blended or remote learning and teaching.
- Appropriate use of the Internet will be monitored by all staff and concerns reported to SMT.
- Regular consultation with the ICT technician and e-Learning Team, the Head of ICT, the IT/MOS Co-ordinator by SMT.

Evaluation

- No students will be reported as having attempted to set up or use an email account other than the account issued by the school.

- No students will be reported as having attempted to access or download any unsuitable material from the Internet.
- Students who contravene the acceptable use policy are dealt with in line with Positive Behaviour Management Policy.
- All personnel are clear about procedures on the use of the Internet.
- The Internet is used effectively by all staff and students for educational purposes only.

Useful Support Websites

USE OF INTERNET & IDENTIFY RISKS

www. saferinternet.org.uk

www.ceop.police.uk /Safety-Centre.

www.childnet.com/kia

CYBERBULLYING

www.digizen.org

DOWNLOADING, P2P (peer-to-peer), & FILE-SHARING

www.childnet.com/music

INTERNET ON MOBILE PHONES

www.chatdanger.com/mobiles

ADDITIONAL SITES

www.ceop.gov.uk

www.iwf.org.uk

www.safekids.co.uk/InternetTechnologyCategory

www.kidsmart.org.uk

Internet Agreement

Please read the following agreement and return the signed form to the Form Teacher on or before 15th September 2026.

- I agree that I will access the Internet for educational purposes only. This includes research, communication and publishing.
- I agree to adhere to copyright regulations.
- I agree not to divulge personal information such as personal address or telephone number.
- I agree that I will use respectable language at all times and will not bring the school into disrepute.
- I agree not to seek out pornographic or other unsuitable material.
- I agree to abide by staff directives regarding the appropriate use of the Internet and computer network.

I understand that, any infringement of these rules will be dealt with in accordance with the school's Positive Behaviour Management Policy and could mean that I will lose the privilege of accessing the Internet and/or using the email system on the school network.

Student

As a school user of the Internet, I agree to comply with the school rules on its use. I will use the network in a responsible manner and observe all the restrictions explained to me by the school.

Student Signature _____ Date: ___/___/___

Parent

As the parent or legal carer of the student signing above, I grant permission for my daughter to use electronic mail and the Internet. I understand that students will be held accountable for their own actions. I also understand that, despite the filtering precaution set in place by the school, some materials on the Internet may be objectionable and I accept responsibility for setting standards for my daughter to follow when selecting, sharing and exploring information and media.

Parent Signature _____ Date ___/___/___

Name of Student _____ Form class_____

Publication of Photographs

The school will ensure that the identity of students is protected when photographs are published on the school website. However, we seek your permission to allow publication of photographs of your daughter. Please indicate below if you do allow the school to publish photographs of your daughter.

I/We give permission for photographs of my/our daughter to be published on the school website.

Parent Signature _____ Permission granted **Yes/No**

LORETO
GRAMMAR SCHOOL
JAMES STREET OMAGH BT78 1DL

Principal: Mrs Susan Cullinan

Dear Parent/Carer,

The school network is connected to the Internet via a filtered service provided by C2K. The purpose of the filtered service is to provide your daughter with safe, monitored access to the latest in digital and online information and technologies. Your daughter will have the opportunity to access the Internet during class and after school. She has also been provided with a C2K e-mail address for safe, monitored e-mail use. Students are reminded that the e-mail system is filtered and that any e-mail messages and/or file attachments considered offensive will be directed to Senior Management. Please read the enclosed guidelines and complete both parts of the Internet Permission Form which should be returned to the Form Teacher on or before September 15th September 2026.

Yours sincerely

_____

Mrs S. Cullinan
Principal

INTERNET USE

The internet facilities and ICT skills which our young people can benefit from are enabling us to develop skilled and reasoned thinkers and learners for the 21st Century in a technologically advancing world.

There are inherent risks associated with new technologies and it is important that their Internet use is monitored. Being online is like being in the real world. Young people can find themselves in situations which quickly spiral out of control, feeling threatened and endangered. It is important that you know what your daughter is doing online, that you are able to check the history of websites being used by her and that you can visit and monitor her social networking profiles and comments.

Increasingly, we are finding that Internet issues from out of school hours are being brought into the school arena because of feelings of hurt, intimidation and even in some cases bullying. Parents are often shocked when they are exposed to the content of their daughter's online activities and so we ask you to be mindful of some basic safety online family rules:

1. Always have your computers / laptops used within the family area.
2. Have specified time limits for computer use
3. Encourage your daughter to report abuse online
4. Check your daughter's internet history use regularly
5. Check your daughter's profiles to ensure they have privacy settings and are not sharing personal information
6. Talk to your daughter about their internet use, friends and concerns.

The Child Exploitation and Online Protection Centre (CEOP) is the UK's national child protection agency. Through the ClickCEOP advice and help centre, parents can access guidance on a broad range of topics to help protect their daughter, or alternatively report a concern directly to CEOP.

Parents should encourage their daughter to behave responsibly online and respect others in the online community.

The school cannot be held responsible for anti-social networking activities by students out of school hours. The school will report any offensive actions they become aware of to parents and the PSNI, if necessary.

MISUSE OF THE INTERNET IS A VIOLATION OF THE SCHOOL'S CODE OF CONDUCT AND HUMAN RIGHTS.

iPad Acceptable Use Policy

iPad Acceptable Use Policy for School

The policies, procedures and information within this document applies to all iPads, or any other IT handheld device used in school. Teachers and other school staff may also set additional requirements for use within their classroom. Your iPad has been distributed as an educational tool to facilitate learning.

Users Responsibilities

Users must use protective covers/cases for their iPad.

The iPad screen is made of glass and therefore is subject to cracking and breaking if misused: Never drop nor place heavy objects (books, laptops, etc.) on top of the iPad.

Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the iPad screen.

Do not subject the iPad to extreme heat or cold.

Do not store or leave unattended in vehicles.

Users may not photograph any other person, without that persons' consent.

The iPad is subject to routine monitoring by Loreto Grammar School. Devices must be surrendered immediately upon request by any member of staff.

Users in breach of the Responsible Use Policy may be subject to but not limited to; disciplinary action, confiscation, removal of content or referral to external agencies in the event of illegal activity.

Loreto Grammar School is not responsible for the financial or other loss of any personal files that may be deleted from an iPad.

Additional Responsibilities for Pupils

If an iPad is left at home or is not charged, the user remains responsible for completing all schoolwork as if they had use of their iPad.

Malfunctions or technical issues are not acceptable excuses for failing to complete school work, unless there is no other means of completion.

Pupils must not use their iPad in School corridors on their journeys to and from school or outside of School buildings (unless with the Teachers' permission).

Pupils in breach of the Responsible Use Policy may be subject to but not limited to; disciplinary action, confiscation, removal of content or referral to external agencies in the event of illegal activity.

In the event of any disciplinary action, the completion of all class work remains the responsibility of the pupil.

Safeguarding and Maintaining as an Academic Tool

iPad batteries are required to be charged and be ready to use in school.

Items deleted from the iPad cannot be recovered.

Memory space is limited. Academic content takes precedence over personal files and apps.

The whereabouts of the iPad should be known at all times.

It is a user's responsibility to keep their iPad safe and secure.

iPads belonging to other users are not to be tampered with in any manner.

Lost, Damaged or Stolen iPad

If the iPad is lost, stolen, or damaged, the ICT Technicians/Network Manager/Head Teacher must be notified immediately.

Prohibited Uses (not exclusive):

Accessing Inappropriate Materials – All material on the iPad must adhere to the ICT Responsible Use Policy. Users are not allowed to send, access, upload, download or distribute offensive, threatening, pornographic, obscene, or sexually explicit materials.

Illegal Activities – Use of the school's internet/e-mail accounts for financial or commercial gain or for any illegal activity.

Cameras – Users must use good judgment when using the camera. The user agrees that the camera will not be used to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way. Any use of camera in toilets or changing rooms, regardless of intent, will be treated as a serious violation.

Images of other people may only be made with the permission of those in the photograph.

Posting of images/movie on the Internet into a public forum is strictly forbidden, without the express permission of the Teacher or in the case of staff use; a member of the Senior Leadership team.

Use of the camera and microphone is strictly prohibited unless permission is granted by a teacher.

Misuse of Passwords, Codes or other Unauthorised Access: Users are encouraged to set a passcode on their iPad to prevent other users from misusing it.

Any user caught trying to gain access to another user's accounts, files or data will be subject to disciplinary action. This may evoke the implementation of the school's Cyber Security Policy.

Malicious Use/Vandalism – Any attempt to destroy hardware, software or data will be subject to disciplinary action. This may evoke the implementation of the school's Cyber Security Policy.

Jailbreaking – Jailbreaking is the process of which removes any limitations placed on the iPad by Apple. Jailbreaking results in a less secure device and is strictly prohibited.

Inappropriate media may not be used as a screensaver or background photo. Presence of pornographic materials, inappropriate language, alcohol, drug or gang related symbols or pictures will result in disciplinary actions.

Individual users are responsible for the setting up and use of any home internet connections and no support will be provided for this by the school.
Users should be aware of and abide by the guidelines set out by the School eSafety policy.
Loreto Grammar School reserves the right to confiscate and search an iPad to ensure compliance with this Responsible Use Policy.

Users must read and sign below:

I have read, understand and agree to abide by the terms of the iPad Acceptable Use Policy.

Pupil _____

Parent _____

Date _____

Terms of Use: MY-SCHOOL and associated services

Before using MY-SCHOOL and its associated online services you need to understand and agree to the following:

1. Do not share your password with anyone or log on as someone else.
2. You must not upload, save or share any illegal, obscene, defamatory or offensive material either through MY-SCHOOL or by email.
3. All online contact with other pupils and adults must be polite and sensible. It must not be offensive or racist.
4. You must never harass or cause distress to others. Where such use of MY-SCHOOL is reported, C2k will make best efforts to remove such material pending investigation of the matter. Where appropriate, disciplinary action may be taken against the user concerned to reduce or remove MY-SCHOOL access privileges and a report submitted to the proper authority.
5. Commercial content, provided under licence via MY-SCHOOL has its own Terms and Conditions. You must comply with all such regulations. If you intend to use content in ways other than those expressly permitted you must obtain prior permission from its owner(s). Copyright infringement is a criminal offence.
6. Content within MY-SCHOOL may contain hyperlinks to external resources. C2K is not responsible and shall not be liable for the availability, nature or use of any external content or the policies of linked websites.
7. Personal information about any living person must not be published through MY-SCHOOL or the associated services without express prior permission from the person concerned.
8. Names, images and logos identifying C2K/ MY-SCHOOL or third parties and their products and services are subject to copyright, design rights and trademarks and may not be copied or used without permission. All Rights Reserved.
9. All pupils participating in a video or web conferencing session must have the written parental consent in compliance with the image management section of the school's Child Protection & Safeguarding and GDPR policies.
10. Adults should be notified prior to the start of a video or web conferencing session that the session may/will be recorded. By joining a session, a participant is accepting these conditions unless they advise the meeting organiser in advance.
11. Video or web conferencing sessions should be terminated once the session has ended, and a device secured if left unattended during the session.
12. Online course room tutors should ensure that learner and guest accounts are used appropriately. Supervision of course rooms is the responsibility of the course room tutor(s).
13. C2K is committed to safeguarding each user's privacy online. Notwithstanding, you are notified that Course room tutors may track usage of their course material and that C2K may monitor usage to maintain system integrity and to ensure that the system is used legally. Monitoring, however, cannot be guaranteed in all circumstances.

14. C2K supports the rights of copyright owners and does not tolerate reckless or deliberate copyright infringement. Copyright material of third parties must not be used without specific authorisation. Copying material to a hard disk or removable disk, printing, distributing or sharing copyright material by electronic means may give rise to personal liability, despite the belief that the use of such material was permitted.
15. By using MY-SCHOOL and its associated services you are considered as understanding and agreeing to the terms published here (and any revisions/additions as C2K may post to these Terms & Conditions at any time).

Note – These terms and conditions are additional to your school's or organisation's acceptable use policies and not in place of. Please ensure that you are always fully compliant with any school policy when logged into MY-SCHOOL or any of its associated services.

In the event of a potential cyber security incident, the school's ICT & Internet Policy will be implemented, if necessary. Refer to Cyber Security Policy for further information.

LORETO
GRAMMAR SCHOOL
JAMES STREET OMAGH BT78 1DL
Principal: Mrs Susan Cullinan

Appendix 1:

E Safety Acceptable User Policy For Staff and Visitors

ICT (including data) and the related technologies such as e-mail, the internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all staff and any visitors are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with Mrs M Gavin, Vice Principal, Loreto Grammar School.

- I will only use the school's email / Internet / Intranet / Learning Platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Principal or Governing Body.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- I will not give out my own personal details, such as mobile phone number / social media and personal e-mail address, to pupils.
- I will only use the approved, secure C2K e-mail system(s) for any school business.
- I will ensure that personal data (such as data held on SIMS) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorised by the Principal or Governing Body. Personal or sensitive data taken off site must be encrypted.
- I will not install any hardware or software without permission of Mrs M Gavin.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of pupils and/ or staff will only be taken, stored and used for professional purposes in line with school policy and with written consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent/ carer, member of staff or Principal.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to Vice Principal / Principal.
- I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
- I will support and promote the school's e-Safety and Data Security policies and help pupils to be safe and responsible in their use of ICT and related technologies.
- Monitoring is in place and in the event of a data breach, my account or mailbox can be accessed during a security investigation.

User Signature

I agree to follow this code of conduct and to support the safe and secure use of ICT throughout Loreto Grammar School.

Signature …….…… Date ……

Full Name …….....(printed)

Job title . . . . . .