

# IRIS School Online Policy

**Effective Date:** October 2024

**Review Date:** October 2025

## Introduction

This Policy outlines the principles and guidelines for users regarding the appropriate use of technology, internet resources, and digital communication in IRIS School. It is designed to protect all stakeholders from misuse of digital resources and to ensure a safe and productive educational environment. Compliance with this policy is mandatory for all staff, students, and visitors.

## Objectives

1. To provide guidelines for the acceptable use of internet resources and technology.
2. To ensure the safety and well-being of all users in the digital environment.
3. To comply with legal and regulatory frameworks, including safeguarding policies.

## Scope

This policy applies to all members of IRIS School including:

- Students
- Staff (teaching and non-teaching)
- Visitors
- Volunteers

## Acceptable Use

1. **Access and Use of Technology:**
  - Users must only use designated devices and networks for educational purposes.
  - Personal devices may be permitted for educational use under specific conditions set by the school.
2. **Respect for Intellectual Property:**
  - Users must respect copyright laws and intellectual property rights. Plagiarism or unauthorized use of content is strictly prohibited.
3. **Behaviour and Conduct:**
  - All online communication should be polite, respectful, and appropriate. Bullying, harassment, or hate speech will not be tolerated.
  - Users should exercise professionalism in their online interactions, especially when representing the school.
4. **Privacy and Security:**
  - Users must protect their personal information and that of others. Personal data must not be shared without consent.

- Passwords must be kept confidential and should not be shared with others.

#### **5. Content Restrictions:**

- Accessing or distributing inappropriate content such as extremism, gambling, pornography, hate speech, or illegal material is strictly prohibited.
- Students must refrain from engaging in online gaming or social media during school hours unless specifically permitted for educational reasons.

### **Monitoring and Reporting**

#### **1. Monitoring:**

- The school reserves the right to monitor and review user activities on its network to ensure compliance with this policy.
- Web filtering and monitoring systems will be employed to manage inappropriate content and online threats.

#### **2. Reporting Violations:**

- Users have a responsibility to report any suspicious or inappropriate behaviour to a designated staff member or administrator immediately.

### **Consequences of Violating the Policy**

Violations of this Policy may result in disciplinary actions, including but not limited to:

- Temporary or permanent loss of access to technology resources.
- School disciplinary measures in line with the school's behaviour policy.
- Reporting to external authorities if legal violations are identified.

### **Responsibility of Staff and Students**

#### **1. Staff Responsibilities:**

- Staff must model appropriate online behaviour and integrate digital citizenship education into their teaching.
- Staff should ensure that students understand and adhere to this policy.

#### **2. Student Responsibilities:**

- Students must familiarize themselves with this policy and ask questions if they do not understand any aspect of it.
- Students should take responsibility for their actions in both the digital and physical environments of the school.

### **Review and Amendments**

This Policy will be reviewed annually or as necessary to ensure it remains relevant and effective. Any amendments will be communicated to all stakeholders of IRIS School.

### **Conclusion**

By using technology and internet resources at IRIS School, all users agree to comply with this Policy. Together, we can create a safe and productive online learning environment.