

Mount Lourdes Grammar School Enniskillen



Information for Parents

Substance Use & Misuse

Rules & Guidelines for Internet, Email & Electronic
Communication Equipment Use

Substance Use and Misuse

In keeping with its duty of care and its obligation to educate all students in the broadest sense, the school sets out to create a safe, healthy environment. It advocates a healthy lifestyle and recognises its duty to inform students of all relevant health issues. It recognises that young people should be helped to avoid forming habits which may have detrimental effects on their health and well-being.

Through the work of the Preventative Curriculum, particularly LLW, Science, Home Economics and Religious Education, students are made aware of the long and short term effects of using/misusing substances which are harmful. We recognise that pressure to experiment with such substances is present in the environment outside the school and is difficult for some students to resist. In such an environment students are more likely to feel under pressure to conform.

In school we set out to achieve the following:

1. To advocate a healthy lifestyle for all.
2. To enable students to make informed choices and to develop their ability to resist pressure to use harmful substances.
3. To provide students with accurate information about substances and the consequences of their use and misuse.
4. To ensure that the school is free of such substances at all times and that the school environment inhibits their use.
5. To offer help to any student who wishes to cease using such substances and to enable her to return to a lifestyle free from dependence.

To achieve these aims the practices outlined below will apply whilst students are wearing the school uniform and/ or representing the school:

In relation to tobacco/ e-cigarettes (vaping):

The school buildings and grounds are a no-smoking/ no-vaping area.

Students who smoke, bring cigarettes or e-cigarettes into school shall be dealt with under the school's Positive Behaviour Management Policy.

This also applies at all times when students are wearing the school uniform.

In relation to alcohol:

Alcohol may not be brought into the school buildings, grounds or on school trips. Any student infringing this rule will be dealt with under the school's Positive Behaviour Management Policy.

In each case:

- Parents will be informed
- Prohibited materials will be confiscated and destroyed
- Repeated offences may lead to suspension

In relation to illegal substances:

Illegal substances may not be brought into the school buildings, grounds or on school trips. Where it is known or suspected that illegal substances are present, or where it is known or suspected that a student has been using such substances the actions outlined below will be taken.

- Parents will be informed. The student is likely to be suspended while the matter is being investigated.
- Where an illegal substance has been found on the premises the police will be informed.
- Where it is confirmed that trafficking in illegal drugs has taken place the student(s) concerned will be suspended while the question of expulsion is considered by the Board of Governors.

Help for students

Where students seek help in discontinuing the use of harmful or potentially harmful substances the school will provide advice and support, making use of relevant external agencies.

Designated Teacher for Drugs Education: Mrs Shauna Rice

Online Safety Guidelines

Principles

The school has a responsibility to provide a safe learning environment for all students. We believe that by educating students about how to behave correctly and safely online that we can play a significant role in minimising risk.

Rules and Guidelines for Internet & Email use and safety

No student should:

- Misrepresent the school in any way when using the facilities
- Gain or seek to gain unauthorised access to resources (hacking)
- Use the Internet facility for illegal or fraudulent activities
- Send or request messages or documents that are inconsistent with the school's policies and guidelines
- Use the facilities in ways that are considered to be malicious or unethical
- Access pornographic or otherwise unsuitable sites
- Disclose the passwords for her network and email accounts
- Reveal her own personal details such as address, telephone number or photograph to unknown individuals/forums
- Arrange a face-to-face meeting with a person they have made contact with through social networking.

Rules and Guidelines for handheld devices including mobile phones

- Mobile phones or electronic communication devices should be switched off by 8:55am when registration/assembly begins and should remain switched off during all lessons throughout the school day.
- The recording, taking and sharing of images, video and audio on any mobile phone or electronic communication device is prohibited.
- If a mobile phone or electronic communication device has been used for taking pictures or filming, the phone will be confiscated and forwarded to the Principal who will contact the parent/guardian requesting him/her to come to the school to discuss the issue and collect the phone/device.

- The school may retain any mobile phone or electronic communication device on the school premises where there is a reasonable suspicion that it may contain undesirable material, including those which promote pornography, violence or bullying behaviour.
- Mobile phones and electronic communication devices will not be used in any way during lessons, assemblies or registration unless explicitly directed by a member of staff.
- Mobile phones or electronic communication devices may not be used as calculators during lessons.
- Mobile phones or electronic communication devices must never be brought into exam venues; this includes centres where controlled assessments are being held.
- Mobile phones or electronic communication devices should not be used in school for playing/listening to music.
- Mobile phones and electronic communication devices are not permitted to be used in certain areas within the school site, e.g. changing rooms and toilets.
- If a phone/device is seen or heard during lessons, assemblies or registrations it will be confiscated and given to the Principal. Students must call to the main office to collect the phone/device at the end of the school day. If the Principal is unavailable, the student must call back at a time convenient to the Principal.
- Mobile phones and electronic communication devices brought in to school are the responsibility of the device owner. The school accepts no responsibility for the loss, theft or damage of personally-owned mobile phones or electronic communication devices.
- Students have the opportunity to use personal ICT devices to support Learning and Teaching in the classroom as explicitly directed by and under the supervision of the class teacher. Their use must comply with the school Bring Your Own Device Policy.
- Parents are strongly advised to speak to their daughters regarding the safe, responsible and legal usage of communication technology. Parents have full responsibility regarding the material students have access to on their personal mobile phone or electronic communication devices. These issues are covered as part of the school's preventative curriculum but ultimately, responsibility for the use of such equipment lies with the owner.
- The principal's decision on all matters of mobile phone or electronic communication device protocol is final.

Cyberbullying

- No student should threaten or intimidate; harass or 'Cyberstalk' any other student or cause vilification/defamation; exclusion or peer rejection
- Impersonation and unauthorised publication of private information or images and manipulation is strictly prohibited.

The use of social networking and online media

All students should take the 3 common approaches to online behaviour:

- Common courtesy
- Common decency
- Common sense.

Serious or repeated breaches of the rules will be dealt with under the school's Positive Behaviour Management Policy. Penalties may include removal of access, suspension or exclusion. The school reserves the right to report any illegal activities to the appropriate authorities.

Remember:
**It is not electronic devices that give rise to problems;
it is their inappropriate use.**

Safe use of Memory Sticks in Mount Lourdes

USB memory sticks are popular because of their small physical size and large storage capacity. This has made them very convenient devices for transferring files from one place to another. However, these very features have introduced new information risks:

- Loss of information – a memory stick, like a computer, is susceptible to instant data loss or failure.
- Potential breach of data confidentiality – if the memory stick is lost or stolen.
- Physical loss – being so physically small the memory stick can be easily lost.

- Corruption of data - if the memory stick is not removed from a computer properly.

In the majority of cases where data-loss or corruption has occurred, it will be instantaneous and permanent.

Students should save working copies of their data on their computers in school or at home, and ***only use the memory stick for transportation of this data.*** Memory sticks should not be used to transport confidential, sensitive or person-identifiable data.

The school can take no responsibility for the loss or corruption of data on students' memory sticks.

This leaflet is intended as a summary of Substance Use & Misuse, ICT Acceptable Use/Online Safety/Anti-Bullying/ Bring Your Own Device/ Mobile Phone Policies in Mount Lourdes Grammar School. The full policy statements are available on request from the school office and further information is available on the school website.

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