



Internet Acceptable Use Policy

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1. Introduction

An Acceptable Use Policy (AUP) is an important document which governs students' use of the internet at school and covers a wide range of issues surrounding the rights, responsibilities and privileges – as well as sanctions – connected with computer use. This AUP was developed primarily to promote safe and responsible use of the internet for all school stakeholders and should be read in tandem with our school's ICT Policy, Code of Behaviour Policy and Anti-Bullying (including Cyber Bullying) Policy, Data Protection Policy and Remote Learning Policy.

It outlines the general approach taken when using ICT in the school, tablet use, content filtering, web browsing and downloading content and imagery, email and messaging, social media, personal devices, sharing of images and videos, cyberbullying, use of the school websites and blogsites, parents as partners within ICT use and finally includes a permission statement.

2. General Approach

The aim of this Internet Acceptable Use Policy (AUP) is to ensure that pupils will benefit from the learning opportunities offered by the school's internet resources in a safe and effective manner.

Internet use and access is considered a school resource and privilege. If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

When using the internet pupils, parents and staff are expected:

- To treat others with respect at all times.
- Not undertake any actions that may bring the school into disrepute.
- Respect the right to privacy of all other members of the school community.
- Respect copyright and acknowledge creators when using online content and resources.

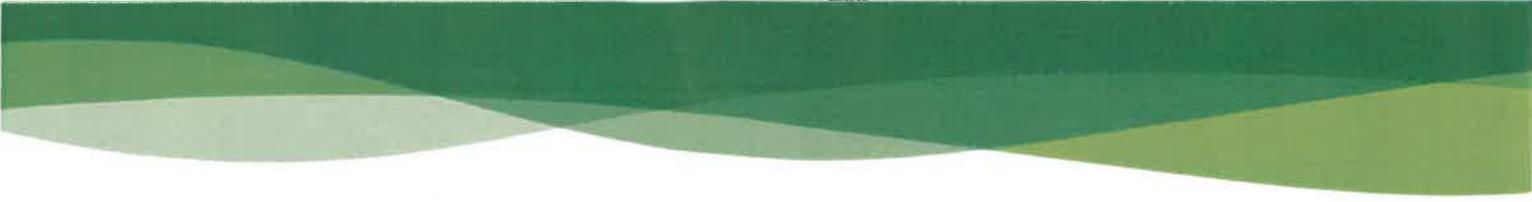
This Acceptable Use Policy applies to pupils who have access to and are users of the internet in St. Tolas N.S. It also applies to members of staff, volunteers, parents, carers, and others who access the internet in St. Tolas N.S.

Misuse of the internet may result in disciplinary action, including:

- written warnings
- withdrawal of access privileges
- detention and, in extreme cases, suspension or expulsion.

The school also reserves the right to report any illegal activities to the appropriate authorities.

St. Tolas N.S. will deal with incidents that take place outside the school that impact on the wellbeing of pupils or staff under this policy and associated **codes of behaviour** and **anti-bullying policies**. In such



cases St. Tolas N.S. will, where known, inform parents/guardians of incidents of inappropriate online behaviour and impose the appropriate sanctions.

St. Tolas N.S. implements the following strategies on promoting safer use of the internet:

- Pupils will be provided with education in the area of internet safety as part of our implementation of the SPHE curriculum.
- Internet safety advice and support opportunities are provided to pupils in St. Tolas N.S. through Webwise and Cyber Bullying awareness initiatives such as ‘Don’t Be Mean Behind The Screen’ - Internet Safety Workshop.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- St. Tolas N.S. participates in Safer Internet Day activities to promote safer more effective use of the internet.

This policy and its implementation will be reviewed annually by the following stakeholders:

- Board of Management, teaching staff, support staff, pupils, and parents

This policy has been developed by a working group including: Principal, Deputy Principal, teachers, pupils, parents, and representatives of the Board of Management.

The school will monitor the impact of the policy using:

- Logs of reported incidents.
- Monitoring logs of internet activity (including sites visited).
- Internal monitoring data for network activity.
- Surveys and/or questionnaires of pupils, parents, and teaching staff.

Should serious online safety incidents take place, Ms. Kelleghan/Ms. Smyth should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by Ms. Kelleghan, our staff representative and the rest of the school staff.

3. Tablet Usage

St. Tola’s N.S. is equipped with 16 Samsung Galaxy Android Tablets which the children use from junior infants to sixth class. These serve as the predominant technological use within the classrooms.

Each class has one tablet slot a week where children, under the supervision and guidance of the class teacher or SET teachers, can:

- Play educational games
 - Watch educational videos
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- Research information on specific topics
 - Take photographs of their work/ objects in the classroom – math’s trails etc.
 - Use specific apps – SeeSaw, Book Creator, Dropbox, Microsoft Word, PowerPoint

Children will be expected to follow general usage rules when using the tablets, as well as enhanced cleaning rules and guidelines in line with covid-19 regulations:

- Respect devices and equipment used – handle with care.
- Always listen to teacher when using devices.
- Only access specific program/ app/ game/ video/ internet resource that has been highlighted by the teacher during the lesson.
- Sanitize hands before and after using devices.
- Clean devices using spray and tissue paper, cleaning screen and cover.

Guidelines of tablet use will be made clear to the class before use. Misuse of the internet or the tablets may result in disciplinary action, including:

- written warnings
- withdrawal of access privileges
- detention and, in extreme cases, suspension or expulsion.

4. Content Filtering

St. Tolas N.S. has chosen to implement the following level on content filtering on the Schools Broadband Network:

- Level 4: This level allows access to millions of websites including games and YouTube but blocks access to websites belonging to the personal websites category and websites such as Facebook belonging to the Social Networking category.

Pupils taking steps to by-pass the content filter by using proxy sites or other means may be subject to disciplinary action, including written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion

5. Web Browsing and Downloading

- Pupils will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Pupils will report accidental accessing of inappropriate materials in the classroom to their teacher.
- Pupils and staff will not copy information from the internet without acknowledging the creator and referencing the source of the content.

- Pupils and staff 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.
- Pupils will use the school's internet connection only for educational and career development activities.
- Pupils will not engage in online activities such as uploading or downloading large files that result in heavy network traffic which impairs the service for other internet users.
- Pupils will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Use of file sharing and torrent sites is allowed at certain times.
- Downloading by pupils of materials or images not relevant to their studies is not allowed.

6. Email and Messaging

- Pupils will not have access to the school or personal email accounts.
- Pupils should not use school email accounts to register for online services such as social networking services, apps, and games.
- Pupils will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Pupils should immediately report the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.
- Pupils should avoid opening emails that appear suspicious. If in doubt, pupils should ask their teacher before opening emails from unknown senders.

7. Social Media

The following statements apply to the use of messaging, blogging and video streaming services in St. Tolas N.S.

- Use of instant messaging services and apps including Snapchat, Whats App, G Chat etc. is not allowed in St. Tolas N.S.
- Use of blogs such as Word Press, Tumblr etc. is allowed in St. Tolas N.S. with express permission from teaching staff.
- Use of video streaming sites such as YouTube and Vimeo etc. is with express permission from teaching staff.
- Staff and pupils must not use social media and the internet in any way to harass, insult, abuse or defame pupils, their family members, staff, other members of the St. Tolas N.S. community
- Staff and pupils must not discuss personal information about pupils, staff and other members of the St. Tolas N.S. community on social media.
- Staff and pupils must not use school email addresses for setting up personal social media accounts or to communicate through such media.
- Staff and pupils must not engage in activities involving social media which might bring St. Tolas N.S. into disrepute.

- Staff and pupils must not present their personal views as being those of St. Tolas N.S. on any social media platform.

Personal Devices

- The following statements apply to the use of internet-enabled devices such as tablets, gaming devices, and digital music players in St. Tolas N.S.
- Pupils are not allowed to bring personal internet-enabled devices into St. Tolas N.S.

8. Images & Video

- Care should be taken when taking photographic or video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- At St. Tolas N.S. pupils must not take, use, share, publish or distribute images of others without their permission.
- Taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from staff.
- Written permission from parents/guardians will be obtained before photographs of pupils are published on the school website/ blogsites.
- Pupils must not share images, videos or other content online with the intention to harm another member of the school community regardless of whether this happens in school or outside.
- Sharing explicit images and in particular explicit images of pupils and/or minors is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved. Sharing explicit images of other pupils automatically incurs suspension as a sanction.

9. Cyberbullying

- When using the internet pupils, parents and staff are always expected to treat others with respect.
- Engaging in online activities with the intention to harm, harass, or embarrass another pupil or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.
- Measures are taken to ensure that staff and pupils are aware that bullying is defined as unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time. This definition includes cyber-bullying even when it happens outside the school or at night.
- Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and will be dealt with, as appropriate, in accordance with the school's code of behaviour.
- The prevention of cyber bullying is an integral part of the anti-bullying policy of our school.

10. School Website:

- The school website serves as a portal with information for parents and pupils e.g. policies and documentation, school events, recent news etc.
- Information will be added and edited by the school secretary, principal and Ms, Kelleghan.

11. School Blogsite:

- The school website provides links to a scoilnet blog page for each individual class group.
- Pupils will be given the opportunity to publish projects, artwork or schoolwork on the school blogsite in accordance with clear policies and approval processes regarding the content that can be loaded to the school's blogsite.
- The blogsite will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff.
- The publication of student work will be coordinated by a teacher.
- St. Tolas N.S. will use only digital photographs, audio or video clips of focusing on group activities. Content focusing on individual students will only be published on the school blogsite with parental permission.
- Personal student information including home address and contact details will not be published on St. Tolas N.S. web pages. St. Tolas N.S. will avoid publishing the first name and last name of pupils in video or photograph captions published online.

12. Parents as Partners

Parents will be expected to support the school's acceptable use policy and anti-cyber bullying policy through the following:

- Monitor children's access to the internet. (It is advisable to provide internet access in communal areas of the home rather than children's bedrooms to ensure safety.)
- Should not use social media or the internet to harass, insult, abuse or defame in any way, pupils, their family members, staff, other members of the St. Tolas N.S. community
- Should not discuss personal information about pupils, staff or other members of the St. Tolas N.S. community on social media.
- Children should only be allowed access to age appropriate material
- Children should not be allowed to play adult games or games where ratings are above their own age
- Children should not engage in 'Chat Rooms'



PERMISSION FORM

FOR PARENTS AND CHILDREN

As the parent or legal guardian of the child(ren) listed below, I confirm that I have discussed this policy with them to ensure they understand it.

Legislation:

The school will provide information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with: Data Protection (Amendment) Act 2003, Child Trafficking and Pornography Act 1998, Interception Act 1993 Video Recordings Act 1989, The Data Protection Act 1988

I agree to follow the school's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

(Where the child or children is unable to sign their name, parents please sign on their behalf.)

Child 1 Signature: _____ **Child 2 Signature:** _____

Child 3 Signature: _____ **Child 4 Signature:** _____

Parent/Guardian: _____

Date: _____



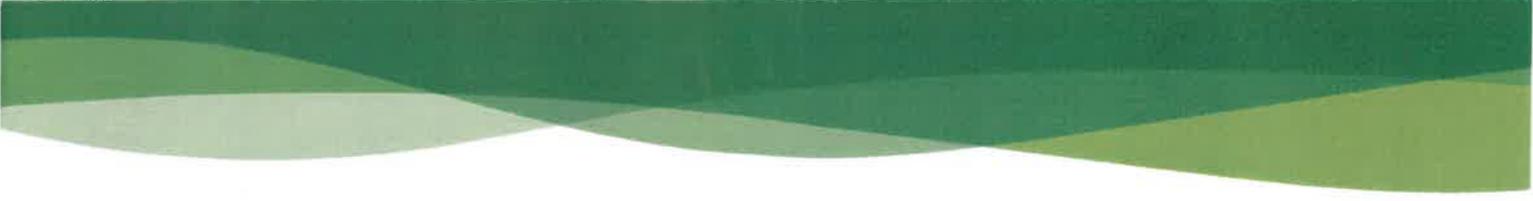
This policy was ratified in October 2020 and will be reviewed in September 2021.

Signed: Seamus Ó hÉanaigh
Chairperson, BOM.

Date: 16/10/20

Signed: Eileen Smyth
Principal, St. Tola's N.S.

Date: 16/10/20



FOR PARENTS

I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if students access unsuitable websites.

In relation to the school website, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing students' work on the school website. I grant permission for my child(ren) or the child(ren) in my care to access the Internet.

Signature: _____ **Date:** _____

Please return this permission form to the school.