

Internet Acceptable Use Policy

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School Name Scoil Bhride N.S.

Date of Commencement 1/9/2018

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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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.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 Scoil Bhride N.S. .

- It also applies to members of staff, volunteers, parents, carers and others who may access the internet in Scoil Bhride N.S. .

Misuse of the internet may result in disciplinary action, including verbal\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.

Scoil Bhride 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 Scoil Bhride N.S. will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

Scoil Bhride 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 Scoil Bhríde N.S. through organising and facilitating presentations with outside experts in Internet Safety.
- Internet Safety Education for pupils and parents/guardians is a specified action in the school's Improvement Plan (SIP) for SPHE.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- Scoil Bhríde N.S. participates in Safer Internet Day activities to promote safer more effective use of the internet.
- Close supervision and monitoring of pupils during Internet related activities by class teacher and support teachers

This policy and its implementation will be reviewed when deemed necessary and appropriate cognisant of changing circumstances, legislation etc by the following stakeholders:

- Board of Management, teaching staff, and support staff.

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

The school will monitor the impact of the policy using:

- Logs of reported incidents and feedback from relevant staff and other stakeholders.

Should serious online safety incidents take place, Mrs Wall Coughlan (Principal) should be informed immediately.

The implementation of this Internet Acceptable Use policy will be monitored by all teachers, staff and school management of Scoil Bhríde N.S.

Content Filtering

Scoil Bhríde 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 verbal\written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion.

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 class teacher.

Pupils will report accidental accessing of inappropriate materials in school but outside the classroom to their class teacher.

Pupils and staff will not copy information from the internet without acknowledging the creator and referencing the source of the content.

Pupils will use the school's internet connection only for educational activities.

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.
- Downloading by pupils of materials or images not relevant to their studies is not allowed.

Email and Messaging

- The use of personal email accounts is allowed at Scoil Bhride N.S. .
- Pupils should not under any circumstances share their email account login details with other pupils.
- Pupils should not use school email accounts to register for online services such as social networking services, apps, and games.
- Pupils will use approved class email accounts only under supervision by or permission from a teacher.

- Pupils should be aware that email communications are monitored.

Pupils will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

Pupils will not use school email accounts for personal emails.

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.

Social Media

The following statements apply to the use of messaging, blogging and video streaming services in Scoil Bhríde N.S.:

- Use of instant messaging services and apps by staff including Snapchat, Whats Apps, G Chat etc. is allowed in Scoil Bhríde N.S..
- Use of instant messaging services and apps including Snapchat, Whats Apps, G Chat etc. is not allowed by pupils in Scoil Bhríde N.S..
- Use of blogs such as Word Press, Tumblr etc. is allowed in Scoil Bhríde N.S. with expressed permission from teaching staff.
- Use of video streaming sites such as YouTube and Vimeo etc. is allowed with expressed 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 Scoil Bhríde N.S. community.

Staff and pupils must not discuss personal information about pupils, staff and other members of the Scoil Bhríde 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 Scoil Bhríde N.S. in to disrepute.

Staff and pupils must not represent their personal views as those of being Scoil Bhríde N.S. views on any social medium.

Personal Devices

The following statements apply to the use of internet-enabled pupils' phones in Scoil Bhride N.S. :

- Pupils are allowed to bring personal internet-enabled phones into Scoil Bhride N.S. but they must be turned off at all times while on the school premises and grounds.

Images\Video & Recordings

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 Scoil Bhride N.S. pupils/staff/parents & guardians 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 by school staff on dedicated school devices.

Taking photos or videos on school grounds or when participating in school activities is allowed once care is taken that no harm is done to staff or pupils of Scoil Bhride N.S. .

Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.

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 is a serious offence and will be dealt with as per school Code of Behaviour.

Pupils must not record/video their class teacher or any staff member of Scoil Bhride N.S..

It is strictly forbidden for any parent/guardian to video/record any meeting /conversation with any staff member of Scoil Bhríde N.S.

Recordings/Video made at school events by parents/guardians must be for private use only and we ask for them not to be put on the web otherwise Data Protection legislation may be contravened.

Cyberbullying

When using the internet pupils, parents and staff are expected to treat others with respect at all times.

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. Cyberbullying is addressed regularly through the SPHE curriculum.

School Websites

Pupils may be given the opportunity to publish projects, artwork or school work on the internet. The class teacher will determine what is feasible to publish and will discuss this with the teacher(s) who have responsibility for uploading information to the school website. If those responsible for uploading material have any doubts over suitability of content, they will refer same to school management for a final decision.

The website 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 the class teacher, who will liaise with those responsible for uploading to the website.

Scoil Bhride N.S. will endeavour to use only digital photographs, audio or video clips focusing on group activities. However content focusing on individual students may be published on the school website at times. Publishing material on the school website that pertains to pupils will only be done with parental permission.

Personal student information including home address and contact details will not be published on Scoil Bhride N.S. web pages.

Scoil Bhride N.S. will avoid publishing the first name and last name of pupils in video or photograph captions published online.

Principal: Mrs M. Wall-Coughlan
Deputy Principal: Mr J Fennell
Scoil Bhríde N.S.,
Portlaoise,
Co. Laois.
Roll No. 19747M

Internet Usage Permission Form

Name of Pupil: _____
Class: _____
Teacher: _____

1. 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.

Student's Signature: _____

Parent/Guardian : _____

Date: _____

2. As the parent or legal guardian of the above student, I have read the Acceptable Use Policy. I understand and accept the terms of The Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet. 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.

Signature: _____ Date: _____

Address: _____
