



Internet Acceptable Use Policy

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Introduction

The aim of this Acceptable Use Policy is to ensure that students will benefit from learning opportunities offered by the school's digital resources in a safe and effective manner. The responsible use of internet and digital technologies, both online and offline and access is considered an integral part of teaching and learning. Therefore, if the school AUP is not adhered to agreed sanctions will be imposed.

When using the internet students, 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.

General Approach

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor students' internet usage on approved school digital platforms and devices.
- Uploading and downloading of non-approved software will not be permitted.
- The use of personal external digital storage media in school requires school permission.
- Virus protection software on laptops will be used and updated on a regular basis.
- Internet use within a class or group will always be supervised by a teacher.

This Acceptable Use Policy applies to students who have access to and are users of the internet in SCOIL MHUIRE CLARINBRIDGE .

- It also applies to members of staff, volunteers, parents, carers and others who access the internet in SCOIL MHUIRE CLARINBRIDGE.

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.

SCOIL MHUIRE CLARINBRIDGE will deal with incidents that take place outside the school that impact on the wellbeing of students or staff under this policy and associated codes of behaviour and anti-bullying policies. In such cases SCOIL MHUIRE CLARINBRIDGE will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and may impose the appropriate sanctions.

SCOIL MHUIRE CLARINBRIDGE 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 and other curriculum areas.
- SCOIL MHUIRE CLARINBRIDGE participates in Safer Internet Day activities to promote safer more effective use of the internet.

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

- Board of Management, teaching staff, and pupils.

This policy has been developed by a working group including: Principal, teachers, pupils 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).
- Surveys and/or questionnaires of pupils and teaching staff.

Should serious online safety incidents take place, the Principal should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by the ISM person with responsibilities for Digital Technologies and the Principal and Deputy Principal

Content Filtering

SCOIL MHUIRE CLARINBRIDGE has chosen to implement the following level on content filtering on the Schools Broadband Network:

- Level 6 This is the widest level of content filtering available. This level allows access to millions of websites including games and YouTube and allows access to personal websites category, and other similar types of websites, such as blogs. It allows access to websites belonging to the personal websites category and websites such as Facebook belonging to the Social Networking category.

Students 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.

Internet Use;

Students will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

Students will be encouraged to report accidental accessing of inappropriate materials in accordance with school procedures.

Students will report accidental accessing of inappropriate materials in school but outside the classroom to their Class Teacher.

Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).

Students 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.

Students will use the Internet for educational purposes only.

Students 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.

Students will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

Downloading by students of materials or images not relevant to their studies is in direct breach of the school's acceptable use policy.

Students will never disclose or publicise personal information or passwords.

Students will be aware that any usage of the internet and school's digital platform, including distributing or receiving information, school-related or personal, will be monitored.

Email and Messaging

- Downloading by pupils of materials or images not relevant to their studies is not allowed.
- The use of personal email accounts is only allowed at SCOIL MHUIRE CLARINBRIDGE with expressed permission from members of the teaching staff.
- Pupils may use approved school email accounts if the school sets up approved email accounts for the pupils.
- 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.

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

Students 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.

Students should avoid opening emails that appear suspicious. If in doubt, pupils should ask their teacher before opening emails from unknown senders.

Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.

Students will never arrange a face-to-face meeting with someone they only know through emails or the internet

Students will note that sending and receiving email attachments is subject to permission from their teacher

Students will not forward email messages or screenshots of emails or “reply all” without the permission of the originator

Students should not use school email accounts to register for online services, social networking, apps or games.

Students should 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 report any such communications to a teacher.

All emails and opinions expressed in email are the responsibility of the author and do not reflect the opinion of the school.

Social Media and messaging services for Staff and Students

The following statements apply to the use of messaging, blogging and video streaming services in SCOIL MHUIRE CLARINBRIDGE:

- Use of instant messaging services and apps including Snapchat, WhatsApp, Viber, etc. is not allowed in SCOIL MHUIRE CLARINBRIDGE.
- Use of blogs such as WordPress, Tumblr etc. is allowed in SCOIL MHUIRE CLARINBRIDGE with express permission from teaching staff and provided the teacher is supervising.
- Use of video streaming sites such as YouTube and Vimeo etc. is with express permission from teaching staff and must be supervised by the teacher.

All members of the school community must not use social media, messaging services and the internet in any way to harass, impersonate, insult, abuse or defame others.

Staff and students must not discuss personal information about pupils, staff and other members of the SCOIL MHUIRE CLARINBRIDGE community on social media.

Staff and students must not use school email addresses for setting up personal social media accounts or to communicate through such media.

Staff and students must not engage in activities involving social media which might bring SCOIL MHUIRE CLARINBRIDGE into disrepute.

Staff and students must not represent their personal views as those of SCOIL MHUIRE CLARINBRIDGE on any social medium.

Teachers can read further information about the use of Social Media and Electronic Communication here: <https://www.teachingcouncil.ie/en/news-events/latest-news/2021/guidance-for-registered-teachers-about-the-use-of-social-media-and-electronic-communication.html>

Personal Devices

The following statements apply to the use of internet-enabled devices such as tablets, gaming devices, smartwatch, in SCOIL MHUIRE CLARINBRIDGE:

- Students are only allowed to bring personal internet-enabled devices into SCOIL MHUIRE CLARINBRIDGE with expressed permission from the teacher and through a written agreement with the Principal. It is also only allowed provided the teacher is supervising

Digital Learning Platforms (including video conferencing)

SCOIL MHUIRE CLARINBRIDGE'S current main digital learning platform is SEESAW. It is managed by the school. This platform should enable two-way communication.

Students must only use their approved school email (if one has been set up by the school) for accessing the school digital learning platform. Otherwise an access code will be used for the platform SEESAW.

Only school devices should be used for the purposes of capturing and storing media.

All school-related media and data should be stored on the school's platform.

The use of digital platforms should be used in line with considerations set out in the school's data protection plan (GDPR).

Each user of the platform will be provided with their own unique login credentials.

Passwords for digital platforms and accounts should not be shared.

Personal email addresses should not be used when creating accounts on school digital platforms.

Prior acceptance from parents should be sought for student usage of the schools' digital learning platform.

Images & Video

Care should be taken when taking photographic or video images that students are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.

SCOIL MHUIRE CLARINBRIDGE students 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 not allowed unless permission has been granted for that given activity by the teacher.

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

Students 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 students and staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved. Sharing explicit images of other students or staff may incur suspension as a sanction.

Inappropriate Activities;

The following list identifies some "inappropriate activities". Users shall not visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:

- Promotion or conduct of illegal acts, e.g. under the child protection, obscenity, computer misuse and fraud legislation
- Promotion of any kind of discrimination
- Racist Material
- Promotion of racial or religious hatred
- Pornography
- Harmful content or threatening behavior, including promotion of physical violence
- Any form of abuse
- Any other information which may be offensive or breaches the integrity of the ethos of the school or brings the school into disrepute
- Online gaming, gambling or shopping
- Any other activity considered questionable

School Websites

Pupils will be given the opportunity to publish projects, artwork or school work on the internet in accordance with clear policies and approval processes regarding the content that can be uploaded to the school's website if applicable.

Students will continue to own the copyright on any work published.

The website will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff.

Webpages allowing comments or user-generated content (if any) will be pre-moderated and checked frequently to ensure that they do not contain any inappropriate or offensive content.

SCOIL MHUIRE CLARINBRIDGE 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 website with parental permission.

The publication of student work will be coordinated by a teacher.

Personal student information including home address and contact details will not be published on SCOIL MHUIRE CLARINBRIDGE web pages.

SCOIL MHUIRE CLARINBRIDGE will avoid publishing the first name and last name of pupils in video or photograph captions published online unless permission is granted by the parents and pupil concerned.

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 by SCOIL MHUIRE CLARINBRIDGE 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.

The prevention of cyberbullying is an integral part of the anti-bullying policy of our school.

Ratification

This policy was ratified at a Board of Management meeting on

April 28th
2022

Signed Niall Geraghty.

Niall Geraghty / Chairperson Board of Management

Appendix 1 Acceptable Use Policy (AUP) Permission Form

Information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with, is available on the internet and can be provided by the school if necessary: Data Protection Acts 1988 to 2018 and General Data Protection Regulations (GDPR) Copyright and Related Rights Act 2000 Child Trafficking and Pornography Act 1998 and Criminal Law (Sexual Offences) Act 2017 Children First Act 2015 Harassment, Harmful Communications and Related Offences Act 2020 (Coco's Law) Criminal Damage Act 1991

Support Structures - The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet. Sanctions - Misuse of the Internet and digital technologies are referred to in the school's Code of Positive Behaviour and Anti-Bullying Policy and related sanctions regarding misuse as appropriate should be outlined therein. The school also reserves the right to report any illegal activities to the appropriate authorities, including An Garda Síochána.

AUP AGREEMENT SCOIL MHUIRE CLARINBRIDGE

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

Pupil's Signature: _____

Parent/Guardian : _____

Date: _____

PARENT: As the parent or legal guardian of the above student, I have read 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 with parents' permission may be chosen for inclusion on the website without identification. I understand and accept the terms of the Acceptable Use Policy relating to publishing students' work on the school website.

Signature: _____ Date: _____

Please review the attached school Internet Acceptable Use Policy, and sign and return this permission form to the Class Teacher.