



Scoil Phroinsiais Naofa

Internet Acceptable Use Policy 2022

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Internet Acceptable Use Policy

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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.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

- It also applies to members of staff, volunteers, parents, carers and others who access the internet in Scoil Phroinsiais Naofa.

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 Phroinsiais Naofa 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 Phroinsiais Naofa will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions. (See Code of Behaviour and Cyber-bullying Policy)

Scoil Phroinsiais Naofa 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 Phroinsiais Naofa through our annual Cyber Bullying workshops for senior Classes.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.

It is envisaged that the AUP will be revised regularly. Before enrolling, the AUP should be read carefully to ensure that the conditions of use are accepted and understood. It is assumed that the parent(s) accepts the terms of the AUP unless the school is specifically notified.

This document has been updated to include our distance learning activity in light of school closure due to Covid-19.

This policy and its implementation will be reviewed bi-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/carers, 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, parents, and teaching staff.

Should serious online safety incidents take place, Tara Kinnarney should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by the Digital Learning Team .

3. Content Filtering

Scoil Phroinsiais Naofa has chosen to implement the following level on content filtering on the Schools Broadband Network:

- Level 5 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 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.

4. Web Browsing and Downloading

- Internet sessions will always be closely monitored by the class teacher
- 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 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 not allowed.
- Downloading by pupils of materials or images not relevant to their studies is allowed with staff permission only.
- Students will never disclose or publicise personal information.
- Uploading and downloading of non-approved software will not be permitted.
- The use of personal memory sticks, CR ROM's or other digital storage media in school requires a teacher's permission.

5. Email and Messaging

- The use of personal email accounts is not allowed at Scoil Phroinsiais Naofa. Pupils may use their own school email accounts once they have received them.
- 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 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.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Students will not have access to chat rooms, discussion forums, messaging or other electronic communication forums.

6. Social Media

The internet has become a two-way communication system for the school and wider community. Services such as Class Dojo, Facebook, SeeSaw, Zoom, Email, School website, Text-a-Parent and other social media are being used by the school to communicate with parents and for parents to communicate with the school. These services, although not owned by Scoil Phroinsiais Naofa, form part of our web services and all content that is placed on these services fall under this policy. For example, any content on the school's Facebook account follows the same safety rules, e.g. the showing of photographs, video etc.

The following statements apply to the use of messaging, blogging and video streaming services in Scoil Phroinsiais Naofa :

- Use of instant messaging services and apps including Snapchat, Whats Apps, G Chat etc. is not allowed by students in Scoil Phroinsiais Naofa.
- Use of blogs such as Word Press, Tumblr etc. is allowed in Scoil Phroinsiais Naofa.
- Use of video streaming sites such as YouTube and Vimeo etc. is with express permission from teaching staff.
- Many social media sites have minimum age requirements. While the school will not monitor this, we would advise parents to not allow their children to have personal accounts on Facebook, Twitter, etc. until they are the appropriate age. Many social media sites will be used by teachers in class, for example, Twitter. However, all interactions will be under the supervision of the teacher.
- Please do not "tag" photographs or any other content, which would identify any children or staff in the school.
- Please ensure that online messages and comments to the school are respectful. Any messages written on social media are treated in the same way as written messages to the school.

- Avoid any negative conversations about children, staff or parents on social media accounts.
- Please do not request to "friend" a member of staff in the school. The staff would like to keep their personal lives personal. It may be awkward for a staff member to be asked to ignore a Facebook or other social network request.
- Please do not add advertisements to our wall without prior permission of the principal.
- Failure to keep the above rules will result in a permanent ban to our social media accounts.
- 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 Phroinsiais Naofa community
- Staff and pupils must not discuss personal information about pupils, staff and other members of the Scoil Phroinsiais Naofa 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 Phroinsiais Naofa into disrepute.

7. Personal Devices

Pupils using their own technology in school should follow the rules set out in this agreement, in the same way as if they were using school equipment.

The following statements apply to the use of internet-enabled devices such as tablets, gaming devices, smart watches, any smart devices and digital music players in Scoil Phroinsiais Naofa :

- Students who need to contact home during school hours may do so through the school secretary using the school landline phone.
- All mobile phone or smart devices are banned during school hours and after school activities
- Any student who is in possession of a mobile phone, electronic game or smart device in school will have it confiscated and not returned until the school day is over. A parent must present in the school at an assigned time to collect their child's mobile phone.
- Staff members have access to the school landline if urgent calls need to be made to parents.
- Staff personal calls are normally confined to break times.
- The Staff are permitted mobile phone usage only in case of emergency and for school WhatsApp messages during break times and never during teaching, working time or supervising.

- All staff are permitted to use their own 'smart phones' to take photos/ videos of school work and / or students taking part in school related activities and for recording behaviours in 'Class Dojo.
- If a teacher has any suspicion that a mobile phone or other smart device has unsuitable material stored on it, students will be required to hand over the phone to a teacher and parents will be asked to collect it from the school. Where there is suspicion that the material on the mobile may provide evidence relating to a criminal offence the phone or device will be handed over to the Gardaí for further investigation. Parents will be informed in such circumstances.
- The school will incorporate this policy in the school's discipline policy and will treat breaches as they would treat any other breach of school rules.
- Students sending nuisance text messages is a direct breach of the school's acceptable use policy.
- The unauthorized taking of images with a mobile phone camera or another smart device, still or moving is in direct breach of the school's acceptable usage policy.
- The school accepts no responsibility for replacing lost, stolen or damaged mobile phones or other smart devices. The safety and security of mobile phones is wholly a matter for students/parents.
- The school accepts no responsibility for students who lose or have their mobile phones or other smart devices stolen while travelling to and from school.
- Students using mobile phones to bully other students or send offensive messages/calls will face disciplinary actions as per the School Code of Behaviour and the Schools Cyber Bullying Policy.
- It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, if action as sanctioned by the School in this regard is deemed ineffective, as with all such incidents, the school may consider it appropriate to involve the Gardaí.

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 Scoil Phroinsiais Naofa 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 not allowed unless permission has been granted by parents. Please see Enrolment Policy.
- Care will be taken by Staff to check Aladdin for permission from parents or carers before photographs of pupils are published on the school website or other social media platforms used by the school.

- 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 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 Phroinsiais Naofa 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.
- 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. (See Cyber Bullying Policy)

10. School Website (www.stfrancisbns.ie) and other social media platforms

Please note that the following points apply to the school's web site and social media profiles, including but not limited to Facebook, Class Dojo, SeeSaw, Zoom YouTube and Google+

- Students will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website
- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.

- Website using facilities such as guest books, noticeboards or weblogs will be checked frequently to ensure that they do not contain personal details, inappropriate material or offensive comments
- The publication of student work will be co-ordinated by a teacher.
- Students' work will appear in an educational context on Web pages
- The school will endeavour to use digital photographs, audio or video clips of focusing on group activities. Photographs, audio and video clips will be used. Video clips will not be password protected.
- Personal student information including home address and contact details will be omitted from school web pages.
- The school website will avoid publishing the last name of individuals in a photograph.
- The school will ensure that the image files are appropriately named - will not use students' names in image file names or ALT tags if published on the web.
- Students will continue to own the copyright on any work published.
- The school may use pictures uploaded to our digital platforms for educational purposes and may be forwarded to other school affiliated agencies that we deem appropriate.

11. Distance Learning Activities

In light of School Closures we have put New Distance Learning Measures in place to ensure that our students continue to progress in their learning despite being outside the classroom. Daily routine for students, supported by schools using new ways in working with them is particularly important. While this may pose a real challenge for teachers, principals, parents, guardians and students, it is critical to ensure that the momentum of learning is not lost.

- Teachers will email weekly plans, which are broken down into daily plans for all classes. These will be emailed to parents on Sunday night and a copy will be emailed to tara.kinnarney@stfrancisbns.ie to be forwarded to the school website to allow any parents who are not on Class Dojo or who have not submitted their emails to access.
- Parents who have not submitted emails have been informed via text where the plans can be downloaded
- All staff will use their school emails for all correspondence with parents
- Teachers will block their phone numbers if contacting parents via voice calls excluding HSL who will use their designated HSL phone.
- Texts or emails may be sent out via Aladdin for any class
- The school has decided to use ClassDojo as another medium of contacting parents and for keeping in contact with our students. Weekly challenges will be

posted here and images placed on the school story board or anywhere else on this app will not be used copied /downloaded for use anywhere else.

- Teachers will try their best to make contact with parents that they have not heard from via email, phone calls, principal and through the HSL. A log of any attempt to contact parents will be kept by teachers.
- Any links used or educational material which is being shared has been deemed safe for use by the teacher posting and has been checked out by them as appropriate for educational use.
- School laptops are available for use by students in their own home. Students may request these via their class teachers or by contacting office@stfrancisbns.ie Parents must agree to the terms in the Home Use of School Owned Technology Policy.
- Any bullying behaviour will be sanctioned according to our Cyber Bullying policy and our Code of Behaviour
- Teachers may use Zoom as a means of communicating with their students if the parents agree to it by allowing their child to join the Zoom Class. Teachers will send a link to the Zoom meeting via email.

Rules for School Zoom Meetings

- *Mute your microphone when you're not talking
- *Be respectful-teachers and pupils are real people who are affected by words you say and write
- *Stay seated and stay present-do not leave the room
- * Pupils not allowed to record the lesson

12. Sanctions

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access, privileges and in extreme cases, suspension. The school also reserves the right to report any illegal activities to the appropriate authorities.

13. Review

This Policy was reviewed in May 2020 and will be updated in line with Department guidelines.

14. Ratification

This policy has been ratified by Scoil Phroinsiais Naofa Board of Management

Signed: Mary Ledwith Date: 28/10/2020
2022
M.L.

Permission Form

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.

Student's Signature: _____

Parent/Guardian : _____

Date: _____

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 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: _____

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

Name of Student: _____ Class: _____