

Scoil Naomh Buithe

Tenure

Internet Acceptable Use Policy

Introduction

The Internet is an essential element for education, business and social interaction. Its use is part of the revised curriculum and a necessary tool for education. The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management, information and business administration systems.

This Acceptable Use Policy will address all rights, privileges, responsibilities and sanctions associated with access to and use of the Internet in Scoil Naomh Buithe. Before enrolling, the AUP should be read carefully to ensure that the conditions of use are accepted and understood. An AUP consent form must then be signed by the parent on behalf of the child, and returned to the school.

This AUP was updated in March 2019 with input from staff, Parents Council committee members and BOM.

Aims

The aim of our Acceptable Use Policy is to ensure that pupils, teachers and parents will benefit from the learning opportunities offered by the school's Internet resources in a safe, responsible and effective manner.

Internet use and access is considered to be a school resource and privilege. Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP - will be imposed.

Staff/People employed by the school/student teachers/volunteers etc. who breach the AUP may be dealt with by the Board of Management's disciplinary procedures and/or child protection procedures. *See School's Child Protection Policy.

Strategies

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

General

- Internet sessions will always be supervised.
- Systems including filtering software will be used in order to minimise the risk of exposure to inappropriate material.

- The school will regularly monitor pupils' Internet usage.
- Students will not have access to passwords.
- Students and teachers will be provided with training in the area of Internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of personal pen drives/personal memory sticks, CD-ROMs or other digital storage media in school requires a teacher's permission.
- Students will observe good "netiquette" (i.e. etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute.
- It is important that parents/guardians and pupils are aware of Anti Bullying policy in relation to social media;
 - 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 should be dealt with, as appropriate, in accordance with the school's code of behaviour.
 - However, in the context of this policy, placing a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.

World Wide Web

- Before students are allowed to make use of the school's internet facility, all Parents/Guardians will be required to complete a Permission Form (See Appendix 1) and return it to the Office. Permission forms will be sent home to families of new students during the September of each year and the school's database will be updated accordingly.
- Websites that the children use in school will be previewed by their teacher before use, especially with regard to videos viewed on YouTube.
- Students will use the Internet for educational purposes and/or as deemed appropriate by the teacher; e.g as a reward or for golden time etc.
- Teachers and students will be familiar with copyright issues relating to online learning.
- Students will never disclose or publicise personal information.
- All Internet users in Scoil Naomh Buithe should be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored.
- Students and staff (including people employed by the school/contractors etc) will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Children should inform their teacher if they inadvertently access information that makes them in any way uncomfortable. In the unlikely event that this should happen, the children will be reassured and their parents will be notified.

- Also, where possible, the offending URL will be noted and the service provider will be informed.

Email / Internet Chat

- In general, the teacher should set one e-mail address for classes for work online with partner schools, and emails will be opened by a teacher and printed for children who are participating in such projects.
- Where teachers require student email accounts e.g. using Google Classroom, parental permission will be sought and all accounts will be used in a closed tenurens setting (i.e. a walled garden environment with contact limited to tenurens domain addresses).
- Children must sign a written agreement annually, with parents and class teacher, prior to accessing school email accounts.
- School email address and drive is to be used for educational purposes only.
- The email address provided by the school to each student is the property of Scoil Naomh Buithe. All content will be monitored by staff at the school.
- If a child receives any inappropriate emails, he/she should inform the class teacher and a parent/guardian.
- Students will use email in school under supervision by or permission from a teacher.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.
- Students will not send or receive by any means any material that is illegal, obscene, defamatory or any material that is intended to annoy or intimidate another person.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers, pictures or passwords.
- 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.

School Website

- Pupils may be given the opportunity to publish projects, artwork and school work on the World Wide Web with parental permission.
- The publication of student work will be co-ordinated by a teacher. Logins/Passwords will not be shared with pupils.
- Pupils' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work.
- Pupils will continue to own the copyright on any work published.
- Upon enrolment, parents will complete a permission slip to allow publication of photographs on the school website. Digital photographs, audio or video clips of students will not be published on the school website with the names of the featured students. In general, photographs, audio and video clips will focus on

- group activities. Other personal pupil information including home address and contact details will be omitted from school web pages.
- The school will ensure that image files are appropriately named – pupils' names will not be used in image file names.
- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.

Web 2.0

Web 2.0 tools, such as classroom blogs, Class Dojo and other social media may be used by the school in various educational contexts. These services, although not owned by Scoil Naomh Buithe, form part of our web services and all content that is placed on these services falls under this policy. Where such services are being used:

- The class teacher will be responsible for setting up and maintaining the class account. Individual accounts will not be used.
- Login/Password details will not be shared with students.
- Use of images etc. will be limited to that specified in this policy

Learning Platforms

In some cases, the class teacher may require individual accounts in order to utilise learning platforms such as Khan Academy. In such cases, parental permission will be sought and where possible students will use a class code rather than an email account to access the platform.

Personal Devices

As per our Code of Behaviour, pupils are not permitted to bring personal devices such as mobile phones to school.

Support Structures

The following is a selection of websites offering support and advice in the area of Internet Safety:

- NCTE - <http://www.ncte.ie/InternetSafety/>
- Webwise - <http://www.webwise.ie/>
- Make IT Secure - <http://makeitsecure.ie>
- Safe Internet - <http://www.saferinternet.org/ww/en/pub/insafe/>

Scoil Naomh Buithe also endeavours to have support structures in place to ensure the appropriate use of electronic devices in school and to ensure staff, parents and pupils feel supported in same.

- The school will provide Internet Safety and Cyber Bullying talks annually for pupils from 2nd-6th class.
- The school will provide Internet Safety and Cyber Bullying talks for parents and guardians annually to all parents in the school. Pupils from 5th and 6th class will be permitted to attend this talk.

- Community Gardaí will be invited to link in with classes re Internet Safety and Cyber Bullying annually.
- Staff will regularly partake in Continuous Professional Development in relation to AUP, internet safety and Cyber Bullying.

Responsibilities of Scoil Naomh Buithe Employees

Employees will:

- Follow the guidelines set forth in this AUP
- Read, sign and return an AUP User Agreement (see Appendix 2), copies of which are kept on file by the ICT Co-Ordinator/Principal. Return an application form signed by the user stating the user has read, understands, agrees and will adhere to all guidelines and assume responsibility for their own actions
- Supervise student use
- Model and provide instruction in the ethical and appropriate use of technology in a school setting
- Maintain a curricular focus
- Ensure all students have signed an AUP permission form before allowing them to access the internet and network
- Keep the user password secure and confidential
- Ensure the computer is being legally used according to the software's licence
- Only install software onto a school computer or network, which has been approved by the staff member with responsibility for ICT or the Principal
- Not transmit, request or receive materials inconsistent with the mission and values of Scoil Naomh Buithe.

Sanctions

Misuse of the Internet may result in disciplinary action in accordance with the School's Code of Behaviour and/or the school's Anti Bullying Policy and/or the school's Child Safeguarding Statement. The Code of Behaviour includes written warnings, notification of parents, withdrawal of access privileges and, in extreme cases, suspension or expulsion.

*Please Refer to the school's Code of Behaviour/Anti Bullying Policy/Child Safeguarding Statement for further information.

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

Ratification, communication, monitoring and review:

This policy was ratified at a BOM meeting on 25th March 2019. It will be published on the school website, and communicated to all staff and parents. It is envisaged that school and parent representatives will review and revise the AUP annually.

Chairperson BOM

Date

Appendix 1: **Permission/Acceptance Form**

Dear Parent/Guardian,

Please review the school's Internet Acceptable Use Policy, (<http://www.tenurens.ie/aboutus/schoolpolicies>) and sign and return this permission/acceptance form to the Office.

Parent/Guardian

School Name: Scoil Naomh Buithe

Name of Student: _____

Class: _____

As the parent or legal guardian of the above student, I have read the Internet Acceptable Use Policy and I 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.

I accept the above paragraph **I do not accept the above paragraph**

(Please tick as appropriate)

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 accept the above paragraph **I do not accept the above paragraph**

(Please tick as appropriate)

Signature: _____ Date: _____

Address: _____ Telephone: _____

Appendix 2 – **AUP User Agreement**

As a school user of the network and internet at **Scoil Naomh Buithe**, I have read and understood the **Acceptable User Policy** (AUP) for the use of the internet in Scoil Naomh Buithe. By signing it I agree to abide by the policy as stated and to accept any sanctions which may be imposed due to misuse of the internet and non-adherence to the AUP.

- I agree to follow the school rules on its use. I will use the network in a responsible way and observe all the restrictions explained in the AUP.
- I agree to report any misuse of the network to the school Principal or the ICT Coordinator.

If I do not follow the rules, I understand that this may result in loss of access to the internet/computer network, as well as other disciplinary action.

Name: _____

Signature: _____

Date: _____