

INTERNET ACCEPTABLE USE POLICY (AUP)

RATIONALE

These guidelines were introduced in 1999 and reviewed in May 2011 and October 2015. This review takes place in June 2019. As we have computers in each classroom it is necessary to set clear guidelines for all pupils and staff.

Internet access is available to all our pupils. Our school is pleased to offer this tool as an available resource to both pupils and teachers for reference purposes and for researching project materials. Pupils now have ready access to thousands of libraries and databases on every subject written.

Electronic information research skills are now fundamental to preparation for living and working in the information age. The school will integrate such information as appropriate within the curriculum and staff will provide guidance and instruction to pupils in the appropriate use of such resources.

Pupil use of telecommunications and electronic information will be provided and only be permitted upon submission of permission and agreement forms by parents of pupils and by pupils themselves.

ICT and Legislation

The following legislation is relevant to Internet Safety.

- Data Protection Act 1998 - this act was passed in order to deal with privacy issues arising from the increasing amount of information kept on a computer about individuals.
- Data Protection (Amendment) Act 2003 - this amendment extends the data protection rules to manually held records and also makes improvements to the public's right to access data.
- Child Trafficking and Pornography Act 1998 - this act legislates against anyone who knowingly produces, prints, publishes, distributes, exports, imports, shows, possesses or sells child pornography.
- Interception Act 1993 – this act stipulates that telecommunication messages can be intercepted for the purpose of an investigation of a serious offence. Authorisations are subject to certain conditions.
- Video Recordings Act 1989 - this act prohibits the distribution of videos which contain obscene or indecent material which may lead to the depravation or corruption of the viewer.
- Copyright and Related Rights Act 2000 – this act governs copyright in Ireland.
- General Data Personal Regulation (GDPR)

See our Data Protection Policy.

Risks associated with the Internet

Educationalists believe in the benefits of curriculum-based internet use. The purpose of the Internet Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by the school's internet resources and will be protected from harmful and illegal use of the Internet.

Scoil Mhuire, Clondra will employ a number of strategies to maximise learning opportunities and reduce risks associated with the Internet.

Categories of risk associated with children using the internet include:

- Exposure to illegal and/or harmful images and text, whether violent, racist or explicit in nature.
- Receipt of messages that are demeaning, threatening or in other ways disturbing or detrimental to a child's wellbeing.
- The possibility of being lured into a physical encounter that might threaten a child's safety and wellbeing.

Strategies for reducing risk to children are as follows:

1. Acceptable Usage Policy (AUP)
2. Education
3. Filtering/Monitoring
4. Supervision
5. Password protection on all computers.
6. No access to chat rooms and strict adherence to our 'Guidelines for Internet Use'.

E-Mail

Electronic mail, or e-mail, allows communication with peers and educationalists around the world. In general, pupils are not allowed access to e-mail. In the event that access is allowed, pupils will send and receive e-mail during supervised sessions. Personal information about the child will not be disclosed without permission from the teacher supervising the session. E-mail messages for pupils will only be sent and received through the school e-mail address. A staff member will read these messages. Pupils will not be allowed to have a personal e-mail address in school.

If pupils are allowed to use email, the following rules will apply:

1. E-mail will be used for educational purposes only
2. Students will only use approved class e-mail accounts under supervision by or permission from a teacher
3. Pupils will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person
4. Pupils will not reveal their own or other people's personal details e.g. addresses, telephone numbers, or pictures via school e-mail

5. Pupils will never arrange to meet someone via school e-mail
6. Sending or receiving e-mail attachments is subject to teacher permission.

World Wide Web

Access to on-line resources will enable pupils to explore thousands of libraries, databases, and bulletin boards throughout the world. Access will be kept to certain sites that are of relevance to the pupils e.g. Scoil Net, INTO etc. The school believes that the benefits to pupils from access to information resources and increased opportunities for collaboration exceed the disadvantages. **Pupils will not be given access to the Internet without teacher/staff supervision.** The school's broadband is filtered by the NCTE which blocks out webpages containing expletive words, explicit pictures, or unsuitable content. Staff will regularly check computer logs of all information accessed by pupils. The following conditions apply to use of the internet by pupils:

1. Internet will be used for educational purposes only
2. Internet sessions will always be supervised by a teacher
3. Pupils will seek permission before entering any internet site, unless previously approved by a teacher
4. Filtering software will be used to minimise the risk of exposure to inappropriate material
5. The school will regularly monitor pupils' internet usage
6. Pupils will receive training in the area of internet safety
7. Pupils will be taught to evaluate the content of internet sites
8. Teachers will be made aware of internet safety issues
9. Uploading and downloading of non-approved material is banned
10. Virus protection software will be used and updated on a regular basis
11. The use of personal external storage devices – USB sticks or CD-ROMS - in school requires a teacher's permission
12. Pupils will observe good 'netiquette' (etiquette on the internet) at all times and will not undertake any action that may bring a school into disrepute
13. 'YouTube' (and similar social media sites) can be accessed only under the supervision and direction of the teacher. Other social media sites are filtered (Facebook, snapchat etc.) and access is not allowed.

Pupils Guidelines for Internet Use

- Pupils are responsible for good behaviour on the internet just as they are in a classroom or on a school corridor. General school rules apply.
- Access is a privilege, not a right and that access requires responsibility.
- Messages should be polite and sensible. Bad language and messages that could be offensive to another person are prohibited.
- Pupils must not look at or delete other people's files or change school passwords.
- Pupils may not put their own passwords or software or create internet or e-mail accounts on school computers.
- Pupils must not bring software or USB sticks into the school without permission.

- Pupils must not use internet chat rooms.
- Pupils will not use the internet to seek, read, print, or download any information in any media that would be considered harmful or in any way detrimental to the health, well-being, positive development of the pupil by the school staff or by the pupil's parents or guardians. Teacher's permission must be obtained to print or download any text, images, software or other data from the Internet.
- If a pupil sees anything they are unhappy with or receive a message they do not like, they must tell a member of staff immediately.
- No personal information such as your home address or telephone number, or the address or telephone number of another person, is to be given out..
- Be familiar with these rules and how to use the internet before going on-line. If you have any questions about these rules students should ask their teacher for clarification.
- Pupils and parents must sign and adhere to the Responsible Internet Use Undertaking (appendix A)
- Pupils need to become internet savvy about:
 1. Passwords: 'Your password is like your toothbrush – you wouldn't pass it around.'
 2. Privacy settings.
 3. Digital footprint: What goes online stays online forever – even when deleted the footprint still remains. This can be important for a child into the future and for work.
 4. Even when acting anonymously there is no guarantee that you can avoid detection.
 5. Cyberbullying:
 - It can occur 24/7
 - A once-off incidence can be considered bullying
 - It is conducted in private
 - A negative message can be read over and over again
 - The message can be made anonymously.
 - Sometimes the person who wrote the message can be unaware of the hurt they are causing.
 - It is widespread
 - 'Bystanders' who like or comment on negative or hurtful messages are also bullying.

See our Anti-Bullying Policy.

PUPILS: Social Media

Pupils must not use social media or the internet in any way to harass, insult, abuse or defame pupils, their family members, school staff or other members of the school community. This applies to both in school online communication and outside of school online communication.

Pupils must not post or share personal information about pupils, staff and other members of the school community on social media.

Pupils must not seek to 'friend' any member of school staff using any social media facility.

The use of all instant messaging services or apps including Snapchat, Whatsapp, etc. by pupils is strictly forbidden in school or on any school devices.

Access to blogs such as Word Press and Glogster etc. may be allowed in school for educational use only under the guidance and permission of teaching staff.

Access to video streaming sites such as YouTube and Vimeo etc. may be allowed for educational purposes only with guidance and permission of teaching staff.

Pupils must not engage in activities involving social media or any form of communications technology, which might bring the school into disrepute.

Internet Chat

Students are not permitted to use internet chat rooms.

Cyberbullying:

The school adheres to the DES Procedures for Anti Bullying for Primary & Post Primary Schools definition of bullying **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 cyberbullying even when it happens outside the school. Additionally the posting of an offensive comment online is considered as cyberbullying, due to its potential to be circulated to many users.** A once-off incident can be considered cyberbullying. Such incidents of cyberbullying will be dealt with under the our Anti-Bullying Policy.

- Pupils are expected to treat others with respect at all times when using any form of communications technology either as part of school based learning or for personal use outside of school
- Awareness of and the prevention of cyber bullying is an integral part of our Anti-Bullying policy.
- Engaging in online activities with the intention to harm, harass, or embarrass another pupil or member of staff is an unacceptable behaviour, with serious consequences and sanctions for those involved.

IMPORTANT NOTE: Parents/Guardians are expected to take responsibility for their child's use of ICT and electronic devices (including mobile phones) and should monitor their child/children's online behaviour outside of school. School authorities cannot be responsible for pupil online behaviour that arises outside of the school environment. However the school will co-operate in so far as is possible with parents/guardians in dealing with reports of inappropriate online incidents that impact on the wellbeing of pupils and/or staff. Such matters will be dealt with in so far as is deemed necessary under the school Code of Behaviour and Anti-Bullying policies.

Sanctions for the misuse of ICT and Internet by pupils

The misuse or unlawful use of the Internet or ICT equipment during school /class time by pupils will result in disciplinary action as outlined in the school's Code of Behaviour, Anti Bullying Policy, and Mobile Phone/Electronic Devices and Games Policy. Sanctions will include written warnings, withdrawal of access and privileges to ICT and other school related privileges and, in extremely serious cases, suspension or expulsion. The

school also reserves the right to report any illegal or inappropriate activities to the relevant statutory authorities ie Gardaí, TUSLA, Office of the Data Commissioner etc.

School Website

Designated member/s of the school community will manage the publication of material on the school website.

1. Personal pupil information, home addresses and contact details will not be published on the school website
2. Class lists will not be published
3. Pupils' full details will not be published beside their photograph
4. Digital photographs, video clips and audio clips will focus on groups and group activities rather than on individual pupils
5. Pupils will be given an opportunity to publish projects, artwork or school work on the school website
6. Teachers will select work to be published and decide on the appropriateness of such
7. Permission to publish a student's work will be sought from pupils/ parents/ guardians. This permission may be withdrawn at any time.
8. Pupils will continue to own the copyright on any work published.

STAFF /VISITORS:

Recording of Images & Video

- Staff will only use school digital cameras and school iPads/other school ICT equipment for the recording of images and video of pupils for school related purposes. Staff will not take photos or video pupils or school activities on personal mobile phones.

Social Media

- Staff and authorised school visitors/agencies must not use social media or the internet in any way to harass, insult, abuse or defame pupils, their family members, school staff, or other members of the school community.
- School staff and authorised school visitors/agencies must not post or share personal information, use, share, publish or distribute images about pupils, staff and other members of the school community on any form of social media sites etc.
- Staff and authorised school visitors/agencies must not engage in activities involving social media or any form of communications technology which might bring the school into disrepute.

Internet Access/Web Browsing and Downloading

- Teachers must always supervise access to the internet by pupils and websites should always be previewed before presentation to the class. Where teachers seek to integrate a web page into a lesson, the web page must be fully previewed/evaluated to screen for inappropriate content, imagery, and text.

- Staff will ensure that school WiFi, Aladdin Pupil Management System and network administrator passwords are not disclosed to pupils or non-staff members.
- Use of the internet by staff members or authorised school visitors/agencies to access or download offensive or inappropriate material is strictly prohibited at all times. Staff or authorised school visitors/agencies are not permitted to alter the school broadband filtering preferences in any form or manner.
- Staff members may access the internet for personal purposes outside of pupil-teacher contact time only.
- Teaching practice students, transition year pupils or adults or students on a work experience/ placement may only access the computer facilities with the permission of their mentor or supervising class teacher. All teaching practice and placement students must adhere to our Acceptable Internet Use policy.

Education

Scoil Mhuire, Clondra will undertake an education programme to educate children on the safe, responsible use of the internet. This education will continue and be reinforced on an ongoing basis

21st century life presents dangers including violence, racism and exploitation from which children and young people need to be protected. At the same time they need to learn to recognise and avoid these risks – to become internet wise.

Resources that may be used to implement this programme include

- NCTE Internet Safety Awareness Video
- www.webwise.ie website has excellent resources for the entire school community.
- SAFT Internet Safety Awareness Education Programme and exemplars
- Garda Primary Schools Programme

Filtering

‘Filtering’ is a term used to describe a way of limiting the content of web pages, emails, chat rooms and other electronic data to which users may be exposed. No filter is 100% accurate. The most effective filtering tool is adult vigilance.

Many browsers have their own built in filtering tool e.g. Google. Google’s search engine has a built-in “Safe Search”. This filter eliminates sites that contain pornography and explicit sexual content from search results. It is easily applied by clicking on the **Preferences** link on any Google page. Unfortunately it is also easily removed.

The access to websites from all school computers is filtered, monitored and regularly reviewed by the NCCA. Websites are only allowed following a verification of their suitability.

Firewalls

Our computers have a built-in firewall. We also have protection software, some of which is purchased (e.g. Nortons) or downloaded free from the internet (e.g. Avast).

Useful websites for further information on online and communications technology.

- www.iab.ie (Internet Advisory Board)
- www.esafety.ie (Internet Safety Seminars for Schools/Parents)
- www.webwise.ie (Information on Various Forms of Internet Usage): Get With it (Parents Guide to Cyberbullying)
- www.ncte.ie (Information on ICT in Education)

Links with other School Policies

This policy is linked to the following school policies:

- Child Safeguarding Statement
- Code of Behaviour
- Anti Bullying Policy
- Data Protection Policy
- Mobile Phone and Electronic Devices and Games Policy.

Review

This policy will be reviewed in June 2022, or as the need arises.

RATIFICATION

This policy was ratified on _____

Signed: _____

Mr Denis Glennon,

Chairperson, Board of Management, Scoil Mhuire, Clondra, Co. Longford.

Appendix A – Responsible Internet Use Undertaking

As part of the school's education programme we offer pupils supervised access to the Internet. This allows pupils vast educational opportunities by helping them for example, locate material for projects, communicate with students from different cultures, become independent in controlling their own research and become independent learners.

Parents should discuss this undertaking document with their children to ensure that they clearly understand the school rules with regard to Internet usage. These rules will help us to be fair to others and keep everyone safe.

- I will ask permission before entering any website, unless my teacher has already approved that site
- I will not bring external storage devices such as pen drives (or memory sticks/USB keys etc.) into school without permission
- I will not use email for personal reasons
- I will only use email for school projects and with my teacher's permission
- The messages I send will be polite and sensible
- When sending e-mail, I will not give my home address or phone number or arrange to meet anyone
- I will ask for permission before opening an e-mail or an e-mail attachment
- I will not use internet chat rooms
- If I see anything I am unhappy with or if I receive a message I do not like, I will tell a teacher immediately
- I know that the school may check my computer files and may monitor the sites I visit
- I understand that if I deliberately break these rules, I could be stopped from using the Internet and computers and my parents will be informed.

Signed: _____ Pupil(s)

Signed: _____ Parent/Guardian

Date: _____

I understand that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the school's website. I understand and accept the terms of the Acceptable Usage Policy in relation to publishing pupils' work and photographs of school activities on the website.

Signature: 1. _____ 2. _____

Parents/Legal Guardians

Date: _____