Internet Safety: Acceptable Use Policy

St Patrick's National School Cloonlyon

Last reviewed date:	___/___/___
Last Update:	___/___/___
Next review date:	___/___/___

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Acceptable Use Policy

Rationale:

The internet is a valuable teaching and learning tool. It provides information and allows people to communicate with others and share information. It can develop children's independent research skills and promote life-long learning.

However, in its largely unregulated state, the internet can also present a number of risks for children and therefore these guidelines will be followed when using the internet in school. This policy should be read in conjunction with the school's Code of Behaviour, Anti-Bullying Behaviour Policy, Adult-Bullying Policy, Mobile Phone Policy and ICT Policy.

Aim of AUP:

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from 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. Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

It is envisaged that school and parent representatives will revise the AUP annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

This version of the AUP was created by all members of St Patrick's National School Cloonlyon staff.

- This policy was presented to the Board of Management on the ____/____/____
- This policy was made available to Parents via the school website on the ____/____/____

Policy last updated on the ____/____/____

Policy due for renewal on the ____/____/____

*Policy will be updated as required.

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Chairperson Board of Management

_____

Des Haran, Principal

School's Strategy:

Both the school and class teacher employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet.

These strategies are as follows:

General:

- Pupils are expected to follow the same rules for good behaviour and respectful conduct online as offline – See Code of behaviour Policy
- Internet sessions will always be supervised by a teacher.
- Level 4 "Fortiguard Filtering Software" provided by the Nation Centre for Technology in Education (NCTE) is used through the school in order to minimise the risk of exposure to inappropriate material. This level is currently used by the majority of schools in the Republic of Ireland. It allows access to millions of websites including interactive educational games and 'YouTube', while also blocking access to websites belonging to the 'Personal Websites' category and the 'Social Networking' category. Therefore, Websites, Blogs and Apps such as Facebook, Instagram, Snapchat and Tik Tok are not accessible within the school.
- The school and class teachers will regularly monitor students' internet usage.
- 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 external and or portable memory **devices** [1] in school, requires a teacher's permission.
- Pupils will treat others with respect at all times, observe good "netiquette" (i.e. etiquette on the internet) and will not undertake any actions that may bring the school into disrepute.

Education:

- Pupils and teachers will be provided with training in the area of Internet Safety.
- Pupils will be educated on the benefits and risks associated with using the internet.
- The children at Cloonlyon NS will be made aware of the importance of keeping their personal information private.
- The pupils will learn about the importance of informing and telling someone they trust if they feel unsafe or discover something unpleasant.
- The pupils will learn about the importance of treating ICT equipment with care, consideration and respect.
- The Stay Safe programme & Webwise resources will be used to educated the children in various areas of cyber safety.

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[1] For the purpose of this policy, the word "devices" shall be taken to mean any personal electronic item, such as (but not restricted to) an Apple iPad, iPhone, iPod, Android device or tablet, laptops, netbooks, cameras, mobile phones, eReaders, gaming devices such as Nintendo DS, PS Vita, Switch, memory sticks, memory cards, CD-ROMs, DVD discs, and any other digital media devices capable of transmitting data via wireless media transfer such as Air Drop function, found on Apple Devices, etc.

World Wide Web:

- 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 accordance with school procedures.
- Pupils will use the Internet for educational purposes only.
- Pupils will learn <u>not</u> to copy information into assignments without acknowledging the source or author of the original work (plagiarism and copyright infringement).
- Pupils will never disclose or publicise personal information.
- Downloading of materials or images that are not relevant to their studies is in direct breach of the school's acceptable use policy.
- Pupils 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

Email:

- **Only** members of the school staff will have access to a school email address, nevertheless, students may be taught how to use an email.
- Pupils will use a school G-Suite email address, but will **NOT** have access to a personal email account. Usage of these services will be done so under the supervision and guidance of a teacher.
- Pupils will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy, intimidate or degrade another person, via any networking facility used by the school, e.g. Google Meet, Seesaw, Class Dojo.
- Pupils will not reveal their own or other people's personal details; such as addresses, telephone numbers, dates of birth or images which could identify these details.
- Pupils will be educated in the importance of **never** arranging a face-to-face meeting with someone they only know through emails or internet communication.
- Pupils will note that sending and receiving attachments are subject to permission from their teacher.

Internet Chat/Messaging Services:

- Pupils **will not** have access to unsecured chat rooms, discussion forms, messaging boards or any other type of unsecured electronic communication. Where there is a chat facility available, e.g. on Google Meet, Seesaw, Edmodo chat will be only accessible when the teacher allows and will be monitored.
- Chat rooms, discussion forms, messaging or any other electronic communication forms **will only** be used for educational purposes and will always be supervised, e.g. on Google Meet, Seesaw, Edmodo
- Usernames, where possible, will be used to avoid any disclosure of a child's identity.

- Social networking sites including Facebook, Instagram, Snap Chat, Tik Tok are blocked by the School's Broadband Programme filtration system. YouTube is only to be used by the teaching staff and this will be monitored to ensure only suitable material is presented to the children.
- Twitter **will** **only** be used by school staff, in conjunction with the school website, to post children's work & achievements, school news, outings and for other educational purposes and parental information. Communication via this platform will only be done in a public manner and the school account will not respond to direct messages (DMs).

Pupils will have access to a number of educational applications for use of classwork, homework, project work and online lessons where necessary. The main applications used for class work are Google Classroom, Seesaw, Adobe Spark, Kahoot, Edmodo among others.

- Communications between pupils and teacher via each apps messaging facility is **never** private and will be monitored and checked by school regularly.
- All work which is posted to these application will be subject to approval from teacher to ensure it is suitable and in relation to the topic covered.
- Comments on school blog, or work posted to Seesaw blog will be monitored by teachers and they **will** **always** have to approve any comments. Any such comments that are inappropriate, will be deleted and all issues will be dealt with accordingly.

Netiquette:

Netiquette may be defined as appropriate behaviour over computer networks and in particular in the online environment.

- Pupils should always use the internet, network resources, and online sites in a courteous and respectful manner.
- Pupils should be polite, use correct language and not harass others or provoke arguments online.
- Pupils should also recognise that among the valuable content online, there is unverified, incorrect, or inappropriate content.
- Pupils should use trusted sources when conducting research via the internet.
- Pupils should not post anything online that they wouldn't want parents, teachers, or future colleges or employees to see. Once something is online, it is 'out there' – and can sometimes be shared and spread in ways you never intended.

School Website – www.cloonlyonns.ie
- Pupils 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 students or staff.
- The publication of student's work will be coordinated by the teacher.
- Pupils' work will appear in an educational context on Web pages.
- Website using facilities such as comments and user-generated content will be checked frequently to ensure that they do not contain personal details.

- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will only be published on the school website with parental permission and will **never** include identifying information of the child.
- Personal student information including home address and contact details will be omitted from school web pages.
- The school website will avoid publishing the first name and last name of individuals in photographs.
- The school will ensure that the image files are appropriately named and will not use pupils' names in image file names or ALT tags if published on the web.
- Pupils will continue to own the copyright on any work published om school website.

Mobile Phones:

Pupils of St Patrick's NS Cloonlyon, are not permitted to use mobile devices within the school. If a child is required to bring a mobile phone to school to make contact with their parents/guardians after school, the mobile phone **will be** left in the office for the duration of the school day. The school will not accept any responsibility for mobile phones ot other personal devices not handed into the school office.

Personal Devices:

Pupils using their own technology in school, such as (but not restricted to) a mobile phone, smartphone, iPad, iPod, iPhone, gaming device, laptop or tablet device is in direct breach of the school's acceptable use policy, if any of these items are turned on and used in class or during school hours. Exception to this, are those pupils, who have been assigned a specific device to aid in the delivery of teaching and learning in class or at school.

Pupils are prohibited from sending nuisance text messages, electronic messages, or the unauthorised taking of images/video with a camera/mobile phone, still or moving. Students will only use personal handheld/external devices (mobile phones/USB devices etc.) in school if they have permission.

Legislation:

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 Act (2018) [GDPR]
- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

Support Structures:

The school will inform pupils and parents via our website, social media and written notices of key support structures and organisations that deal with illegal material or harmful use of the internet including cyber bullying. The following page has been created on our school website to assist and support our parents:

http://www.cloonlyonns.ie/websites-for-parents.html

Cyberbullying:

Bullying is repeated aggression, verbal, psychological or physical conduct by an individual or group against others. Bullying is always wrong and is unacceptable behaviour which should never be overlooked or ignored.

Cyberbullying refers to bullying which is carried out using the internet, mobile phone or other technological devices. Cyberbullying generally takes a psychological rather than physical form but is often part of a wider pattern of 'traditional' bullying. It can take the form of sending nasty, mean or threatening messages, emails, photos or video clips, silent phone calls, putting up nasty posts or pictures on a message board, website or chat room, saying hurtful things in a chat room, pretending to be someone else in a chat room or message board or text message and saying hurtful things, or accessing someone's accounts to make trouble for them

- Any form of harassment using electronic devices, commonly known as cyberbullying is prohibited and will not be tolerated.
- Pupils are encouraged to report an incident or any communication that constitutes cyberbullying to the school or any member of staff.
- The school will take any report of cyberbullying seriously and will investigate credible reports immediately.
- Pupils who make a report are requested to preserve evidence of cyberbullying, e.g. a screenshot or a copy of an email, text message, picture or any other electronic form.
- Staff will take appropriate action and will bring it to the attention of the principal when pupils report an incident of cyberbullying.
- Staff will attempt to preserve evidence of the cyberbullying and will submit any evidence to the principal.
- Bullying will not be tolerated and parents will be expected to co-operate with the school at all times in dealing with instances of bullying in accordance with the school's Anti-Bullying Policy.

Sanctions:

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

Cloonlyon NS Rules for Responsible Internet Use

The school has installed computers with Internet access to help our learning. These rules will help keep us safe and help us be fair to others.

Using the computers:

1. I will not access other people's files;
2. I will not use floppy disks. CD-ROMs, memory sticks, cameras, iPads, iPads, laptops, mobile phones or MP3 players without the permission of the teacher;
3. I will treat all of the computer equipment with respect.

Using the Internet:

1. The use of the Internet is for educational purposes only;
2. I will not use the Internet, unless given permission by a teacher;
3. I will report any unpleasant material to my teacher immediately because this will help protect other pupils and myself;
4. I understand that the school may check my computer files and may monitor the Internet sites I visit;
5. I will not complete and send forms without permission from my teacher;
6. I will not give my full name, my home address or telephone number when completing forms or while visiting websites;
7. I will not upload or download non-approved material.

Using Chat or Messaging Services:

1. I will ask permission from a teacher before accessing any messaging service;
2. I will immediately report any unpleasant messages sent to me because this would help protect other pupils and myself;
3. I understand that chat/blog or post messages I receive or send may be read by others;
4. The messages I send will be polite and responsible;
5. I will only comment on or chat with people I know, or my teacher has approved;
6. I will not give my full name, my home address or telephone number or that of anyone else;
7. I will not send or open attachments without the permission of the teacher.

<u>I understand that failure to comply with the rules will mean withdrawal of Internet privileges.</u>

Signed: _____

Class: _____

Date: _____

St. Patrick's NS Cloonlyon Letter to Parents

Dear Parents/Guardians,

Re: Internet Permission Form

As part of the school's ICT programme we offer all pupils supervised access to the Internet. This allows pupils' access to a large array of online educational resources that we believe can greatly enhance the learning experience. For children in the senior classes this means researching information, locating material and may involve communicating with children in other schools, both at home and abroad. For children in the junior end of the school they will use the internet to access educational websites that reinforce the work being done in the classroom.

In order to protect your child, the school has installed "Level 4 Fortiguard Filtering Software, provided by the National Centre for Technology in Education (NCTE) which restricts access to inappropriate material and blocks websites belonging to the 'Personal Websites' category and the 'Social Networking' category. Therefore, Websites, Blogs and Apps such as Facebook, Instagram, Snapchat and Tik Tok are not accessible within the school.

Pupils will be supervised at all times while using computers and while accessing the Internet. Children are not allowed access to the Internet without supervision. All staff involved in supervising pupils, while accessing the Internet, will be familiar with the School Acceptable Use Policy and will be aware of its importance.

While Cloonlyon N.S. takes active steps to promote safe use of the Internet, and has taken measures to ensure that suitable restrictions are in place on the ability of pupils to access inappropriate materials, the school cannot be held responsible for the nature or content of materials accessed through the Internet.

Pupils will be given the opportunity to publish projects, art work or school work on the school website, www.cloonlyonns.ie. Occasionally photographs of pupils will be used on the website. Only Christian names will be used to identify pupils, and all efforts will be made to ensure that there is no content published that compromises the safety of pupils and staff.

Parental permission must be given before your child is allowed access to the Internet and to have their work or photograph published on the website.

Please sign the form and return it to the school.

Yours sincerely,

_____

Des Haran, Principal St. Patrick's NS Cloonlyon

St. Patrick's NS Cloonlyon Permission Form

Please review the attached school Internet Acceptable Use Policy, and sign and return this permission form to the Principal. This policy is also available on the school website: **www.cloonlyonns.ie**

(**Please note:** no pupil will be allowed any access to the school I.C.T system without signed agreement to this Acceptable Use Policy from Parent/Guardian and Child)

Name of Pupil: _____

Class Teacher: _____

Pupil:

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: _____

Date: _____

Parent/Guardian:

As the parent or legal guardian of the above student, I/We have read and accept the St Patrick's NS Cloonlyon Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet. I/We understand that Internet access is intended for educational purposes. I/We 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/We accept the above paragraph ☐

I/We 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/We accept the above paragraph ☐

I/We do not accept the above paragraph ☐
(Please tick as appropriate)

Signature(s): _____ _____

Date: _____ _____

AUP checklist:

For an AUP to be robust it needs to be reviewed and updated regularly taking into consideration implementation issues that may arise. The following is a checklist that may be used when developing or revising an AUP.

❒ Have AUP implementation issues arisen since the AUP was designed/revised?

❒ Have these issues been discussed with parents, pupils and teachers and incorporated into an updated AUP?

❒ Given that an AUP is in place, can the school confidently address the following scenarios?

   o A pupil is found using a chat room to arrange a face-to-face

   o The school uses filtering software but a student accidentally accesses

   o A pupil publishes defamatory information on a personal website

❒ Has the AUP had a positive impact on curriculum delivery?

❒ Has internal or external expertise assisted the formulation or reformulation of the AUP?

❒ Has the AUP as a code of Internet use transferred to home use?

❒ Does an open dialogue exist between pupils and teachers relating to Internet misuse and safety issues?

❒ Are teachers' and pupils' internet safety training needs being met?

Review:

Timeframe for Review: _____/_____/_____ (Every 2 years thereafter)

Responsibility for Review: _____

Ratification & Communication

Ratified by Board of Management on_____/_____/_____

Signed _____

   Chairperson, Board of Management