

Internet Acceptable Use Policy

|  |  |
| --- | --- |
| Address | Newcastle Road, Galway |
| Telephone | 091525904 |
| Email | scoilchroiiosa@gmail.com |
| Website | http://www.scoilchroiiosa.ie |
|  |  |
| School Name | Scoil Chroí Íosa |

Contents

1. Title and Details

2. General Approach

3. Content Filtering

4. Web Browsing and Downloading

5. Email and Messaging

6. Social Media

7. Personal Devices

8. Images & Video

9. Cyberbullying

10. School Websites

11. Online and Live classes/meets

12. Permission Form

1. 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. The school’s online learning space is a system based around Google Apps for Education.

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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

With a classroom teacher acting as a guide/moderator, pupils may use these tools for a range tasks, such as (but not limited to): Compiling research, Classroom discussions, Multi-media projects, Group projects, Reports, Demonstrations, Assignment completion, Classroom support, homework tuition, parent assistance etc. Pupil use of web-based tools is for educational purposes only and at the direction and under the supervision of a teacher.

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 Chroí Íosa

* It also applies to members of staff, volunteers, parents, carers and others who access the internet in Scoil Chroí Íosa.
* A child friendly charter will be drawn up to guide children on the safe and acceptable use of the internet and digital resources in the school

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 Chroí Íosa 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 CSPE curriculum.
* Teachers will be provided with continuing professional development opportunities in the area of internet safety.
* Scoil Chroí Íosa participates in Safer Internet Day activities to promote safer more effective use of the internet.

This policy and its implementation will be reviewed 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, SET, HSCL, parent focus group

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

3. Content Filtering

Filtering software from the NCTE is used in order to minimise the risk of exposure to inappropriate material.

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

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 will report accidental accessing of inappropriate materials in school but outside the classroom to the teacher or principal

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 and career 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.

* Downloading by pupils of materials or images not relevant to their studies is not allowed.

5. Email and Messaging

* each parent has been allocated an @scoilchroiiosa.ie email account for use with their child to support remote learning. Passwords and set up details are communicated to parents who are then responsible for activation of these accounts. By activating the account and entering the Google Classroom, parents are consenting to use of the platform and its associated suite of tools to support their child’s remote learning and to the guidelines outlined in this policy
* The use of personal email accounts is not allowed at Scoil Chroí Íosa.
* 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 will not use of school email accounts or personal emails.

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.

6. Social Media

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

* Use of instant messaging services and apps including Snapchat, WhatsApp, G Chat etc. is not allowed in Scoil Chroí Íosa.
* Use of blogs such as Word Press, Tumblr etc. is allowed in Scoil Chroí Íosa with express permission from teaching staff.
* Use of video streaming sites such as YouTube and Vimeo etc. is with express permission from teaching staff.

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 or other members of the Scoil Chroí Íosa community

Staff and pupils must not discuss personal information about pupils, staff and other members of the Scoil Chroí Íosa 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 Chroí Íosa into disrepute.

Staff and pupils must not represent your personal views as those of bring Scoil Chroí Íosa on any social medium.

7. Personal Devices

Staff and 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, and digital music players in Scoil Chroí Íosa:

* Pupils are only allowed to bring personal internet-enabled devices into Scoil Chroí Íosa with expressed permission from staff.
* Mobile phones should be switched off on arrival at school, handed to the class teacher or principal and may not be switch on until after normal hours. If Pupils wish to contact parents or vice versa, during school hours contact should be made through the school secretary. School staff may confiscate a phone or device if they believe it is being used to contravene the schools behaviour or bullying policy. The phone or device might be searched by the Senior Management team with the consent of the pupil or parent/carer. The Bluetooth and Wi Fi function of a mobile phone should be switched off at all times and not be used to send images or files to other mobile phones. Electronic devices of all kinds that are brought in to school are the responsibility of the user. The school accepts no responsibility for the loss, theft or damage of such items. Nor will the school accept responsibility for any adverse health effects caused by any such devices either potential or actual.

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 Chroí Íosa 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 allowed once care is taken that no harm is done to staff or pupils of Scoil Chroí Íosa

Taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from staff.

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 and another pupil or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

Measures are taken 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.

Measures are taken by Scoil Chroí Íosa 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.

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.

10. 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 loaded to the school’s website.

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 will be pre-moderated and checked frequently to ensure that they do not contain any inappropriate or offensive content.

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 Chroí Íosa web pages.

The Scoil Chroí Íosa will avoid publishing the first name and last name of pupils in video or photograph captions published online.

**Guidelines for Parents**:

The safety of our children on the web is of utmost importance.

 ∙ If students need to use the internet for homework, it is the responsibility of the parent(s) to supervise their work.

∙ 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.

∙ Parents are always encouraged to review the online activities of your child. If at any time you have questions about our projects or our use of these tools, please contact your child’s teacher(s). As specific projects are created, teachers will share how they can be viewed at home. The school will inform pupils and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet. The use of the internet and associated educational applications will greatly enhance teaching and learning in our school if used respectfully in accordance with the guidelines outlined in this policy.

11.Live online classes/meets:

The preferred platform for remote learning is Google Classroom, incorporating all the tools of the GSuite. Where necessary to support remote learning teachers may organise a live Google Meet to reflect on schoolwork, make corrections, teach new material, get feedback from pupils and interact with the class to promote social skills and maintain a link with school. The following guidelines are in place to ensure the safest possible experience:

* each parent has been allocated an @scoilchroiiosa.ie account for use with their child to support remote learning. Passwords and set up details are communicated to parents who are then responsible for activation of these accounts. By activating the account and entering the Google Classroom, parents are consenting to use of the platform and its associated suite of tools to support their child’s remote learning and to the guidelines outlined in this policy
* by logging in to the google meet you are consenting to your child's participation
* a parent should be close by and within 'earshot' of their child for the duration of the call
* your child should be appropriately dressed and should not join the video call from the bedroom, instead a communal area should be used
* all children or family members in view/earshot should behave respectfully at all times
* videoing/recording or taking photos of the video call is not permitted
* the teacher reserves the right to switch off or disengage any student who does not comply with the above guidelines or who is deemed to be behaving in a manner not in keeping with the school’s code of behaviour
* it is the duty of parents to oversee the content their child submits to the teacher/online platform and all communications should be respectful

Permission Form

Legislation Information is available on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with: Data Protection (Amendment) Act 2003Child Trafficking and Pornography Act 1998Interception Act 1993Video Recordings Act 1989The Data Protection Act 1988

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

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 name (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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.

Parent/guardian signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_