St. Fiacc's NS

Internet Acceptable Use Policy

Formulated/Ratified/Reviewed	By
30/09/2020	BOM

Signed Chairperson BOM

Lia Dooley

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St. Fiacc's N.S.
Fírinne le Misneach

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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.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

This Acceptable Use Policy applies to pupils who have access to and are users of the internet in St. Fiacc's NS .

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.

St. Fiacc's NS 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 St. Fiacc's NS will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

St. Fiacc's NS implements the following strategies on promoting safer use of the internet :

This policy and its implementation will be reviewed annually by the following stakeholders:

- Board of Management, teaching staff, and pupils.

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:

Should serious online safety incidents take place, ICT coordinator Mr Pauric Bolton should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by ICT coordinator Mr Pauric Bolton.

This Policy should be read in conjunction with the following Policies:

- Child Safeguarding Statement & Risk Assessment.
- Online Learning Policy (COVID 19)
- Anti Cyberbullying Policy
- Anti Bullying Policy
- Code of Behaviour
- ICT Policy
- Safety Statement

Content Filtering

St. Fiacc's NS has chosen to implement the following level on content filtering on the Schools Broadband Network:

- Level 4 This level allows access to millions of websites including games and YouTube 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.

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 class 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 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.

Email and Messaging

Staff must follow the AUP protocol for e-mail communication with students.

Staff shall only use secure work e-mail accounts and not their personal accounts for work related e-mails containing the personal data of students.

Teachers shall ensure that they are sending e-mails to the correct recipient(s), particularly where the e-mails involve large amounts of personal data, to avoid data breaches. They shall avoid using personal/confidential data in subject lines and ensure they are sending e-mails to the correct recipient(s), including the correct use of the "blind copy" function when e-mailing multiple people so as not to share other peoples' e-mail addresses.

Pupils will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

Pupils will use school email accounts from 3rd - 6th.

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.

Social Media

The following statements apply to the use of messaging, blogging and video streaming services in St. Fiacc's NS:

- Use of instant messaging services and apps including Snapchat, Whats Apps, Tik Tok etc. is not allowed in St. Fiacc's NS.
- Use of blogs such as Word Press, Tumblr etc. is allowed in St. Fiacc's NS with express permission from teaching staff.
- Use of video streaming sites such as YouTube and Vimeo etc. is allowed 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, other members of the St. Fiacc's NS community

Staff and pupils must not discuss personal information about pupils, staff and other members of the St. Fiacc's NS 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 St. Fiacc's NS into disrepute.

Staff and pupils must not represent your personal views as those of St. Fiacc's NS on any social medium.

Text messaging/WhatsApp

Whilst it is acceptable to text parent(s)/guardian(s) regarding their child, teachers/SNAs should not text/engage in texting with primary school students. Any contact via text message should be done via the parent(s)/guardian(s).

Whilst WhatsApp or similar platforms can be a useful tool insofar as teachers/SNAs can send group messages and can check whether messages have been received properly and read by the receivers, WhatsApp and text messaging can pose particular risks from both a child protection and data protection perspective, for example where devices are lost or stolen.

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, and digital music players in St. Fiacc's NS :

- Pupils are not allowed to bring personal internet-enabled devices into St. Fiacc's NS.

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 St. Fiacc's NS 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 St. Fiacc's NS .

Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.

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.

ZOOM

It is important that teachers/SNAs maintain safe and ethical use of the internet whilst engaging with students on video platforms such as Zoom. The following Rules apply:

- Pupils must be in a safe and appropriate location and should not have access to mobile phones.
- Teachers/SNAs should log out, mute or turn off the video as appropriate.
- Teachers/SNAs should disable chat functions and an agreed procedure is in place to deal with any issues that arise where a host (teacher/SNA) loses connection to the online platform. In this situation the host ends the Zoom session.
- Teachers/SNAs should be conscious about what students can see in the background of the video (inappropriate artworks, personal photographs

etc.). They should be wary of accidentally sharing screens with students or posting potentially inappropriate pictures.

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.

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.

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.

St. Fiacc's NS will use only digital photographs, audio or video clips of focusing on group activities. Content focusing on individual students will only be published on the school website with parental permission.

Personal student information including home address and contact details will not be published on St. Fiacc's NS web pages.

The St. Fiacc's NS will avoid publishing the first name and last name of pupils in video or photograph captions published online.

Permission Form

Legislation
The school will provide information on the following legislation relating to use of the Internet which teachers 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 (where applicable): _____

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.

I consent to my child using the digital learning platforms See Saw and Google Classroom

Signature: _____ Date: _____