

# Internet Acceptable Use Policy



## Introduction

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions as outlined in this AUP will be imposed. The safety of the pupils, as well as our school, is of paramount importance. It is envisaged that school and BOM will review and revise the AUP as needed. The AUP should be read carefully to ensure that the conditions of use are accepted and understood before signing your acceptance of all policies in Carrig N.S on enrolment.

This policy has been developed by a working group including: Principal, Deputy Principal, teachers, parents/carers, and representatives of the Board of Management.

The implementation of this Internet Acceptable Use policy will be monitored by all the class teachers.

## School Strategy

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 by a teacher. Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material. Virus protection software will be used and updated on a regular basis.

Uploading and downloading of non-approved software will not be permitted.

Pupils from 2nd to 6th classes, teachers and parents will be provided with talks/workshops in the area of Internet safety when available from outside agencies.

Internet safety will be discussed in every class and taught under SPHE and under the Stay Safe programme.

Parents are encouraged to speak to their children about e-safety. Useful information for parents on the internet can be found at [www.webwise.ie](http://www.webwise.ie) and <http://www.ncte.ie/InternetSafety/>

Pupils in Carrig N.S. will conduct their online behaviour and language as would be expected of them in school, in class and yard, and will not undertake any actions that may bring the school into disrepute.

It is important to note that as per the school's Code of Behaviour and Anti-Bullying Policy parents/guardians and students should be aware that placing a once-off, offensive or hurtful internet 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.

## Legislation

The school will provide information on the following legislation relating to use of the Internet with which teachers, students and parents should familiarise themselves.

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988
- Children First 2018
- EU General Data Protection Regulations 2018
- Anti-Bullying Guidelines for Primary Schools 2013

## Critical Incident and Social Media Use

Carrig NS recognises that social media is now part of everyday communication and information sharing. In the event of a Critical Incident, the school community (staff, children and other relevant community members) are asked to respect the privacy and sensitivities of individuals or families involved by carefully considering whether indeed they should post any comments on social media. The school also reminds parents/guardians to discuss social media use with their children and advise that its use is monitored more actively following a crisis.

## Content Filtering

Carrig N.S. 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 principal or deputy 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.

Use of torrent sites is not allowed.

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

## **iPads**

iPad sessions will always be supervised by a teacher or SNA and used only in educational contexts.

The camera and video functions are enabled on all of the iPads. This function is used only when expressly sanctioned by a teacher to take photographs and audio clips which are used for school work.

## **Email and Messaging**

The use of personal email accounts is not allowed at Carrig N.S. on student devices.

## **Social Media**

The following statements apply to the use of messaging, blogging and video streaming services in Carrig N.S.:

Use of instant messaging services and apps including Snapchat, WhatsApp, G Chat etc. is not allowed in Carrig N.S.

Use of blogs such as Word Press, Tumblr etc. are allowed in Carrig N.S. 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, other members of the Carrig N.S. community

Staff and pupils must not discuss personal information about pupils, staff and other members of the Carrig N.S. 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 Carrig N.S. into disrepute.

## **Personal Devices**

Pupils are not allowed to bring personal internet-enabled devices into Carrig N.S.

All personal devices outside of the school's own approved devices that have the capability of taking photographs or recording video or audio, such as iPads, iPods, tablets, MP3 players, DS or PSP consoles, and any other items not listed here but with these capabilities, are forbidden within the school grounds. Pupils are not permitted to have a smart watch or other social media devices in school.

Please note that pupils are only permitted to have a mobile phone if a parent specifically gives a written request for this. Any phones which may be brought to school are handed to the class teacher in the morning and collected at the end of the school day. Any pupil who retains the phone during school hours is subject to the school's disciplinary procedures.

***Note: Neither the class teacher nor the school will be held liable for any personal devices lost, stolen, or damaged on school property.***

Any pupil found to be in possession of any of the items not permitted mentioned above (and any not listed but with the capabilities mentioned above) will have the item confiscated immediately and it can only be returned by having a parent visit the School Principal to request its return.

## **Personal Device Exceptions**

Students may have access to a mobile phone if it is needed for medical reasons e.g., the monitoring of blood sugar levels for children with diabetes.

In this instance, the principal and class teacher must be made aware that a student has a mobile phone in their possession. The mobile phone is to be stored in the child's diabetic kit bag. The mobile phone can be connected to Bluetooth, as Bluetooth is necessary to monitor blood sugar levels and will signal when levels are high or low. However, the camera is to be disabled on the phone and the phone should not be connected to the internet.

## **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 Carrig N.S. pupils must not take, use, share, publish or distribute images of others without their permission.

Taking photos, videos or voice recordings on school grounds or when participating in school activities is not allowed under any circumstances.

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.

## **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. Additionally, the posting of an offensive comment online is considered as cyberbullying, due to its potential to be circulated to many users. Such incidents of cyberbullying will be dealt with under the Carrig NS 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 Carrig NS 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

## **School Website**

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.

The publication of student work will be coordinated by a teacher.

Carrig N.S. will use only 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.

Personal student information including home address and contact details will not be published on Carrig N.S. web pages.

Carrig N.S. will avoid publishing the first name and last name of pupils in video or photograph captions published online.

## **X (previously Twitter)**

The school also has an X account @carrigns1914, where regular updates of school news, notices and activities are provided via this medium. The school may publish projects, artwork or school work and will ensure that published content will not compromise the safety, privacy, or reputation of students or staff.

Carrig NS also reXeets or 'shares' relevant information to other X users as appropriate. The school X and Facebook account is managed by staff member/s on behalf of the school.

## **Aladdin Schools**

'Aladdin' is a management information system used for administration purposes in Carrig N.S. This administration system stores one or two parent email addresses and also phone numbers for each family. Parents are required to let the school know if they have changed their email address or phone number(s). Aladdin Connect is an additional portal which allows parents secure access to messages from the school and to details of their child's attendance, test results, and report cards. It also facilitates e-Payments and permission slips for various activities during the year. This is done through a secure login for parents by computer, laptop or smart phone. Aladdin data is fully encrypted and is stored and processed in compliance with Irish and European data protection laws. All data stored on Aladdin for school purposes is secured with passwords only known to the school's administrator. Teachers have access to data relevant to their class only.

## Online Learning Programmes

Students may be signed up to online learning programmes such as Spellingsforme, IXL, or other programmes, as approved by the principal, to give access to specific digital learning materials and allow teachers to monitor individual progress. Private details, other than a child's name, will not be shared unnecessarily with these programmes though some require an age, reading level or class level. It may be necessary to give a parental email address so that consent to use some sites can be given.

## Distance Learning

In Circumstances where teaching cannot be conducted on the school premises, teachers may use the following tools and platforms to assist with remote teaching and learning;

- Aladdin Connect
- Online versions of school text books accessible on publisher's websites e.g., CJ Fallon, Folens, Educational Co.
- Google; Slides and Gmail under the @carrigns.ie class email/teacher email account.
- SeeSaw.
- Powerpoint.
- Padlet.
- Scoilnet and websites/apps recommended by Scoilnet and the PDST/DES.
- Teacher made videos and voice memos.

This list is not exhaustive and teachers may use other platforms once approved in advance by the Principal.

The school has signed up to the terms of service of online platforms in use by the school and has enabled the most up to date security and privacy features which these online platforms provide.

In the case of SeeSaw parents/guardians must provide written consent to enable school/teacher to use this platform to provide and review children's work.

All email correspondence should remain courteous and professional. Teachers will reply to emails in a timely fashion.

In the case of children with special educational needs the child's Special Needs Assistant or Special Education Teacher may use phone/text communication as well as email communication (as per DES Guidelines on the Continuity of Schooling for SEN Pupils). All call/text communication will be via the phone of the parent/guardian and should be arranged in advance. The parent/guardian is required to remain with their child for the duration of the call.

To facilitate and support online learning and safety for all parents are required to monitor their child's online learning at all times.



## **Sanctions:**

Misuse of the Internet and/or any of the ICT equipment/resources in our school or failure to follow the expected behaviour laid out in this AUP may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities

Carrig N.S. 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 Carrig N.S. will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

## **ACCEPTABLE USE POLICY FOR PARENTS/GUARDIANS & PARENTS' ASSOCIATION**

- Parents/Guardians must not use social media or the internet in any way to harass, insult, abuse or defame pupils, their family members, staff, other members of the school community.
- Parents/Guardians must not engage in activities involving social media or any form of communications technology, which could bring Carrig NS into disrepute.
- Parents assisting with classroom activities should not make use of social media sites while involved in such activities.
- Parents/Guardians must not represent their own personal views as those of being of Carrig NS on any social medium
- Parents/Guardians should ensure that their child/ren adhere to the minimum age requirements for the use of messaging services and social networks.

**IMPORTANT NOTE: Parents/Guardians are expected to take responsibility for their child's use of digital technologies and electronic devices (including mobile phones) and should monitor their child/ren'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.**

**Carrig NS will, where possible, inform parents/guardians of reported incidents of inappropriate online behaviour.**

## **ACCEPTABLE USE POLICY FOR SCHOOL STAFF & AUTHORIZED VISITORS / OUTSIDE AGENCIES**

### **STAFF/VISITORS: Email and Messaging**

- Staff members are provided with an email address (classname@carrigns.ie)
- Staff members are responsible for password protecting their school email accounts
- Staff must ensure that their @carrigns.ie email address is used for professional purposes only.
- Staff must not use school email addresses to set up personal/social media accounts.

### **STAFF/VISITORS: 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 Carrig NS 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 Carrig NS into disrepute.
- Staff and authorised school visitors/agencies must not represent their own personal views as those of being of Carrig NS on any social medium.
- All school staff should take appropriate measures to manage their online privacy and professional reputation while engaging with social media on a personal basis. (see Webwise.ie and INTO.ie for specific advice on this)
- Staff are advised NOT to accept ex-students under 18 years of age as friends on personal Social Media sites.
- Staff authorised school visitors/agencies will adhere to the school guidelines on the use of personal Mobile Phones & Electronic Devices Policy during the school day

### **Revisions to this Document:**

This AUP Plan will be updated to keep up to date with new and emerging technologies that may or may not be used in Carrig N.S, in order to keep our pupils and staff safe and aware of such new advances in technologies.

Updates to this document will be communicated through the school's website.

### **Ratification, communication, monitoring and review**

This policy was ratified and reviewed by the BOM on 23<sup>rd</sup> October 2023 and communicated to parents thereafter.

### **Review Timetable**

This policy will be reviewed in 3 years time and amended as necessary by means of a whole school collaborative process.

## Permission Form

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: \_\_\_\_\_

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.

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

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

School Name:

Name of Student: \_\_\_\_\_

Class/Year: \_\_\_\_\_

Student: \_\_\_\_\_