

Internet Acceptable Use Policy

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

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed. This AUP refers to use of Internet both in school and during any school outing (e.g. tour, educational trip etc.)

The policy applies to the use of Internet and technology resources while on school premises and the use of any school resources that can be accessed outside of school.

Our School:

School Name	St. Michael's N.S.
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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. The policy applies to the use of Internet and technology resources while on school premises and the use of any school resources that can be accessed outside of school.

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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.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

- 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 St. Michael's N.S.

- It also applies to members of staff, volunteers, parents, carers and others who access the internet in St. Michael'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. Michael's 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 St. Michael's 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.

St. Michael's N.S. 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 curriculum.

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- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- St. Michael's N.S. 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, and support staff.

This policy has been developed by a working group and was ratified by the Board of Management.

The school will monitor the impact of the policy using:

- Logs of reported incidents.
- Monitoring logs of internet activity (including sites visited).
- Surveys and/or questionnaires of pupils, parents, and teaching staff.

Should serious online safety incidents take place, a teacher/DLP or DDLP should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by the BOM and staff.

Internet Safety Advice Useful websites for further information on online and communications technology.

- Get With it (Parents Guide to Cyberbullying)
- 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)
- www.ncte.ie (Information on ICT in Education)
- www.saferinternetday.ie (includes information on Safer Internet Day)

Content Filtering

St. Michael's N.S. has chosen to implement the following level on content filtering on the Schools Broadband Network:

- Level 6: This is the widest level of content filtering available. This level allows access to millions of websites including games and YouTube and allows access to personal websites category, and other similar types of websites, such as blogs. It allows 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 a teacher/DLP or DDLP.

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 file sharing and torrent sites is allowed with staff permission.
- Downloading by pupils of materials or images not relevant to their studies is not allowed.

Email and Messaging

- The use of personal email accounts is only allowed at St. Michael's N.S. with expressed permission from members of the teaching staff.

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 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.

Social Media

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

- Use of blogs such as Word Press, Scoilnet etc. is allowed in St. Michael'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.

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 should be dealt with, as appropriate, in accordance with the school's code of behaviour.

However, in the context of this policy, a once-off offensive or hurtful public 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.

Negative behaviour that does not meet this definition of bullying will be dealt with in accordance with the school's code of behaviour.

Parents, 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. Michael's N.S. community.

Many social media sites have minimum age requirements. While the school cannot monitor this, your caution is advised in this matter.

Staff and pupils must not discuss personal information about pupils, staff and other members of the St. Michael's 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.

Parents, Staff and pupils must not engage in activities involving social media which might bring St. Michael's N.S. into disrepute.

Parents, Staff and pupils must not represent your personal views as being those of St. Michael's N.S. on any social medium.

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From September 2020 our School uses G-Suite as a learning platform. All students and teachers will be given a G Suite Account for Education ending in @cloonacoolns.com

- any child misusing their account in any way will have their G-suite account suspended.
- children will be advised about acceptable conduct and use when using G-Suite.
- Only members of the current student, parent/carers and staff community will have access to the School's G-Suite account
- All users will be mindful of copyright issues and will only upload appropriate content.
- When staff, students, etc. leave the school their account or rights to specific school areas will be disabled, deleted or transferred to their new establishment.
- Any concerns about content on G-Suite accounts may be recorded and dealt with in the following ways: ■ The user will be asked to remove any material deemed to be inappropriate or offensive. ■ The material will be removed by the site administrator if the user does not comply. ■ Access to G-Suite for the user may be suspended. ■ The user will need to discuss the issues with the Principal before reinstatement. A student's parent/guardian may be informed.

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

- If children need to use the internet for homework or for distance learning, 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.
- Please do not "tag" photographs or any other content which would identify any children or staff in the school. If you are uploading a photograph, please ensure that it does not identify the child in any way.
- Please ensure that online messages and comments to the school are respectful. Any messages written on social media are treated in the same way as written messages to the school.
- Avoid any negative conversations about children, staff or parents on social media accounts.

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- Parents or students should not request to “friend” a member of staff in the school. The staff would like to keep their personal lives personal. Staff have the right to ignore requests on Facebook or other social network requests.
- 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 students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

PARENTS’ ASSOCIATION:

The Parents’ Association communicates with parents using a variety of methods including mailing lists and form of social media. The Parents’ Association currently host a PA Facebook Page. The purpose of the St. Michael’s N.S. PA facebook account is to communicate with and promote specific PA activities and events/ meetings etc to the parent body. All content posted by the PA will abide by copyright, child protection legislation, privacy and data protection law. The PA do not use the PA Facebook site, page or groups to express personal opinions or create, transmit, display publish or forward any material that is likely to harass, cause offence to any person or bring the school into disrepute.

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. Pupils using their own technology in school, such as leaving a mobile phone turned on or using it in class is in direct breach of the school's acceptable usage policy.

The following statements apply to the use of internet-enabled devices such as tablets, gaming devices, and digital music players in St. Michael's N.S.:

- Pupils are only allowed to bring personal internet-enabled devices into St. Michael's NS with expressed permission from staff.
- Pupils are only allowed to use personal internet-enabled devices during lessons with expressed permission from teaching staff.

Children are not allowed to use mobile phones in the school. If a child is required to bring a phone to school to make contact with their parents after school, the mobile phone should be left in the office for the school day. The school will not accept responsibility for mobile phones not handed into the office.

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. Michael's N.S. 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 only allowed with expressed permission from staff.

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

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

Measures are taken by St. Michael's N.S. 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.

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

St. Michael's NS will avoid publishing the full name of pupils in video or photograph captions published online. Photographs, audio and video clips will be used. These are not password protected.

This policy was reviewed May 2020 during school closures and again August 2020. During this time remote learning is provided via our school blog. Each class teacher has individual class blog which is updated on a daily basis. Samples of children's work are included in these class blogs. Teachers have individual gmail addresses which are utilized to facilitate communication with parents.

Teachers in St Michael's N.S. may choose to use a number of tools for classroom communication. Examples include Google Classroom, Webex, Zoom, SeeSaw, and ClassDojo. Some of these tools provide synchronous video opportunities whereby a staff member directly speaks to the children live - e.g. through a webinar or online meeting. The staff member invites pupils and their families to these meetings using a code. The following are ground rules for synchronous lessons online.

- All meetings will be password protected
- All people involved in the meeting will conduct themselves in a similar manner that would be expected in a regular class.
- The staff member has the right to ask any person being disruptive to leave from a synchronous lesson.

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- Family members are encouraged to monitor all online interactions from the pupil.
- Staff will not meet any child alone using an online meeting. If there is a need for a meeting between a child with a staff member, another adult must be present at the meeting and/or the meeting must be recorded.
- While chat may be available in an online meeting, it is the responsibility of the child's family to ensure that any interaction is appropriate. Any interaction from a pupil that could be deemed as inappropriate may result in the child's removal from the lesson or, where appropriate, a referral re Child Protection.

Sanctions

Misuse of the Internet 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.

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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: _____

Ratification and Communication

This plan was communicated to all parents during Term 3 2019

This plan was reviewed May 2020 due to school closure and again in August 2020 as we have introduced Google classroom and G Suite as a learning platform.

This initial plan was ratified by the BOM on 7th of May 2019 and subsequent reviews and is available to view on our school website.

Signed: Fr Peter Gallagher
Chairperson BOM