

Internet Acceptable Use **Policy**

Catherine McAuley National School
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Internet Acceptable Use Policy

Introduction

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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

General Approach

When using the internet pupils, parents and staff are expected:

- To treat others with respect at all times, observe good “netiquette”.
- 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.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- This Acceptable Use Policy applies to pupils who have access to and are users of the internet in Catherine McAuley N.S. It also applies to members of staff, volunteers, parents, carers and others who access the internet in Catherine McAuley N.S.
- 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.
- Catherine McAuley 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 Catherine McAuley 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. Please see our Anti-Bullying Policy for more information regarding this.

- Level 4 “Fortiguard Filtering Software” provided by the National 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 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 Instagram, Snapchat and Facebook are not accessible within the school. The school and teachers will regularly monitor pupils' Internet usage.

Education

Catherine McAuley 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 and Stay Safe curriculum.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- The children at Catherine McAuley N.S. will be made aware of the importance of being aware of their online privacy settings.
- The students will learn about the importance of informing and telling someone they trust if they feel unsafe or discover something unpleasant.
- The children will learn about the importance of treating ICT equipment with care, consideration and respect.

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

Web Browsing and Downloading

- Internet will be used for educational purposes only

- Internet sessions will always be supervised by a teacher
- Pupils will seek permission before entering any Internet site, unless previously approved by a teacher
- Filtering software will be used to minimise the risk of exposure to inappropriate material
- The school will regularly monitor pupils' internet usage
- Teachers will be made aware of internet safety issues
- Uploading and downloading of non-approved material is banned
- Virus protection software will be used and updated on a regular basis
- The use of personal, external storage devices or USB's in school requires a teacher's permission
- 'YouTube' (and similar sites) can be accessed only under the supervision and direction of the teacher.

Email and Messaging

- Pupils should not under any circumstances share their email account login details with others.
- 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 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 Catherine McAuley N.S.:

- Use of instant messaging services and apps including Snapchat, Whats Apps, G Chat etc. is not allowed in Catherine McAuley N.S.
- No use of social media is permitted in school.
- 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 Catherine McAuley N.S. community
- Staff and pupils must not discuss personal information about pupils, staff and other members of the Catherine McAuley 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.

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, laptops, and digital music players in Catherine McAuley N.S:

- Pupils are only allowed to bring personal internet-enabled devices into Catherine McAuley N.S. with expressed permission from staff for educational purposes.
- Pupils are only allowed to use personal internet-enabled devices during lessons with expressed permission from teaching staff.
- Pupils are only allowed to use personal internet-enabled devices during social time with expressed permission from staff.
- Under no circumstances are mobile phones permitted to be brought to school or used by pupils.
- Laptops and tablets are only allowed to be brought to school when stored out of student's reach on the school bus, and provided that the student and their parent(s) sign the written agreement in appendix 1.
- The school accepts no responsibility for loss or damage to student's own technology on the bus or on school grounds.
- Audio recording of any person: student, teacher or parent is not permitted.

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 Catherine McAuley N.S. pupils must not take, use, share, publish or distribute images of others.
- Taking photos or videos by pupils on school grounds or when participating in school activities is not allowed under any circumstances.
- Written permission from parents or carers will be obtained at the beginning of the year before photographs of pupils are published on the school website. Photos of individual pupils will not be published on the school website/blog/twitter account. Names will not be captioned in photos.
- 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.

Legislation

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

- Data Protection (Amendment) Act 2018
- EU General Data Personal Regulation (GDPR)
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

School Website

School Website – www.catherinemcauleyns.ie

- Pupils will be given the opportunity to publish projects, artwork or school work on the school website.
- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- The publication of student work will be coordinated by a teacher.
- Pupils' work will appear in an educational context on Web pages.
- Digital photographs, audio or video clips will feature groups of children only.
- The school will endeavor to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- The school website will avoid publishing the names of individuals in photographs.
- The school will ensure that the image files are appropriately named – 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.

Appendix 1: In-school use of personal technology agreement

Laptops/devices which have assigned to children by the DES, or provided from home are an essential tool in their learning both in school and at home.

In line with our Acceptable Use policy, they **cannot** be used while travelling to and from school on the buses due to the identified level of risk in our child safeguarding risk assessment: specifically unsupervised camera use/internet access.

It is our school policy to allow children who are willing to store their **laptop/device** for the duration of their time on the bus in a place allocated by the driver, to bring them to and from school on a daily basis. The device must be shut down completely during the journey.

This agreement undersigned by parents and children indicates that children will not attempt to access their laptop/device while on the bus.

Any breach of this agreement will result in the loss of this privilege.

This is in order to protect the safety and welfare of all our children, while allowing for maximum use of essential IT resources to access the curriculum.

Mobiles phones are not permitted to be brought to school at any time, for any reason.

I ----- agree to store my **laptop/device** out of use on the bus every day so that I may use it both at home and school, but not on the bus. (Signature of child above)

I agree to the above terms, and understand that my child is not permitted to access their **laptop/device**, or anyone else's device while on the bus. I also accept that Catherine McAuley NS is not liable for damage to or loss of my child's **laptop/device**.

Signature of parent/guardian:
