

Internet Acceptable Use Policy

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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

**Note:** This AUP is subject to revision. The version that is in effect is published on the website.

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 Treasa N.S.

* It also applies to members of staff, volunteers, parents, carers and others who access the internet in Scoil Treasa 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.

Scoil Treasa N.S. will deal with incidents to the best of its ability, that impact on the wellbeing of pupils or staff under this policy and associated codes of behaviour and anti-bullying policies.

Scoil Treasa 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 school curriculum.
* Teachers will be provided with continuing professional development opportunities in the area of internet safety.

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 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:

* Logs of reported incidents.
* Surveys and/or questionnaires of pupils.

Should serious online safety incidents take place, Mr. O Meara (Principal) should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by ICT committee.

Content Filtering

Scoil Treasa 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 website’s 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, 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 access of inappropriate materials in school but outside the classroom to Mr. O Meara (Principal).

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 activities.

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

* The use of personal email accounts by parents and staff is allowed at certain times at Scoil Treasa N.S.
* Pupils should not under any circumstances share their email account login details with other pupils. (The email accounts are inactive and only used for logging in to their own Google account.)
* Pupils should not use school email accounts (@scoiltreasa.ie) to register for online services such as social networking services, apps, and games.

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.

Social Media

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

* Use of instant messaging services and apps including Snapchat, Whats Apps, G Chat etc. for students is not allowed in Scoil Treasa N.S.
* Use of blogs such as WordPress, Tumblr etc. is not allowed in Scoil Treasa N.S.
* 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 Scoil Treasa N.S. community

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

Staff and pupils must not represent your personal views as those of Scoil Treasa N.S. on any social medium.

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 Scoil Treasa N.S.:

* Pupils are only allowed to use personal internet-enabled devices during lessons with expressed permission from teaching staff.

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 Treasa 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.

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. The prevention of cyberbullying is an integral part of the anti-bullying policy of our school.

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.

Scoil Treasa N.S. will use only digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will only publish the child’s first name.

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

Google for Education

Google for Education is a new platform which the school is using to assist learning using cloud technology. Your child will have access to his/her own google account within and outside school hours. These accounts are used for educational purposes only.

Distance Learning

Guidelines for parents for good online communication in Scoil Treasa NS:

1. Under no circumstances can pictures or recordings be taken of video calls.
2. Staff, families and students are expected to behave in an appropriate, safe, respectful and kind manner online.
3. It is the duty of parents/guardians to supervise children while they are working online and participating in Google Meet.
4. Parents should ensure any content the student is submitting to his/her teacher is appropriate.
5. Staff members can communicate with pupils and their families via Aladdin or through Google Classroom and school email. Any electronic forms of communication will be for educational purposes and to allow for communication with families.
6. Students and staff will communicate using Google Classroom, Aladdin and school email accounts which have been approved by the school and of which parents have been notified
7. For Google Meet calls, by virtue of the pupil logging on to the call, permission is assumed.
8. Scoil Treasa cannot accept responsibility for the security of online platforms, in the event that they are hacked.
9. Communication using a mobile phone, where it is necessary, staff members will ensure that their caller ID is private.

Guidelines for staff members using online communication methods:

1. Staff members will communicate with pupils and families during the hours of 9.20am - 3pm, where possible.
2. Staff members will have high expectations regarding pupil behaviour, with any communication which takes place online.
3. Staff members will seek to become familiar with Google Classroom and associated apps before using them with pupils.
4. Staff will check that consent has been given, before setting up a pupil profile for an online app.
5. Staff members will report any concerns regarding online behaviour or interactions to school management.
6. Staff members will only admit participants to video conferences, if they recognise the email address/username as being connected to a pupil @scoiltreasa.ie account only

Rules for pupils using online communication methods:
For submitting learning:

1. Submit work and pictures that are appropriate - have an adult take a look at your work before you send it.
2. Use kind and friendly words.

For video calls using Google Meet:

1. Pictures or recordings of the video call by students are not allowed.
2. Remember our Code of Discipline and other policies governing behaviour are still in place, even online.
3. Set up your device in a quiet space, with no distractions in the background.
4. Ensure that you are dressed appropriately for the video call.
5. Join the video with the camera on but with your microphone muted.
6. Raise your hand before speaking, just like you would do in class.
7. If you have the chance to talk, speak in your normal voice, using kind and friendly words.
8. Show respect by listening to others while they are speaking.
9. Once the session is ended all students should leave the meeting prior to the teacher.
10. Be on time - set a reminder if it helps.

Permission

Legislation:

The school will provide information on the following legislation relating to use of the Internet which teachers, students 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.

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 school work 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.

My consent will be assumed unless I decline to accept the policy as outlined above in writing to the school address or by email to admin@scoiltreasa.ie Please address all correspondence to the Principal.