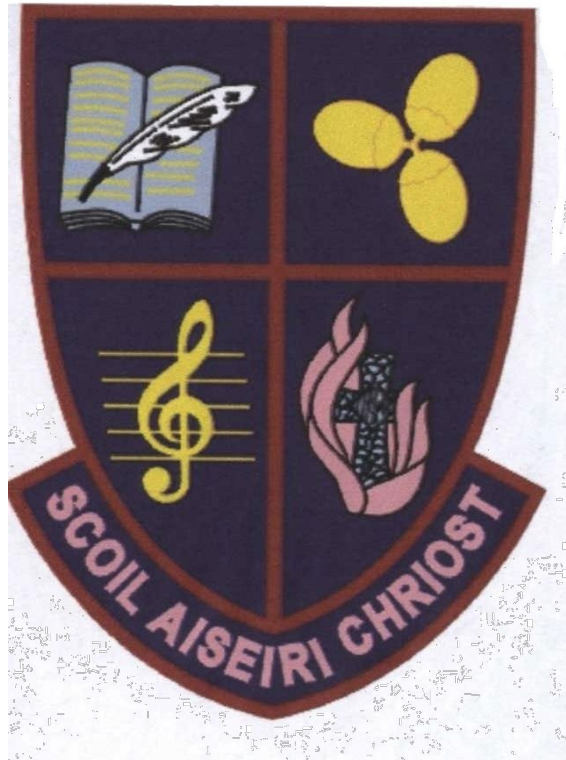


# Internet Acceptable Use Policy



Scoil Aiséirí Chríost  
Farranree

September 2023

Address Scoil Aiséirí Chríost Farranree Cork

Telephone 0214301383

Email [info@scoilaiseirichriost.com](mailto:info@scoilaiseirichriost.com)

Website <http://www.sacfarranree.com>

School Name Scoil Aiséirí Chríost

Date of Commencement 01/9/2023

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## ***Introduction***

The purpose of the internet access in Scoil Aiséirí is to raise educational standards, to support the professional work of staff and to enhance the school's management and administration systems. Access to the Internet is a necessary tool for staff and students.

## ***General Approach***

The aim of this Internet **A**cceptable **U**se **P**olicy (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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

The AUP is part of the school's Digital Learning Policy and will relate to other policies including those for behaviour and SPHE.

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 Aiséirí Chríost.
- It also applies to members of staff, volunteers, parents, carers and others who access the internet in Scoil Aiséirí Chríost or engage with school social media.

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.

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

### ***Scoil Aiséirí Chríost Strategy***

In general, the computer resources of the school may not be used for illegal acts or for personal commercial activity unless specifically authorised. Only staff of the school, pupils or other approved users may use the school's computer resources.

Scoil Aiséirí Chríost implements the following strategies on promoting safer use of the internet:

- Internet sessions will always be supervised by a teacher
- Filtering software will be used in order to minimise the risk of exposure to inappropriate material.
- Uploading and downloading of non-approved software will not be permitted.
- The use of personal storage devices in school requires a teacher's permission.
- Pupils will observe good 'netiquette' (i.e. etiquette on the internet) at all times and will not undertake any actions that may bring Scoil Aiséirí Chríost into disrepute

- Pupils will be provided with education in the area of internet safety as part of our implementation of the SPHE and Wellbeing curriculum.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.

## ***Content Filtering***

Scoil Aiséirí Chríost 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 some websites 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 and for all school related activities to their 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 activities.
- Pupils will never disclose or publicise personal information
- 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 upset, harm or intimidate another person.
- Use of file sharing and torrent sites is not allowed.
- 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 not allowed at Scoil Aiséirí Chríost.
- Pupils should not under any circumstances share their email account login details with other pupils.
- Pupils will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Pupils will note that sending and receiving email attachments is subject to permission from their teacher.
- 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 upset, harm 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 Scoil Aiséirí Chríost:

- Use of instant messaging services and apps including Snapchat, Whats Apps, G Chat etc. is not allowed in Scoil Aiséirí Chríost without express permission from the principal in consultation with the IT Co-ordinator.
- Use of blogs such as Word Press, Tumblr etc. is allowed at in appropriate contexts under the supervision of the teacher in Scoil Aiséirí Chríost.
- Use of blogs such as Word Press, Tumblr etc. is allowed in Scoil Aiséirí Chríost with express permission from teaching staff.
- Use of video streaming sites such as YouTube and Vimeo etc. is allowed at certain times in Scoil Aiséirí Chríost.
- 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 Scoil Aiséirí Chríost community



- Staff and pupils must not discuss personal information about pupils, staff and other members of the Scoil Aiséirí Chríost 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.
- Tools for teaching must be on school email -YouTube
- Staff and pupils must not engage in activities involving social media which might bring Scoil Aiséirí Chríost into disrepute.
- Staff and pupils must not represent your personal views as those of being Scoil Aiséirí Chríost on any social media.
- Pupils will only have access to chat rooms, discussion forums or other electronic communication forums that have been approved by the school.
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
- Usernames will be used to avoid disclosure of identity
- Face-to-face meetings with someone organised via internet chat will be forbidden

### ***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 Aiséirí Chríost:

- Pupils are not allowed to bring personal internet-enabled devices into Scoil Aiséirí Chríost unless requested to do so by the teacher
- Where a recommendation for the use of IT equipment has been made following the receipt of report from a professional assessment, parents/guardians will be permitted to provide a laptop approved by the principal in consultation with the IT co-ordinator for the student to use in

their learning in school. The use of such devices will be subject to conditions laid out in the BYOD (Bring Your Own Device) Acceptable Use Agreement.

- Pupils are not allowed to use personal internet-enabled devices during social time at school

### ***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 Aiséirí Chríost 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 are 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 and or school Facebook page or other school social media accounts.
- 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 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, 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 Website and school social media accounts.***

- 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 and/or social media accounts.
- The website/social media accounts page 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 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.

- Digital photographs, audio or video clips of individual students will not be published on the school website/social media accounts without the express permission of parents. Instead photographs, audio and video clips will focus on group activities. Pupil names may be displayed at times.
- Personal student information including home address and contact details will not be published on Scoil Aiséirí Chríost web pages.

### ***Distance Learning***

In the event of exceptional school closures, it may be necessary to engage in blended learning. Blended learning is a style of education in which pupils learn via electronic and online media as well as traditional face-to-face teaching. The purpose of the blended learning approach will be to enable teachers to continue to teach and support pupils' learning. In circumstances where teaching cannot be conducted on the school premises, teachers may use Class Dojo, MS Teams Zoom or other platforms approved by the Principal **and the Board of Management** as platforms to assist with remote teaching where necessary.

When using these,

- The school has signed up to the terms of service of the Online Platforms in use by the school.
- The school has enabled the most up to date security and privacy features which these Online Platforms provide and these platforms are GDPR compliant
- Parent's email address or teacher assigned Pupil QR code will be used to sign pupils into the learning platform, which will be accessed under supervision of a teacher or parent/guardian.

- Parents/guardians will be provided with the password or means of creating their own parent account, and will be expected to monitor their child's use of the platform
- Pupils will not send or receive any material that is illegal, obscene, defamatory, or that would hurt, annoy or intimidate another person.
- Pupils will note that sending and receiving email attachments is subject to permission from their teacher or parent/guardian
- If teachers are using approved video conferencing platforms, parents/guardians must consent to use of their email address as above to allow their child access to the lessons.
- Parents/guardians must also agree to monitor their child's participation in any such lessons conducted on the Online Platforms.
- Discussion forums on approved platforms will only be used for educational purposes and will always be supervised.

### ***Video Conferencing/Meetings***

In the event of exceptional School Closure, the school will use online platforms to facilitate meetings. Discussion forums and other electronic communication forums will only be used for educational purposes. These will be in the form of MS Teams (or similar platform) meetings using video and sound. These meetings will be used for staff meetings, class standard planning meetings, SET meetings, post-holder meetings etc. The school may also arrange these meetings between the class teacher, SET, EAL, SNA staff members and groups of children with explicit permission from their parents. There will always be at least 2 staff members in the meeting. The invitation/link will only be sent to the parent's email or phone. The parent must agree to be in the room at all times while their child is in attendance at the meeting/video call and to refrain

from engaging with or commenting on other children. A List of platforms, software apps in use for distance learning is available from the Principal on request.

### ***Legislation***

The school will provide information on the following legislation relating to the 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
- Data Protection Act 1998

### ***Ratification and Communication***

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.

This version of the AUP was created on 30/11/2023  
(Date)

The school will monitor the impact of the policy using:

- Logs of reported incidents.
- Monitoring of internet activity (including sites visited).

Should serious online safety incidents take place, the Principal and/or IT co-ordinator should be informed immediately.

The implementation of this Internet Acceptable Use policy will be monitored by all Staff in Scoil Aiséirí Chríost.

Signed: Nora Doolan  
Chairperson BOM

Signed: Rachel Uí Shláimhíne  
Principal  
30/11/2023.