ACCEPTABLE USE POLICY

St. Patrick's N.S., Dalkey

Contents

	Page

St. Patrick's N.S., Dalkey

Acceptable Use Policy

Introduction

Access to online content via the network is restricted in accordance with our policies and the Department of Education and Skills through its agency, the National Centre for Technology in Education (NCTE).

This policy has been developed by a working group including: Principal, Deputy Principal, teachers, pupils, parents/guardians, and representatives of the Board of Management. It will be revised on an annual basis.

St. Patrick's National School may provide pupils with Internet access, desktop computers, digital imaging equipment, laptop or tablet devices, videoconferencing capabilities, virtual learning environments, online collaboration capabilities, online discussion forums, blogs and more. The procedures outlined in this document are intended to cover all online technologies used in the school, not just those specifically mentioned.

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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

This Acceptable Use Policy applies to staff and pupils who have access to and are users of the internet in St. Patrick's National School.

- Parents/Guardians of Junior Infant – 2nd Class pupils are expected to sign their understanding and acceptance of the AUP **(see Appendix 2).**
- Pupils and parents/guardians of 3rd Class to 6th Class are expected to sign their understanding and acceptance of the AUP **(see Appendix 1 and 2).**
- Staff should regularly reinforce the AUP content with their pupils.
- Internet sessions will always be supervised by a teacher.
- Written permission from parents/guardians will be obtained before photographs of pupils are published. They may be intentionally printed or published for school use, community newsletters, on the school website, school blogs, etc. Parents/guardians will be expected to sign a consent form which clearly states what access the school has to their children's photographs.
- Virus protection software will be used and updated on a regular basis.
- The use of personal memory sticks or other digital storage media in school requires a teacher's permission.
- It is important that parents/guardians and pupils are aware of our Anti Bullying Policy in relation to social media:
- Isolated or once-off incidents of intentional negative behaviour, including a once off offensive or hurtful private 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.

St. Patrick's N.S., Dalkey

- However, in the context of this policy, placing 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, and as such, will be dealt with in accordance with the Anti-Bullying Policy/ Code of Contact.

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.

St. Patrick's National School may 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. Patrick's National School may, where known, inform parents/guardians of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

Should serious online safety incidents take place, the Principal or Deputy Principal should be informed. The implementation of this Internet Acceptable Use policy will be monitored by the staff.

Content Filtering

St. Patrick's National School 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 (personal websites are World Wide Web pages created by an individual to contain content of a personal nature rather than content pertaining to a company, organisation or institution), 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.

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 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 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.

Email and Messaging

- Pupils may use an email address that is assigned to them through the school. They may not access personal email accounts.
- All school accounts will be 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 a pupil's use of messaging, blogging and video streaming services in St. Patrick's National School:

- Staff, parent/guardians and pupils must not use social media and the internet in any way to harass, insult, abuse or defame pupils, their family members, staff, and other members of the St. Patrick's National School community.
- Staff, parents/guardians and pupils must not discuss personal information about pupils, staff and other members of the St. Patrick's National School 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, parents/guardians and pupils must not engage in activities involving social media which might bring St. Patrick's National School into disrepute.
- Staff, parents/guardians and pupils must not represent their personal views as those of St. Patrick's National School on any social medium.

Communication Online

St. Patrick's N.S. uses online collaboration through blogging and other platforms as we recognise that online collaboration is essential to education and may provide pupils with access to a variety of online tools that allow communication, sharing, and messaging among pupils. Pupils are expected to communicate with the same appropriate, safe, mindful and courteous conduct online as offline. This is of particular relevance to our school blog.

Parents/guardians may be asked to participate in online communication methods.

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.
- Usage of mobile phones/ electronic devices must be in adherence to the Mobile Phone Guidelines.
- The school acknowledges the usefulness and practicality of mobile phones / electronic devices and recognises their potential as an educational resource.
- Staff may not use their personal devices to photograph individual children.

Internet-Enabled Devices

- 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. Patrick's National School pupils or staff 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/guardians will be obtained before photographs of pupils are published in outside/community newsletters, on the school website, or printed for school use.
- 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/guardians 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, parent/guardian 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. ***Staff and pupils should also be aware that cyber-bullying in a public context need happen only once.***

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 cyber-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 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. All work on the school website will be published by a member of staff. Pupils will retain copyright of their work.

The website will be regularly checked by the appointed website administrator to ensure that there is no content that compromises the safety, privacy, or reputation of pupils 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 pupils work will be coordinated by a teacher.

The school website will use password protection for private webpages. Members of the immediate school will have password access.

St. Patrick's National School will only publish digital photographs, audio or video clips of pupils, with parent/guardian permission.

Personal pupil information including home address and contact details will not be published on St. Patrick's National School web pages.

St. Patrick's National School will avoid publishing the name of pupils in video or photograph captions on the school website.

Legislation

The following legislation relating to use of the Internet for staff, pupils and parents/guardians is available-

Children First Act 2015
Data Protection Acts 1988 – 2018 & the EU General Data Personal Regulation (GDPR)
Anti-Bullying Guidelines for Schools 2013
Child Trafficking and Pornography Act 1998
Interception Act 1993
Video Recordings Act 1989

St. Patrick's N.S., Dalkey

Appendix 1

Pupil's Contract

I will use my own good judgement when using school technologies, and I realise that this list represents examples.

I will:

- Use school equipment for school-related activities only.
- Use school Wi-Fi for school-related activities.
- Follow the same guidelines for respectful, responsible behaviour online that I am expected to follow offline.
- Treat school resources carefully and alert teachers if there is any problem with their use.
- Encourage positive, constructive discussion if allowed to use blog or represent the school online.
- Alert a teacher if I see threatening/bullying, inappropriate, or harmful content (images, messages, and postings) online.
- Use school technologies at appropriate times, in approved places, for educational reasons.
- Recognise that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

I will not:

- Use school technologies in a way that could be personally or physically harmful to myself or others.
- Search inappropriate images or content.
- Engage in cyber-bullying, harassment, or disrespectful conduct toward others.
- Try to find ways to change the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarise content (copy, use as their own, without citing the original creator) I find online.
- Post personally identifying information, about myself or others or agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to access sites, servers, accounts, or content that isn't intended for my use.

I agree to follow St. Patrick's National School's Acceptable Use Policy. I will use the Internet and computer equipment in a responsible way and obey all the rules explained to me by the school.

Pupil's Signature: _____   Date: _____

Parent/Guardian: _____   Date: _____

(Please discuss these lists with your child/ren.)

St. Patrick's N.S., Dalkey

Appendix 2

As parent/guardian of a pupil in St. Patrick's National School, I have read the Acceptable Use Policy and grant permission for my child to access the Internet. I understand that Internet access is intended for educational purposes only. I also understand that every reasonable precaution has been taken by the school to provide for online safety.

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. ☐

Parent/Guardian Signature: _____

Date: _____