



Caherelly National School

Scoil Náisiúnta Ailbhe



Grange, Kilmallock, Co. Limerick.

ACCEPTABLE USE POLICY FOR SCHOOL INTERNET USE CAHERELLY NS

AIM: 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 & access is considered a school resource & privilege. This AUP should be read carefully to ensure that the conditions of use are accepted and understood. It is envisaged that school and parent representatives will revise the AUP as needs arise.

SCHOOL STRATEGY: The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

- The school is part of the Schools Broadband Programme, which provides the school with a connection to the Internet with special restrictions in place and a content filter.
- Internet and online use by pupils will be under the supervision of school staff.
- The school will regularly monitor pupils' Internet usage.
- Uploading and downloading of non-approved software will not be permitted.
- The use of personal memory sticks, CD-ROMs or other digital storage media in school, by a pupil, requires a teacher's permission and is generally not given.
- Students will treat others with respect at all times & students will not undertake any actions that may bring the school into disrepute.
- Websites will be previewed / evaluated by a teacher using a filtering system, before being integrated into lessons conducted on school Devices.
- The School's search engine has a built in 'safe search' feature. The 'safe search' feature will be enabled on all search engines on school Devices.
- A firewall is used on school Devices to minimise the risk of exposure to inappropriate material and to block unsuitable sites.

DEFINITION OF USE OF WORLD WIDE WEB (WWW):

- Students will never access the WWW without supervision.
- Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will use the Internet for educational purposes only.
- Students will be familiar with copyright issues relating to online learning.
- Students will never disclose or publicise personal information.
- Students 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.
- Skype may be used for contacting other children/schools for project work & this will be done under teacher supervision.

DEFINITION OF USE OF E-MAIL:

- Students will only send or receive emails as part of emailing projects.



Caherelly National School

Scoil Náisiúnta Ailbhe



Grange, Kilmallock, Co. Limerick.

- Students will not reveal their own or other people's personal details, such as address or telephone numbers or pictures.
- Users will note that sending and receiving of email attachments is subject to permission from the administrator.
- Usernames will be used to avoid disclosure of identity.
- Students will not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.

DEFINITION OF USE OF SOCIAL NETWORKING:

- Staff or Students will not have access to chat rooms, discussion forums, social networking sites or any other electronic communication forums.
- Parent(s)/guardian(s) are requested not to 'tag' photographs or any other content which would identify any children or staff in the school.
- Photos should not be tagged including geo tagging as this will provide information not in line with GDPR guidelines.
- Parent(s)/guardian(s) are requested to ensure that online messages and/or comments to the school's social media sites are respectful. Any messages written on social media are treated in the same way as written messages to the school.

DEFINITION OF USE OF SCHOOL WEBSITE:

- Students will be given the opportunity to have photos, projects, artwork and other work relating to curricular and extra-curricular school activities published on the school website and on social media as per the consent form.
- The publication of student work will be coordinated by school staff.
- Pupils' work will appear in an educational context on web pages.
- Personal information relating to the student including their address and contact details will not be included on school social media or the school's website. We may however share or retweet posts where our pupils may be named for awards etc.
- Digital photographs, audio or video clips of individual students will not be published on the school website. Instead photographs, audio clips and video clips will focus on group activities.
- Personal pupil information including home address and contact details will be omitted from the school website.
- The school will own the copyright on any work published.
- The Principal will review the content of the website and the social media sites regularly.

CAHERELLY N.S. TWITTER ACCOUNTS:

The purpose of having school Twitter accounts is to provide;

- Communication with parents regarding specific events & activities.
- Communication with new or prospective parents
- Communication with wider audience regarding positive advertisement of school & enrolment dates



Caherelly National School

Scoil Náisiúnta Ailbhe



Grange, Kilmallock, Co. Limerick.

- Communication with wider audience of school life via photos of pupils projects, notice boards etc.
- Communications with schools & accounts with similar educational interests.

DEFINITION OF USE OF DIGITAL MEDIA:

- Pupils may be given the opportunity to be included on our website, through the use of digital images and videos.
- Images and videos may also be used for classroom presentations.
- The school may use digital photographs, audio or video clips that focus on the activities of groups of pupils. Video clips may be password protected.

PERSONAL DEVICES:

Under our Mobile Phone Policy, personal devices are not allowed in school without the expressed permission of the class teacher & the written permission & indemnification of the parents. Pupils using their own technology in school such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorised taking of images with a mobile phone camera, still or moving is in direct breach of the school's Acceptable Use Policy.

USE OF ICT RESOURCES:

- Caherelly National School's information and technology resources (e.g. e-mail, computers, computer applications, networks, internet, intranet, facsimile, phone and other wireless communications devices, telephone, paging and voice mail systems and the like) are school property and are provided solely for school related activities.
- Inappropriate use including hacking, pirating software, using school resources for non-school commercial activities, soliciting, distributing literature for outside entities, disclosing confidential information of the school, sending inappropriate e-mail or accessing inappropriate web sites (such as those advocating hate or violence, containing sexually explicit material promoting illegal activities), or using school resources in a way that violates the letter or spirit of the school's policies or reflects negatively on the school is forbidden.
- Users of the school's information and technology resources must not share passwords. If you allow others to use your password or assigned resource, you will be held responsible for their use.
- Consistent with national laws, the Board of Management reserves the right to monitor the use of its information and technology resources and to take appropriate disciplinary actions, or denying future access privileges in cases of misuse. Staff/student use of the school's information and technology resources constitutes consent to such monitoring. All such monitoring will be conducted in accordance with law including, where applicable, the EU's General Data Protection Regulation ("GDPR").

SANCTIONS:

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access /privileges and, in extreme cases, suspension subject to the school code of behaviour. The school also reserves the right to report any illegal activities to the appropriate authorities.



Caherelly National School

Scoil Náisiúnta Ailbhe



Grange, Kilmallock, Co. Limerick.

LEGISLATION:

*The school will provide information on the following legislation if requested relating to the use of the Internet with which staff, students and parents should familiarise themselves:

- Data Protection (Amendment Act) 2003
- The Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

SUPPORT STRUCTURES:

- Caherelly NS endeavours to have support structures in place to ensure the appropriate use of electronic devices in school and to ensure staff, parents and pupils feel supported in same.
- The school will provide Internet Safety and Cyber Bullying talks bi-annually for pupils from 2nd – 6th class.
- The school will provide Internet Safety and Cyber Bullying talks for parents and guardians biannually to all parents in the school. Pupils from 4th – 6th class are permitted to attend this talk.
- Community Gardaí link in with classes re Internet Safety and Cyber Bullying annually.
- Staff will regularly partake in Continuous Professional Development in relation to AUP, internet safety and Cyber Bullying.
- The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

ADVICE TO PARENTS ON INTERNET USE AT HOME:

- Discover the Internet together. Be the one to introduce your child to the Internet. This could make it easier to share both positive and negative experiences in the future.
- Teach your child about source criticism on the net. Not all information found online is correct. Educate children on how to verify information they find.
- Don't be too critical towards your child's exploration of the Internet. Remember it not always their fault if they come across inappropriate content on the Web.
- Talk about the risks associated with meeting online friends. It is important that children do not meet strangers they have met on the net.
- Know your child's net use. To be able to guide your child's Internet use, it is important to understand how they use the Internet and know what they like to do online.
- Encourage your child to be careful when disclosing personal information. Being aware of when and where it is safe to reveal personal information is vital.
- Encourage your child to be Webwise and explore the Internet to its full potential. The Internet is an excellent educational and recreational resource for children.



Caherelly National School

Scoil Náisiúnta Ailbhe



Grange, Kilmallock, Co. Limerick.

- Report online material you may consider illegal to the appropriate authorities. It is important that we all take responsibility for the Web and report matters, which we believe could be illegal to: www.hotline.ie.

STUDENTS RESPONSIBILITIES re SCHOOL LAPTOPS & TABLETS:

- Report any problems, damage or theft immediately to member of staff.
- Pupils must not use tablets in school corridors or on school grounds outside of class time or during lunchtime.
- Users may not photograph any other person, without that persons consent.
- Inappropriate media may not be used as a screensaver or background photo.
- If a device is found unattended, it should be given to the nearest member of staff.
- Students should abide by the same expected use policies, when using school devices off the school network, as on the school network.
- Students are expected to treat these devices with respect. They should report any loss, damage, or malfunction to their teacher staff immediately.
- Use of school-issued mobile devices will be monitored.

PROCEDURES FOR PREVENTING CYBER BUYLLYING:

- Staff, pupils, parents, and Board of Management (BOM) are made aware of issues surrounding cyber bullying.
- Pupils and parents will be urged to report all incidents of cyber bullying to the school.
- Staff CDP (Continuous Professional Development) will assist in learning about current technologies.
- Pupils will learn about cyber bullying through Social, Personal and Health Education (SPHE), Assemblies, Friendship Week activities and other curriculum projects.
- Pupils, parents, and staff will be involved in reviewing and revising this policy as school procedure.
- All reports of cyber-bullying will be noted and investigated, in accordance with the school's Anti-Bullying, Mobile Phone, Child Protection, and Positive Behaviour Policies, where applicable.
- The school will engage a speaker Community Guard to facilitate a workshop on Internet Safety for 5th – 6th Classes and mark Safer Internet Day (SID) annually.
- Procedures in the school's Anti-Bullying and Child Protection policies shall apply

DISTANCE LEARNING:

- In circumstances where teaching cannot be conducted on the school premises, teachers may use Google Classroom, Google Meet, Zoom, SeeSaw, Study Ladder, Padlet or other such platforms approved by the Principal as platforms (the "Online Platforms") to assist with remote teaching where necessary.
- 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.



Caherelly National School

Scoil Náisiúnta Ailbhe



Grange, Kilmallock, Co. Limerick.

- In the case of Google Classroom and Google Meet, parents/guardians must grant access to their child to have a school Gmail address.
- Parents/guardians will be provided with the password and will monitor their child's use of the Gmail address and Online Platforms.
- If teachers are using Zoom, parents/guardians will consent to their child having access to Zoom Lessons through an email address.
- Parents/guardians must monitor their child's participation in any such lessons conducted on the Online Platforms.
- Students are expected to conduct themselves in line with the normal school rules that prevail in an actual classroom environment.

This policy was adopted by the Board of Management on _____ (DD/MM/YY)

This policy has been made available to school personnel, is readily accessible to parents and guardians on request and to the Parents Association of the school.

The policy and its implementation will be reviewed by the Board of Management every two years.

Signed _____
Chairperson of Board of Management

Signed _____
Principal

Date _____

Date _____