

Scoil Mhuire Maigh Cuilinn

Scoil Mhuire Moycullen
19529C

Internet Acceptable Use Policy

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1. Introduction

This policy has been developed by a working group including: Principal, Deputy Principal, teachers and Board of Management. 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, and will be protected from harmful and illegal use of the internet.

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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

2. General Principles

When using the internet pupils, staff, parents and others with access 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 Mhuire
- All members of staff of Scoil Mhuire, i.e. teachers, Special Needs Assistants and ancillary staff
- Volunteers, parents, carers and others who access the internet in Scoil Mhuire
- Groups using the school outside school hours who have access to the internet in Scoil Mhuire

Pupil Access to the Internet

1. Pupils will not be given access to the Internet without teacher supervision
2. The school's WiFi Code will not be revealed to pupils
3. Internet will be used for educational purposes only
4. Internet sessions will always be supervised by a teacher
5. The school will regularly monitor pupils' internet usage
6. Pupils will receive training in the area of internet safety
7. Pupils will be taught to evaluate the content of internet sites
8. Teachers will be made aware of internet safety issues
9. Uploading and downloading of non-approved material is not permitted
10. 'YouTube' (and similar sites) must be accessed only under the supervision and direction of the teacher.

3. Misuse of the School's Internet

Misuse of the internet by pupils will result in disciplinary action, as appropriate.

In the case of Pupils

- withdrawal of access privileges
- reprimand
- sanctions, i.e. written exercises, loss of privileges, detention
- referral to the Principal
- notification of parents

- written warnings
- referral to the Board of Management
- suspension or expulsion
- referral to an appropriate authority, i.e. An Garda Síochána, TUSLA

In the case of Staff

In line with the Teaching Council Code of Professional Conduct for Teachers, and with reference to Department of Education and Skills Circular 0049/2018, violation of this policy e.g. misuse of the internet by members of staff will result in disciplinary action, as appropriate including, but not limited to:

- reprimand
- referral to and investigation by the Board of Management
- written censure/warning
- suspension
- dismissal
- referral to an appropriate authority, i.e. An Garda Síochána, TUSLA, The Teaching Council

In the case of all Others

- reprimand
- referral to and investigation by the Board of Management
- written censure/warning
- withdrawal of internet access privileges
- withdrawal of access to the school premises
- referral to an appropriate authority, i.e. An Garda Síochána, TUSLA

The school reserves the right to report any and all illegal activities to the appropriate authorities.

Scoil Mhuire 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 Mhuire will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school. Scoil Mhuire will cooperate with all relevant authorities in the case of the above.

4. Content Filtering

Scoil Mhuire 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 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, as previously outlined.

5. Web Browsing and Downloading

Pupils must not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

Pupils must report accidental accessing of inappropriate materials in the classroom to their teacher without delay.

Pupils should report accidental accessing of inappropriate materials in school but outside the classroom to their class teacher who will then inform the Principal & Mrs O'Toole.

Pupils and staff must not copy information from the internet without acknowledging the creator and referencing the source of the content.

Pupils and staff should 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. All browsing history for each user on the schools chromebooks is automatically saved and can only be deleted by the administrator of the chromebooks.

Pupils must use the school's internet connection only for educational activities as directed by their class teacher.

Staff & Pupils must 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. This in particular relates to torrent websites, of which the school will take a very dim view and in response to which disciplinary action will be taken.

Pupils must not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy 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.

6. Email and Messaging

The school's e-mail address moycullcentralschool@gmail.com, which is strictly confidential, shall be used for administrative purposes only. None apart from the Principal, Deputy Principal, Chairperson and Administrative staff (Secretary) shall have access to the school's email.

Whereas staff members may access their own personal e-mail accounts by means of the school laptops assigned to them and their own personal devices via the school's internet. Teachers are encouraged to ensure that the contents of personal e-mails are inaccessible to children in their classes.

The use of personal email accounts by pupils is not allowed at Scoil Mhuire.

Pupils must 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.

7. Social Media

The following statements apply to the use of messaging, blogging and video streaming services in Scoil Mhuire :

- Use of instant messaging services and apps including Snapchat, Whats App, G Chat etc. is not allowed in Scoil Mhuire.
- Use of blogs such as Word Press, Tumblr etc. is allowed in Scoil Mhuire with express permission from teaching staff.
- 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 or any other members of the Scoil Mhuire community.

Staff and pupils must not discuss personal information about pupils, staff and other members of the Scoil Mhuire community on social media.

Staff 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 Mhuire into disrepute.

Staff must not represent their own personal views as those of being Scoil Mhuire's on any social medium.

8. Personal Devices

The following statements apply to the use of internet-enabled devices such as Smartphones, tablets, gaming devices, and digital music players in Scoil Mhuire:

- Pupils are not allowed to bring mobile phones or personal internet-enabled devices into Scoil Mhuire.

9. Images & Video

Staff should ensure that care 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.

In Scoil Mhuire 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.

Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.

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.

10. Cyberbullying

When using the internet pupils 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.

Measures are taken by Scoil Mhuire 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, do not fall within the definition of 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.

11. The 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. 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 student work will be coordinated by a teacher.

Scoil Mhuire will use only digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will only be published on the school website with parental permission.

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

Scoil Mhuire will avoid publishing the first name and last name of pupils in video or photograph captions published online.

12. Distance Teaching and Learning

The focus of School Self Evaluation for the 2020/21 School Year is the school's Digital Learning Plan, in particular the use of the SeeSaw App, Google Classroom and other appropriate online platforms and resources.

Pupils will maintain their own Seesaw/Google Classroom digital learning journals and may post images, videos and audio recordings related to their classwork on their own journals. Parents should only have access to their own child's journal content.

It is only possible for Google Meet sessions for the purposes of video conference lessons to be initiated by a teacher. The teacher should notify the parent/guardian in advance of every Google Meet session. The teacher sends the link to participate in the session via Google Classroom. The session should be broadcast through Google Classrooms. The session should end when the teacher leaves the classroom, ensuring that children are not left unsupervised. A pupil-teacher ratio of at least 3:1 should be maintained during sessions.

All uploads, including comments, should be approved by the class teacher or Special Educational Needs Teacher.

In downloading the SeeSaw App and logging in via the Home Learning Student Code provided by the class teacher/special educational needs teacher, parents/guardians consent to their child's engagement with SeeSaw for the purpose of distance learning, and with their work being uploaded to their Digital Learning Journal.

The school observes best GDPR practice in the management of data uploaded by pupils to their Digital Learning Journals. Pupil data should not be shared with 3rd parties without the consent of Parents/Guardians. Seesaw is compliant with the GDPR in how it stores data. For more information, visit: <https://web.seesaw.me/privacy>

13. Monitoring and Review

The school will monitor the impact of the policy using:

- Logs of reported incidents.
- Monitoring logs of internet activity (including sites visited).
- Internal monitoring data for network activity.

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

The implementation of this Internet Acceptable Use policy will be monitored by the principal and digital learning team.

This policy and its implementation will be reviewed as necessary, and in light of experience by the following stakeholders:

- Board of Management, teaching staff, and support staff.

14. Permission/Consent

The following Parent/Guardian consent will be collected and retained by electronic means by the school.

Parents/Guardians 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.

Parents/Guardians agree to their child's engagement with SeeSaw/Google Classroom for the purposes of maintaining a Digital Learning Journal and distance learning.

As the parent or legal guardian of the above student, Parents/Guardians have read the Acceptable Use Policy and grant permission for their son/daughter or the child in their care to access the Internet. Parents/Guardians understand that Internet access is intended for educational purposes. Parents/Guardians 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, Parents/Guardians accept that, if the school considers it appropriate, their child's schoolwork may be chosen for inclusion on the website.

Parents/Guardians understand and accept the terms of the Acceptable Use Policy relating to publishing students' work on the school website.

Teachers, students and parents should familiarize themselves with the following legislation relating to use of the Internet:

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