

# Scoil Mhuire na Trócaire



## **INTERNET SAFETY SCHOOL POLICY (Acceptable Usage Policy - AUP)**

The aim of this **Acceptable Usage Policy (AUP)** 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 and access is considered a school resource and privilege. Therefore, if the school's AUP is not adhered to this privilege will be withdrawn and appropriate sanctions as outlined in the AUP will be imposed.

It is envisaged that school and parent representatives will revise the AUP regularly. Before enrolling, the AUP should be read carefully to ensure that the conditions of use are accepted and understood. It is assumed that the parent accepts the terms of the AUP unless the school is specifically notified.

The first version of the AUP was created in 2015. It will be reviewed on a regular basis to take account of new technologies and social media. In 2020, the school created a Distance Learning Policy to cater for online learning during the Covid 19 Pandemic.

### **SCHOOLS STRATEGY:**

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

1. **Acceptable Usage Policy**  
Implement and update an AUP and make teachers, students and parents aware of this
2. **Education/Digital Literacy**  
Educate students on how to be safe on the web
3. **Filtering/Monitoring**  
Install and update a Filtering/Monitoring system

A combination of all three of the above strategies will be used rather than over reliance on one.

### **WORLD WIDE WEB**

1. Internet will be used for Educational purposes only
2. Internet sessions will always be supervised by a teacher
3. Pupils will seek permission before entering any Internet site, unless previously approved by a teacher
4. Filtering software will be used to minimise the risk of exposure to inappropriate material
5. The school will regularly monitor the pupil's 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 banned
10. Virus protection software will be used and update on a regular basis
11. The use of personal external storage devices in school requires a teacher's permission
12. Pupils will observe good "netiquette" (etiquette on the Internet) at all times and will not undertake any action that may bring the school into disrepute

### **EMAIL/INTERNET CHAT:**

The following rules will apply when pupils are online:

- Students will not be given access to email. However, they may be provided with Google credentials for accessing Google Classroom
- Parent email will be used for distance learning (see distance learning policy)
- Students will only use approved class email accounts under supervision by or permission from a teacher
- Pupils will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person
- Pupils will not send text messages to or from school email
- Pupils will not reveal their own or other personal details e.g. addresses, telephone numbers or pictures via school email
- Pupils will never arrange a face-to-face meeting with someone they only know online
- Sending or receiving email attachments is subject to teacher permission
- Pupils will not have access to email, social media, chat rooms, discussion forums, messaging or other electronic communication fora

### **INTERNET:**

The Internet has become a two-way communication system for the school and the wider community. Services such as YouTube, ClassDojo, SeeSaw, and Facebook are being used by the school to communicate with parents and also for parents to communicate with the school. These services, although not owned by Scoil Mhuire na Trócaire, form part of our web services and all content that is placed on these services falls under this policy.

Please refer to the school's Data Protection Policy for further information on how the school utilises 3rd party services.

The safety of our children on the web is of utmost importance so the following rules apply to the school and parents. The Internet is open to potential dangers when used inappropriately.

### **The schools asks:**

- Many social media sites have minimum age requirements. While the school will not monitor this, we would advise parents to not allow their children to have personal accounts on Facebook, Twitter, Tic Tok, Snap Chat, Instragram etc. until they are the appropriate age.
- Please do not "tag" photographs or any other content which would identify any children or staff in the school.
- If you are uploading a photograph, please ensure that it does not identify the child in any way.
- Please ensure that online messages and comments to the school are respectful. Any messages written on social media are treated in the same way as written messages to the school.

- Avoid any negative conversations about children, staff or parents on social media accounts. If you have an issue with something in the school, social media is not the place to raise it. Comments of this nature will be deleted.
- Failure to keep the above rules will result in a permanent ban to our social media accounts.

### **SCHOOL WEBSITE:**

#### **Designated teachers will manage the publication material on the school website**

1. Personal pupil information, home addresses and contact details will not be published on the school website
2. Class lists will not be published
3. The school will endeavour to use digital photographs, video clips and audio clips of focusing on groups and group activities rather than on individual pupils
4. Pupils will be given an opportunity to publish projects, artwork or school work on the school website
5. Teachers will select work to be published and decide on the appropriateness of such
6. Permission to publish a student's work will be sought from pupils/parents/guardians at the beginning of the school year. This permission may be withdrawn at any time
7. Pupils will continue to own the copyright on any work published

### **Direct Communication using Internet**

Teachers in the school may choose to use a number of tools for classroom communication. Examples include Google Classroom, GoogleMeet, Zoom, SeeSaw, and ClassDojo. Some of these tools provide synchronous video opportunities whereby a staff member directly speaks to the children live - e.g. through a webinar or online meeting. The staff member invites pupils and their families to these meetings by email to the parent. The following are ground rules for synchronous lessons online.

- Parent invites to the meeting should be not shared with others
- All people involved in the meeting will conduct themselves in a similar manner that would be expected in a regular class.
- The staff member has the right to "kick out" any person being disruptive from a synchronous lesson.
- A family member is expected to be close by when a pupil is engaging in a meeting. They should monitor all online interactions from the pupil.
- Staff will not meet any child alone using an online meeting. Parents must always be present. At times, 2 or more staff members will be present at video meetings.
- While chat may be available in an online meeting, it is the responsibility of the child's family to ensure that any interaction is appropriate. Any interaction from a pupil that could be deemed as inappropriate may result in the child's removal from the lesson or, where appropriate, a referral to Child Protection services.

### **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 Recording Act 1989
- The Data Protection Act 1988

### **Support Structures:**

Internet safety advice is available for parents and pupils at

[www.ncte.ie](http://www.ncte.ie)

[www.scoilnet.ie](http://www.scoilnet.ie)

### **Pupil Responsibilities:**

Pupils are responsible for good behaviour on the Internet

1. Access is a privilege not a right
2. Teacher's permission must be sought at all times before printing or downloading any text, images or other data
3. Personal information i.e. home address or telephone numbers or personal information on other people should never be given out
4. The use of personal external hardware in school will require the permission of the teacher
5. Pupils will observe good "netiquette" at all times and will not undertake any actions that may bring the school into disrepute
6. If any of these rules are broken, the privilege of use will be withdrawn and sanctions as outlines below will be imposed

### **Sanctions:**

Misuse of the Internet/Broadband may result in disciplinary action including:

- Verbal warning
- Note to parents
- Withdrawal of access privileges – short term/long term
- Any illegal activities will be reported to the appropriate authorities

**This policy was created in 2015 and reviewed by the Board of Management on 1<sup>st</sup> February 2021.**

**Signed on behalf of the Board of Management:** \_\_\_\_\_

**Chairperson**

**Date:** \_\_\_\_\_