Scoil Mhuire

Internet Acceptable Use Policy

Introductory Statement: The staff, parents and ˍmanagement of Scoil Mhuire have developed and agreed this policy in line with the current recommendations and guidelines as set out by "Webwise: Information and Advice for Schools

General Approach/Rationale: 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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

World Wide Web

- Internet sessions will always be supervised by a teacher.

- Pupils will use the Internet for educational purposes solely.

- Pupils will never disclose or publicise personal information.

- Pupils will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

- Pupils will be aware that their usage will be monitored closely.

- Pupils will be taught appropriate use of the internet, using the www.webwise.ie teaching materials.

- Pupils will receive Internet safety talks when in 3rd-6th class.

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 Mhuire. It also applies to members of staff, volunteers, parents, carers and others who access the internet in our school.

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

- Pupils will be provided with education in the area of internet safety as part of our implementation of the SPHE curriculum.
- Internet safety advice and support opportunities are provided to pupils in Scoil Mhuire through our SPHE programme.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- Internet safety talks will be given to the students in the senior classes on an annual basis by organisations such as Barnardos and members od An Garda Síochána.

The school will provide information where necessary to individuals on legislation relating to use of the Internet. Where relevant, members of the school community will be informed of the following:

- ❖ General Data Protection Act 2018
- ❖ Child Trafficking and Pornography Act 1998
- ❖ Interception Act 1993
- ❖ Video Recordings Act 1989
- ❖ The Data Protection Act 1988

Review Procedure
This policy and its implementation will be reviewed annually by the Board of Management, teaching staff, support staff, pupils, and parents.

This policy has been developed by a working group including: Principal, Deputy Principal, teachers,representatives of the Board of Management.

The school will monitor the impact of the policy using logs of reported incidents.

Should serious online safety incidents take place the school principal should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by school management and staff.

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 in line with this policy and the school's Code of Behaviour Policy.

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 but outside the classroom to class teachers.

- 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.

- Uploading and downloading of non-approved software will not be permitted

- 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 of Scoil Mhuire will be given a school email account to use chrome laptops. A student is only permitted the use of an assigned school account for educational purposes in school.

Pupils are not permitted to send or email material to anyone other than their teacher. Material sent must be relevant to their studies.

If a pupil receives any communication via email/messaging during a school activity that makes him/her feel uncomfortable, he/she should report it to school staff.

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, WhatsApp, G Chat etc. is never permitted by pupils and only permitted by staff when relating to school activities.
- Use of video streaming sites such as YouTube and Vimeo etc. is allowed with express permission and supervision 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, and 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 and pupils 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 and pupils must not represent your personal views as those of being Scoil Mhuire on any social medium.

The School Facebook Page will be used solely for the purpose of showing the work and events that are going on in the school at any given time. The content will be sent to a designated member(s) of the staff by all other staff members and they will upload it to the Facebook page. The principal will have the overall responsibility for the content on the Facebook page and three members of staff will have administrative control of the page.

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 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 are only allowed with expressed permission from staff.

Parents are only permitted to use photos or videos for their own personal use. It is not permitted to share a photo, video or other content e.g. identity online of other children.

Written consent from parents or carers will be obtained at the beginning of the year before photographs of pupils are published on the school Facebook page or website.

Pupils must not share images, videos or other content online with the intention to harm another member of the school community.

Cyber Bullying

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.

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.

The prevention of cyberbullying is an integral part of the anti-bullying policy of our school.

School Websites
Pupils will be given the opportunity to publish projects, artwork or school work on the internet.

The website will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff.

The publication of student work will be coordinated by a teacher.

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

The school will only publish overall class names on the school website or else general headings such as School Quiz team etc. or photograph captions published online.

The school will use the website as a means of communication with the other school stakeholders. Policies and other important information will be published on the website.

Chromebooks
The school has recently purchased 12 New Chromebooks for use in all classes. The children have been given account username and passwords which are specific to them and will allow them to login to their Google Workspace profile for use in the school classroom.
The Following control measures are in place to ensure that the children's use of the Chromebooks is as safe and secure as possible for all parties concerned:
- A large sign out button will be displayed on each screen. This will indicate that the children are logged into their scoilmhuiremilfordns.ie profile and not another profile
- The homepage on each desktop will have a picture of the school Crest and this will indicate that the children are logged into their correct profile

- The Google workspace domain will be configured to only allow people on the scoilmhuiremilfordns.ie domain to email each other and no outside network emails can be sent or received.
- There will be an Objectionable word content filter applied to each Chromebook and any unsuitable word/words will be altered to the admin and can be dealt with accordingly.

The school has enlisted the services of Perduko to manage and control the Chromebook use. They will have administrative control over the use of the Chromebooks and ensure that they are being used as safely as possible to protect students, staff and the school.

Sanctions and Disciplinary Procedures
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 Mhuire cannot take responsibility for web activities undertaken by pupils outside of our network. While we will guide and educate pupils about appropriate internet safety, it is the responsibility of pupils' parents and guardians to ensure their children's browsing and downloading practices are age appropriate

Where deemed necessary by school management, Scoil Mhuire will investigate 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. In certain cases, sanctions may have to be imposed.

Ratification and Review

This policy was reviewed by the Board of Management and ratified at the March 30th 2023 meeting. This policy will be reviewed again in 2026 or when deemed necessary by the staff and Board.

John Dillon

_____   30/3/23
Chairperson   Date
Danny O Flynn
_____   30/3/23
Principal   Date

Permission Form

Please review the attached school Internet Acceptable Use Policy, sign and return this permission form to the class teacher. This form will be kept on file until your child is finished in Scoil Mhuire Milford.

Name of Pupil:_____

Class:_____
Parent/Guardian

As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I 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 pupils access unsuitable websites.

 I accept the above paragraph
 I do not accept the above paragraph

(Please tick as appropriate)

Signature:_____ Date:_____

Address:_____

Telephone:_____