



St. Ita's N.S.

Internet Acceptable Usage Policy (AUP)

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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

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 St. Ita's N.S.

- It also applies to members of staff, volunteers, parents, guardians and others who access the internet in St. Ita's N.S.

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.

St. Ita's N.S. 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 St. Ita's N.S. will, where known, inform parents/guardians of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

St. Ita's N.S. 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 St. Ita's N.S. through lessons in the SPHE curriculum
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- St. Ita's N.S. participates in Safer Internet Day activities to promote safer more effective use of the internet.

This policy and its implementation will be reviewed annually by the following stakeholders:

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

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

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.
- Surveys and/or questionnaires of pupils, parents, and teaching staff.

Should serious online safety incidents take place, the principal must be informed.

The implementation of this Internet Acceptable Use policy will be monitored by all staff.

3. Content Filtering:

St. Ita's N.S. 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, including written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion.

4. 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 the 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 and career development 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.

- Use of file sharing and torrent sites is allowed with staff permission.
- Downloading by pupils of materials or images not relevant to their studies is allowed with staff permission.

5. Email and Messaging:

- The use of a pupil's personal email account is prohibited at St. Ita's N.S.
- Pupils should not under any circumstances share their user name and password with other pupils.
- Pupils will use approved school and class authorised accounts only under supervision by or permission from a relevant teacher. (Relevant teacher refers to the class teacher or the teacher in charge of the particular activity that the child is engaged in).

- Pupils should be aware that all user accounts are monitored.

Pupils will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

Pupils will not be given or asked to use school email accounts or personal emails. An authorized username and password will be provided with no email access. The age of digital consent is 13 and pupils should not have an email address before they are 13. If this is in relation to the GSuite service it should be known as user name and password.

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 messages on the school authorized learning platform that may appear suspicious. If in doubt, pupils should ask their teacher before opening emails from unknown senders.

6. Social Media:

The following statements apply to the use of messaging, blogging and video streaming services in St. Ita's N.S:

- Use of instant messaging services is not allowed in St. Ita's N.S

Snapchat in particular should not be used as the messages disappear and there is no way of getting them back should anything harmful be said or recorded.

Courses attended by staff have strongly recommended that social media and messaging should not be used as they can open cyberbullying with little or no record of messages.

- Use of blogs such as Word Press, Tumblr etc. is allowed in St. Ita's N.S. with express permission from the relevant teacher
- Use of video streaming sites such as YouTube and Vimeo etc. is with express permission from the relevant teacher.

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, other members of the St. Ita's N.S. community

Staff and pupils must not discuss personal information about pupils, staff and other members of the St. Ita's N.S. community on social media.

Staff and pupils must not use school email addresses or accounts 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 St. Ita's N.S. into disrepute.

Staff and pupils must not represent personal views as those of St. Ita's N.S. on any social medium.

Taking photos or videos on school grounds or when participating in school activities is only allowed with express permission from the relevant teacher. These images or videos should not be posted on social media.

7. 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.

The following statements apply to the use of internet-enabled devices such as tablets, gaming devices, and digital music players in St. Ita's N.S.

- Pupils are only allowed to bring personal internet-enabled devices into St. Ita's N.S. with expressed permission from staff.
- Pupils are only allowed to use personal internet-enabled devices during lessons with expressed permission from teaching staff.
- Pupils are only allowed to use personal internet-enabled devices during social time with expressed permission from staff.
- Pupils may not record or take images of staff, students or visitors to St. Ita's on their personal devices. A breach of these boundaries will result in sanctions as outlined in our school Code of Behaviour policy

8. Images and 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.

Taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from the relevant teacher. These images or videos should not be posted to social media.

Written permission from parents or guardians 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 illegal and is prohibited under law, with serious consequences and sanctions for those involved. Sharing explicit images of other pupils will be immediately reported to the gardai for investigation.

9. Cyberbullying:

When using the internet or school learning platforms 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, member of staff or member of the school community 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.

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.

10. School Websites & Distance Learning:

a) 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 the relevant teacher.

St. Ita's N.S. will use only digital photographs, audio or video clips of focusing on group activities. Content focusing on individual students will only be published on the school website with the permission of parents or guardian.

Personal student information including home address and contact details will not be published on St. Ita's N.S. web pages.

St. Ita's N.S. will not publish the first name and last name of pupils in video or photograph captions online without the permission of parents / guardians.

b) Distance Learning

Distance Learning supports schools and teachers in order to provide continuity of education to pupils. The use of online platforms and/or tools enables schools to give learners access to materials, support, classwork and feedback. The Professional Development Service for Teachers (P.D.S.T.) Digital Technologies team advise and support schools and teachers engaged in distance learning.

Some of the platforms that may be used in St. Ita's N.S. are Zoom, Seesaw and Google Classroom. Parental consent will be sought before these platforms are used with children.

Some examples of educational websites and resources being accessed by the staff of St. Ita's N.S. include: Twinkl, watersafety.ie, a-z readers, Topmarks, Seomra Ranga, Webwise, RTÉ, GAA.ie, Khanacademy, Mathsbuggy, Positive Teaching for Wellbeing, Anglomaniacy, Mathsisfun, Multiplication, as well, as: CJfallon, EDCO, Folens online, Gill Education, Oxfordowl.co.uk., Scoilnet and PDST.

The school website is regularly updated to include external additional educational resources.

11. Permission Form:

Legislation: The school will provide information on the following legislation relating to use of the Internet which teachers, students and parents / guardians should familiarise themselves with: Data Protection (Amendment) Act 2003 Child Trafficking and Pornography Act 1998 Interception Act 1993 Video Recordings Act 1989 The Data Protection Act 1988

I 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.

Student's Signature: _____

Parent/Guardian: _____

Date: _____

As the parent or legal guardian of the above student, 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 this 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 students access unsuitable websites.

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 relating to publishing students' work on the school website.

Signature: _____

Date: _____

Address: _____

Please review the attached school Internet Acceptable Use Policy, and sign and return this permission form to the Principal.

School Name: _____

Name of Student: _____

Class/Year: _____

Student: _____

This policy was ratified at a Board of Management meeting via Zoom on 23/02/2021.

Signed: Monsignor Cathal Geraghty
Chairperson of Board of Management

Date: 23/02/2021