Internet Acceptable Use Policy

Contents

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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.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

- It also applies to members of staff, volunteers, parents, carers and others who access the internet in St Louis Senior Primary School.

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 Louis Senior Primary School 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 Louis Senior Primary School will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

St Louis Senior Primary School 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 Louis Senior Primary School through our ICT classes and SPHE classes.
- St Louis Senior Primary School participates in Safer Internet Day activities to promote safer more effective use of the internet.
- The Webwise Primary Teacher's handbook has been given to all staff members for teachers to use with students in SPHE lessons teaching the children the skills needed for safe surfing of the web
- The Primary Anti-Cyber Bullying Teacher's Handbook "My Selfie and the wider World" has been distributed to staff and is used in the 5th and 6th class SPHE lessons
- Students in all classes sign an Internet Safety Pledge annually which is displayed on our Internet Safety Wall

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

- Board of Management, teaching staff, support staff, pupils, and parents

This policy has been developed by a working group including: Principal, Deputy Principal, IT co-ordinator, teachers and pupils.
The school will monitor the impact of the policy using:

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

Should serious online safety incidents take place, the principal Dolores Hanrahan should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by Principal, IT co-ordinator and all members of staff

Content Filtering

St Louis Senior Primary School has chosen to implement the following level on content filtering on the Schools Broadband Network:

- Level 5 -This level allows access to millions of websites including games and YouTube and allows access to personal websites category, and other similar types of websites, such as blogs 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.

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 principal Dolores Hanrahan or IT co-ordinator Catherine O Halloran

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.

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

Email and Messaging

- The use of personal email accounts is only allowed at St Louis Senior Primary School with expressed permission from members of the teaching staff.

- Pupils should not under any circumstances share their email account login details with other pupils.

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 use the school email accounts or personal emails.

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 emails that appear suspicious. If in doubt, pupils should ask their teacher before opening emails from unknown senders.

Social Media

The following statements apply to the use of messaging, blogging and video streaming services in St Louis Senior Primary School:

- Use of instant messaging services and apps including Snapchat, What's Apps, G Chat etc. is not allowed in St Louis Senior Primary School.
- Use of blogs such as Tumblr etc. is not allowed in St Louis Senior Primary School (except Word Press which is our school blog)
- Use of video streaming sites such as YouTube and Vimeo etc. is allowed at certain times in St Louis Senior Primary School.

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 Louis Senior Primary School community

Staff and pupils must not discuss personal information about pupils, staff and other members of the St Louis Senior Primary School 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 St Louis Senior Primary School into disrepute.

Staff and pupils must not represent their personal views as those of being St Louis Senior Primary School on any social medium.

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 Louis Senior Primary School:

- Pupils are not allowed to bring personal tablets into St Louis Senior Primary School.

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 St Louis Senior Primary School 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 allowed once care is taken that no harm is done to staff or pupils of St Louis Senior Primary School.

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/school blog.

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.

Cyberbullying

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.

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.

Measures are taken by St Louis Senior Primary School 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.

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.

School Websites

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/blog 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.

St Louis Senior Primary School 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 parental permission.

Personal student information including home address and contact details will not be published on St Louis Senior Primary School web pages/school blog.

The St Louis Senior Primary School will avoid publishing the first name and last name of pupils in video or photograph captions published online.

Internet Permission Form- St Louis Senior Primary School

Name of pupil: _____   Class: _____

As the parent or legal guardian of the above child I have read the Internet Acceptable Use Policy and grant permission for:

_____(name of child) to access the Internet. I understand that school internet usage is for educational purposes only and that every reasonable precaution will be taken by the school to provide for online safety.

I accept my own responsibility for the education of my child on issues of Internet Responsibility and Safety.

I understand that having adhered to all the enclosed precautions the school cannot be held responsible if my child tries to access unsuitable material

Signature: 1. _____ 2. _____

Parents/legal Guardians

Date: _____

School Website/Blog

I understand that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the school website/blog. I understand and accept the terms of the Acceptable Use Policy in relation to publishing pupil's work and photographs of school activities on the website

Signature: 1. _____ 2. _____

 Parents/legal Guardians

Date: _____

Photographs:

If you do **not** wish to have your child's photograph published on the school website/blog please sign below:

Signature: 1. _____ 2. _____

 Parents/legal Guardians

Date: _____

Pupils: My Responsible Use of the Internet

We use the School computers and Internet connection for learning.

These rules will help us be fair to others and keep everyone safe.

- I will ask permission before entering any website, unless my teacher has already approved the site

- I will not bring external storage devices such as pen drives (or memory sticks/USB keys etc.) into school without permission.

- I will not use email for personal reasons

- I will only use email for school projects and with my teacher's permission

- The messages I will send will be polite and sensible

- When sending e-mail, I will not give my home address or phone number or arrange to meet anyone.

- I will ask for permission before opening an e-mail or an e-mail attachment.

- I will not use internet chat rooms.

- If I see anything I am unhappy with or if I receive a message I do not like, I will tell a teacher immediately

- I know that the school may check my computer files and may monitor the sites I visit

- I understand that if I deliberately break these rules, I could be stopped from using the Internet and computers and my parents will be informed

Signed: _____**(Pupil)**

Signed: _____**(Parent/Guardian)**

Date:_____

INTERNET

SAFETY PLEDGE

CYBER SAFETY

I will…

- ❖ Be nice to others online.
- ❖ Set my social media privacy to private/friends only.
- ❖ Remember the *Stop, Block, Tell* approach to cyberbullying.
- ❖ Only post pictures or videos online with my parents' approval.
- ❖ Never give out personal information like my address, phone number, school location or phone number.
- ❖ Remember that people online may not be who they say they are.
- ❖ Not talk to strangers online or meet them in real life.
- ❖ Tell an adult if something online makes me confused, uncomfortable or scared.
- ❖ Spend more time with real-life friends than virtual friends.
- ❖ Not open emails or messages from people I do not know.
- ❖ Only share user names or passwords with my parents.
- ❖ Be careful about the websites I choose to visit.