

Internet Acceptable Usage Policy

For Scoil Chlochair Mhuire

Roll No: 17103E

The purpose of the Internet Acceptable Usage Policy is to ensure that pupils will benefit from learning opportunities offered by the school's internet resources, and will be protected from harmful and illegal use of the Internet.

Scoil Chlochair Mhuire has employed a number of strategies to maximise learning opportunities and reduce risks associated with the Internet.

These strategies are as follows:

1. Acceptable Usage Policy (AUP)
2. Education
3. Filtering/Monitoring

Sanctions

If a pupil deliberately misuses the internet or email, this will result in disciplinary action, including the withdrawal of access privileges. Parents/guardians will receive notification of misuse by a pupil.

Internet

- Internet will be used for educational purposes only
- Internet sessions will always be supervised by a teacher
- Pupils will seek permission before entering any Internet site, unless previously approved by a teacher
- Filtering software will be used to minimise the risk of exposure to inappropriate material
- The school will regularly monitor pupils' internet usage
- Pupils will receive training in the area of internet safety
- Pupils will be taught to evaluate the content of internet sites
- Teachers will be made aware of internet safety issues
- Uploading and downloading of non-approved material is banned
- Virus protection software will be used and updated on a regular basis
- The use of external storage devices or CD-ROMS in school requires a teacher's permission
- Pupils will observe good "netiquette" (etiquette on the internet) at all times and will not undertake any action that may bring a school into disrepute
- 'YouTube' (and similar sites) can be accessed only under the supervision and direction of the teacher.

Internet Chat

Students are not permitted to use internet chat rooms.

School Website

Designated teachers will manage the publication of material on the school website.

- Personal pupil information, home addresses and contact details will not be published on the school website
- Class lists will not be published
- Pupils' full names will not be published beside their photograph
- Digital photographs, video clips and audio clips will focus on groups and group activities rather than on individual pupils
- Pupils will be given an opportunity to publish projects, artwork or school work on the school website
- Teachers will select work to be published and decide on the appropriateness of such

Education

Scoil Chlochair Mhuire will undertake an education programme to educate children on the safe, responsible use of the Internet.

21st century life presents dangers including violence, racism and exploitation from which children and young people need to be protected. At the same time they need to learn to recognise and avoid these risks - to become internet wise.

Resources that may be used to implement this programme include

- NCTE Internet Safety Awareness Video
- Use of the 'Kids' section on the www.webwise.ie website
- SAFT Internet Safety Awareness Education Programme and exemplars

Filtering

'Filtering' is a term used to describe a way of limiting the content of web pages, emails, chat rooms and other electronic data to which users may be exposed. No filter is 100% accurate. The most effective filtering tool is adult vigilance.

IPads

- There is a class set of IPads in the school.
- These are timetabled for usage in the classes at the teacher's discretion.
- The IPads are used solely for educational purposes.
- Privileges may be withdrawn for inappropriate use.

On-Line Platforms

- In circumstances where teaching cannot be conducted on the school premises, or children are absent due to self-isolation for Covid19 reasons, teachers may use Seesaw, to assist with remote teaching where necessary.
- From October 2020, Seesaw will be used by all classes as a platform to submit homework.
- The school has signed up to the terms of Seesaw.
- The school has enabled the most up to date security and privacy features which these Online Platforms provide.
- Parents/guardians must grant access to their child to have a Seesaw account, this will be completed through the permissions feature on Aladdin.
- Parents/guardians will be provided with the password/access code to access Seesaw.
- Parents/guardians must also agree to monitor their child's participation in any such lessons conducted on Seesaw.

Personal Devices

- Pupils may not use any personal device with recording or image taking capability while in the school or on a school outing without the permission of a member of staff. Any such breach of the Acceptable Use Policy (AUP) will be sanctioned accordingly.
- Pupils who bring smartphones to school must hand them up to the class teacher at the beginning of the day, they will be returned at going home time. The responsibility for these items lies with the owner of the device.

Support Structures and Education

- The school will inform students and parents/guardians of key support structures and organisations that deal with illegal material or harmful use of the Internet.
- On a regular basis, the school will run a programme of acceptable internet usage for students and parents/guardians. This will cover several topics including cyber-bullying.
- Staff will regularly partake in Continuous Professional Development in relation to the development of AUPs, internet safety and cyber-bullying.

Sanctions

- If a pupil deliberately misuses the internet or email, is found running searches on inappropriate topics or attempting to access inappropriate/unsuitable websites, this will result in disciplinary action, according to the school's Code of Behaviour, including the withdrawal of access privileges.
- Parents/guardians will receive notification of misuse by a pupil. Further misuse will result in longer withdrawal of access privileges, as seen fit by the school staff.

Reviewing and Evaluating the Policy

This policy will be reviewed and evaluated after two years. On-going review and evaluation will take cognisance of changing information or guidelines (e.g. from the Data Protection Commissioner, Department of Education and Skills or TUSLA), legislation and feedback from parents/guardians, students, school staff and others.

The policy will be revised as necessary in the light of such review and evaluation and within the framework of school planning.

Signed: _____

Chairperson of the Board of Management

Date ratified; 22nd October 2020