Internet Acceptable Use Policy

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Date of Commencement	03/01/2017
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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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.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.

This Acceptable Use Policy applies to pupils who have access to and are users of the internet in Kilmurry 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.

Kilmurry 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 and CSPE curriculum.
- Internet safety advice and support opportunities are provided to parents through our 'Cyber Safety Tips' sheet.
- Kilmurry 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 by the following stakeholders:

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

This policy has been developed by the staff of Kilmurry N.S. in consultation with the Parents' Association and 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 Principal should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by the staff of Kilmurry N.S..

Content Filtering

Kilmurry 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.

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 Principal.

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.

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 not allowed.

Email and Messaging

- The use of personal email accounts is only allowed at Kilmurry N.S. 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 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 Kilmurry N.S. :

- Use of instant messaging services and apps including Snapchat, Whats Apps, G Chat etc. is not allowed in Kilmurry N.S.
- Use of blogs such as Word Press, Tumblr etc. is allowed in Kilmurry N.S with express permission from teaching staff.
- Use of video streaming sites such as YouTube and Vimeo etc. is with express permission 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, other members of the Kilmurry N.S. community

Staff and pupils must not discuss personal information about pupils, staff and other members of the Kilmurry N.S. 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 Kilmurry N.S. into disrepute.

Staff and pupils must not represent your personal views as those of bring Kilmurry N.S. 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 Kilmurry N.S. :

- Pupils are only allowed to bring personal internet-enabled devices into Kilmurry 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 not allowed to use personal internet-enabled devices during social time.

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.

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.

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 and another pupil or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

Measures are taken by Kilmurry N.S. 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.

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 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.

Personal student information including home address and contact details will not be published on Kilmurry N.S. web pages.

The Kilmurry N.S. will avoid publishing the first name and last name of pupils in video or photograph captions published online.

Distance Learning

- In circumstances where teaching cannot be conducted on the school premises, teachers and SNAs (acting under the direction of teachers) may use Zoom , SeeSaw or other platforms approved by the Principal as online platforms to assist with remote teaching and learning where necessary..

- Parents/guardians must agree to monitor their child's participation in any such lessons conducted on the online platforms. Parents/guardians must agree to be in the room with their child for meetings or classes.

- Parents/ guardians must sign a consent form for their children to engage with teachers and/or SNAs using online platforms..

- Children will be expected to follow the school's Guidelines for Pupils using Zoom, Seesaw or other platforms (**Appendix 1**) and Code of Behaviour (**Appendix 2**) when engaging with online platforms.

- Staff members will adhere to school guidelines on the use of platforms for live engagement (**Appendix 3**).

Permission Form

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 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:_____

Guidelines for Pupils using Zoom, Seesaw and similar platforms

Code of Behaviour for Online Classes or Meetings

Our Code of Behaviour for online classes or meetings is like our Code of Behaviour at school and based on respect for oneself and others. We expect the same high standards of behaviour as we would in school. The same guidelines apply to the submission of activities (written, photographic or video) submitted to teachers via Seesaw Class or by email to the class email account.

To help us get the most benefit from working online, we ask that the following guidelines be followed:

1. Dress appropriately for school.
2. Meetings must not be shared on social media, photographed or recorded in any way by pupils, parents/guardians, or staff.

3. Be aware of your surroundings. Choose a room with as little distraction as possible but with an adult close by. Be mindful of noise from other people or pets.
4. Mute your microphone when you are not talking. Only turn it on if you are invited to speak. Muting your microphone when you are not speaking allows others to share their thoughts without distraction or frustration.
5. Use the hand icon to show you would like to speak – just like we put our hands up in class
6. Do not use the Chat function unless invited to by your teacher. Be respectful at all times when using Chat.
7. No eating allowed during online classes or meetings
8. Be patient! Online classes and meetings are new to most of us and we are all learning.

9. If commenting or responding to comments be respectful and polite.

Code of Behaviour for use of Online Platforms

Behaviour Levels 1, 2 and 3

Any behaviour that interferes with the rights of others to learn and to feel safe is unacceptable.

Level One Behaviours:

Level 1 - *Behaviours are those that interfere with the orderly learning environment.*

Level 1: Sanctions

Consequences for Level 1 behaviour are dependent upon the severity and frequency of the specific behaviour.

Teachers will discipline students at level 1.

The child or the child's inappropriate post will be removed from the school's online platforms by the teacher.

The teacher will notify the child's parents/guardians

Level Two: Behaviours

Level 2 Behaviours are those that seriously interfere with the orderly environment and are potentially dangerous to the safety and well-being of the students and staff.

Level 2: Sanctions

•Referral to principal

•Communication with parent(s)/guardian(s)

• Exclusion from online platforms used by the school for a certain number of sessions. The number of sessions will be dependant on the seriousness of the behaviour.

Level Three Behaviours:

Level 3 behaviours are considered the most serious violations. These behaviours endanger the immediate health, safety and personal well-being of the pupils and staff of the school. They represent a direct threat to the orderly operation of the learning environment. Situations, which include illegal activity, may result in contact with an Garda Síochána, TULSA and parents

A very serious/extreme one-off offence
• 	Repeated or serious instances of Level 2 behaviour which have not been modified by intervention
•Cyberbullying
•Engaging inappropriately on social media platforms
•Intentional possession or use of weapons
•Violent fighting or intentionally causing physical harm to others
• Discriminatory or prejudicial activities or actions toward another person or group involving race, gender, religion, physical condition, disability, or ethnic origin

Level 3: Sanctions
Behaviour at Level 3 may involve exclusion from the school's online platforms. The length of the exclusion will depend upon the severity and frequency of the specific behaviour.
This will be at the discretion of the BOM and may involve other agencies.

Parents/Guardians will be asked to confirm that they will supervise their child's behaviour on the school's online platforms.
A serious breach of the school's code of behaviour may result in expulsion from the school's online platforms.

Appendix 3

Guidelines for staff members using online communication methods

1. No pictures or recordings be taken of video calls.
2. Staff members will have high expectations regarding pupil behaviour, as with any communication which takes place online.
3. Staff members will seek to become familiar with apps before using them with pupils.
4. Staff will check that consent has been given
5. Staff members will report any concerns regarding online behaviour or interactions to school management.
6. Staff are encouraged to generate a new meeting ID for each Zoom meeting being held.
7. Staff members will notify parents/guardians of the date, time and password for a video call via email, Seesaw or Aladdin.