

## **Scoil Naomh Iosaf, Internet Acceptable Use Policy**

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from 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. Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

It is envisaged that the school will revise this Internet Acceptable Use Policy as necessary. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

### **School's Strategy**

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

#### **General**

- Internet sessions will always be supervised by a teacher/supervisor.
- Content filtering is provided centrally as a service of The Schools' Broadband Network (Department Of Education) in order to minimise the risk of exposure to inappropriate material. This blocks illegal and harmful sites, pornography, hate sites and racist sites.
- The school will monitor pupils' Internet usage.
- Teachers will make pupils aware of Internet Safety
- Pupils in 3<sup>rd</sup> to 6<sup>th</sup> classes, teachers and parents will be provided with talks/workshops in the area of Internet safety on a biennial basis.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of personal memory sticks, CD-ROMs, or other digital storage media by pupils in school is prohibited.
- Pupils are not permitted to have a mobile phone, smart watch or other social media devices during school time or while on the school premises/grounds. (Anti-Bullying, Code of Behaviour and Journal)

- Pupils will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

### **World Wide Web**

- Pupils will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Pupils will report accidental accessing of inappropriate materials to their teacher.
- Pupils will use the Internet for educational purposes only.
- Pupils will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Pupils will never disclose or publicise personal information.
- Downloading materials or images not relevant to their studies, is in direct breach of the school's acceptable use policy.
- Pupils 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.
- User names and passwords for certain online software can only be set after written permission has been granted by a parent/guardian. In order to maintain anonymity on the web children will not be allowed to use their own names as the username.

### **Email**

- Pupils will use class email accounts only. Class email accounts can only be set up with the approval of the principal and class teacher.
- Pupils should not send emails from their account without the permission of the teacher.
- Personal email accounts for pupils cannot be set up in school.
- Pupils with personal email accounts are prohibited from using them in school.
- Pupils will not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

Pupils will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.

- Pupils will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Pupils will note that sending and receiving email attachments is subject to permission from their teacher.
- Pupils will only have access to chat rooms, discussion forums, messaging or other electronic communication fora that have been approved by the principal.
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
- Usernames will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via Internet chat is forbidden.

**School Website:** [www.riverstownns.ie](http://www.riverstownns.ie)

- Pupils may be given the opportunity to publish projects, artwork or school work on the school website under the direction of their class teacher and the website administrator.
- Pupils' work will appear in an educational context only.
- Personal pupil information including home address and contact details will not appear on the website.
- The website will be checked regularly to ensure that there is no content that compromises the safety of pupils and staff.
- The school may use digital photographs, audio or video clips that focus on group activities only. Photographs, audio or video clips focussing on an individual student will not be published on the school website.
- The school website will not publish the names of individuals in a photograph.

**Twitter:** @scoilnaomhiosaf

The school has a twitter account through which we share what we do in school with our school's families and the wider community. These protocols will be followed in relation to tweets:

- Children's full names will not be tagged with any school photograph that we tweet.

- If we tweet about an individual child ( ie for winning a competition) an identifying photo will not accompany the tweet.
- We will not tweet any photographs of children on their own.

### **Class Blogs**

Class blogs can only be set up with permission from the principal. The same protocols for the school website and Twitter apply to all class blogs.

### **Support Structures**

Useful information for parents and teachers on safety on the internet can be found at [www.webwise.ie](http://www.webwise.ie) and at [www.hotline.ie](http://www.hotline.ie)

### **Sanctions**

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

### **Ratified by Board of Management in October 1<sup>st</sup> 2020**

Signed \_\_\_\_\_ Date 01/10/2020

Ann Walsh, Chairperson, Board of Management

Signed \_\_\_\_\_ Date 01/10/2020

Pádraig Ó Breacáin, Principal/Secretary to the Board of Management