Scoil Naomh Bríd
Internet Acceptable Use Policy

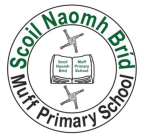## CONTENTS

Drafted	January 2020
Revised	May 2020
Board Ratification	

Next review due	School year 2023/2024

THE SCHOOL SETTING

Scoil Naomh Bríd is situated in the peri-urban setting of Muff, Co. Donegal. There are currently 200 children on the roll, 100 girls and 100 boys (2019/2020). The school is under the patronage of the Derry Diocese in the Parish of Iskaheen. The Board of Management consists of the Principal, one teachers' representative, two parents' representatives, two patron's representatives and two community representatives.
There are thirteen teachers in the school at present, the Principal, eight mainstream class teachers and two full time Special Education Teachers and two job-sharing Special Education Teachers.

MISSION STATEMENT

We value and cherish all children equally and celebrate their differences. We recognise and acknowledge that children learn differently. We strive to create a learning environment suited to the needs of all pupils. Effort is made to provide a programme of work which suits the level of attainment and ability of each child, while ensuring inclusion in all curriculum areas.

CONSULTATION

This policy was formulated in consultation with the teaching staff, support staff, parents, pupils and management of Scoil Naomh Bríd. The Student Council have created a short summary of this document for use by pupils in the school.

INTRODUCTORY STATEMENT

In 2017/2018, new computers were purchased for each general and special education classroom.   At present, five classrooms are equipped with interactive whiteboards, one is equipped with an Interactive Flat Screen (installed 2018/2019) and three classrooms are equipped with projectors. Wireless connectivity is available in most classrooms. The school broadband is very slow and unreliable. It is being upgraded to eFibre in 2019/2020, which shares 30MB maximum throughout the school and limits our digital activities. A wireless networking company will be employed to try improve and manage wireless connectivity in the school in 2019/2020. Extra ICT equipment to be shared between the classes will be purchased in 2019/2020 in line with our Digital Learning Plan. The school has signed up to become a Digital School of Distinction and is participating in a pilot scheme for its implementation.
The school established a Facebook page in September 2018 and a school website in March 2020.

This policy was formulated in January 2020 using the Webwise AUP generator accessible at: https://forms.webwise.ie/. The policy was updated in May 2020 in response to distance learning.

This policy applies to all of the school's 'devices', which means all computers, iPads, laptops and other IT resources connect to the school's network.

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 Scoil Naomh Bríd.

It also applies to members of staff, volunteers, parents, carers and others who may access the internet in Scoil Naomh Bríd and/or members of our school community who interact with our online presence or who mention our school online.

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 has a legal obligation to report any illegal activities to the appropriate authorities.

Scoil Naomh Bríd 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 Scoil Naomh Bríd through our digital technology activities.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- Scoil Naomh Bríd 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, support staff, parents and pupils.

The school will monitor the impact of the policy using:

- Logs of reported incidents in folder stored in the office. (Appendix A)
- Surveys and/or questionnaires of pupils, parents, and teaching staff.
- Apps to monitor sites being visited on devices children may be using.

Should serious online safety incidents take place, **Mrs Ward** should be informed.
The implementation of this Internet Acceptable Use policy will be monitored by **Ms S Mc Laughlin**.

CONTENT FILTERING

- Scoil Naomh Bríd has chosen to implement the following level on content filtering on the Schools Broadband Network:

  o Level 3: This level allows access to millions of websites including games but blocks YouTube, and blocks access to websites belonging to the personal website 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 school to their teacher.

- 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 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 not allowed.

EMAIL AND MESSAGING

- Pupils should not under any circumstances share any personal school login details with other pupils.

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

- 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 or messages that appear suspicious. If in doubt, pupils should ask their teacher before opening messages from unknown senders.
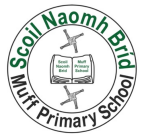
DISTANCE LEARNING

- During the distance learning period, the school uses the Aladdin App called 'Aladdin Connect' to communicate with parents and send and receive homework.

- In circumstances where teaching cannot be conducted on the school premises, teachers may use online platforms such as Zoom, SeeSaw, Padlet or other platforms approved by the Board of Management as platforms (the 'Online Platforms') to assist with remote teaching where necessary.

- The school will have signed up to the terms of service of the Online Platforms in use by the school.

- The school will have enabled the most up to date security and privacy features which these Online Platforms provide.

- A decision may be made to grant temporary individual school email accounts to facilitate distance learning and engagement with online platforms. If this is the case, parental consent will be sought. Parent(s)/guardian(s) will be provided with the password and will be expected to monitor their child's use of the school email address and Online Platforms.

- Parent(s)/guardian(s) must also agree to monitor and supervise their child's participation in any such lessons conducted on the Online Platforms.

SCHOOL ONLINE PRESENCE

- The school website address is: www.snbmuff.com

- The school's Facebook page address is: https://www.facebook.com/Muff2018

- Students will be given the opportunity to have photos, projects, artwork and other work relating to curricular and extra-curricular school activities published on the school website/Facebook page as per the consent form. Teachers will coordinate the publication of this material.

- Personal information relating to the student including their name, home address and contact details will not be included on school social media or the school's website.

- Our school Facebook page is used to share pictures of events that happen or will happen in school. Regular communication of messages will continue to be sent via our main communication channels: notes, newsletters or text messages. Parents communicate with the school via notes or calls as usual. During Covid-19 school closures, Aladdin Connect is used as a communication means by the school.

- Our Facebook page is moderated and checked frequently to ensure that it does not contain any inappropriate, offensive or negative content.

- Negative comments on our school Facebook page will be deleted, reported to the Board of Management and the commenter will be blocked/banned from our page.

- Scoil Naomh Bríd will avoid publishing names of pupils in videos or photograph captions published online. To maintain safety, please do not comment on photographs or posts with names of children.

SOCIAL MEDIA

- Use of instant messaging services and apps including Snapchat, Whatsapp, G Chat etc. by pupils is not allowed in Scoil Naomh Bríd.

- Social media and the internet must not be used in any way to harass, insult, abuse or defame pupils, their family members, staff, other members of the Scoil Naomh Bríd community.

- Communications between staff and parents relating to school matters should be made following appropriate channels and not via staff personal social media accounts or messaging apps.

- Staff and pupils must not use school email addresses for setting up personal social media accounts or to communicate through such media.

- Staff, parents and pupils must not engage in activities involving social media which might bring Scoil Naomh Bríd into disrepute.

- Staff and pupils must not represent their personal views as those of Scoil Naomh Bríd on any social medium.

PERSONAL ELECTRONIC DEVICES

- Pupils are not allowed to bring personal electronic or internet-enabled devices (such as tablets, gaming devices, phones, recording devices or digital music players, etc.) into Scoil Naomh Bríd.

- The use of personal memory sticks and other digital storage media in school requires the permission of the teacher.
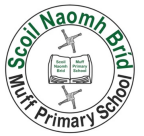
IMAGES AND VIDEO

- Written permission from parents or carers is obtained before photographs of pupils are published on the school website or Facebook page.

- Permission for a pupil's photographs to be published online is sought at the beginning of the school year and permission can be given at any time by writing a note to the school Principal.

- At Scoil Naomh Bríd, pupils must not take or use images of others without their permission.

- Parent volunteers to the school are not permitted to take photographs, off or onsite.

- Pupils are not allowed to share, publish or distribute images of others taken during school activities.

- 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. The Gardaí and/or other relevant authorities will be informed.

- If videos or images are being recorded at home as part of homework, there is a set of rules for taking videos and images which must be adhered to at all times.

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.

- Pupils, parents and staff at Scoil Naomh Bríd 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. However, as per our Anti-Bullying Policy, placing a once-off offensive or hurtful public message, image or statement on a social network site or other public forum, where that message, image or statement can be viewed, and/or repeated by other people will be regarded as bullying behaviour.

- Pupils, staff and parents are reminded that cyberbullying is a crime and therefore will be reported to the Gardaí and/or relevant authorities.

- Cyberbullying prevention is taught as part of the Stay Safe Programme, general SPHE curriculum and our internet safety lessons.

ONLINE SAFETY

- Each class will participate in annual online safety lessons.

- Scoil Naomh Bríd has developed online safety guidelines for taking images or videos at home as part of homework which must be adhered to at all times.

- Scoil Naomh Bríd will engage outside expert speakers from time to time to inform the whole school community including pupils, staff, parents and Board of Management on staying safe online.

LEGISLATION

Legislation that informs this Internet Acceptable Use Policy:

- Irish Data Protection Act of 2018
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989

OTHER RELEVANT POLICIES / PLANS

- Child Safeguarding Policy
- Anti-Bullying Policy
- Health and Safety Policy
- Code of Behaviour
- SPHE Plan
- Digital Learning Plan

RATIFICATION & COMMUNICATION

The policy is available to view at the school office and is available on our website.

This policy was ratified by the Board of Management on: **22nd June 2020**

Signed: _____
Chairperson, Board of Management

This policy was reviewed in: January 2020
                                       June 2020

Scoil Naomh Bríd Internet Acceptable Use Incident Recording Form

Date	Who was involved?	Details of Incident What happened? What course of action was taken?

Report filed by: _____ Date:_____

Incident Report
- As per our Internet Acceptable Usage Policy this report should be brought to the attention of Mrs Ward & Ms S Mc Laughlin.
- Records are to be stored in a central file in the office.

Appendix B – Junior and Senior Infant Permission Slips

PERMISSION SLIP

Dear Parents,

Please read the school Internet Acceptable Use Policy, discuss it with your child and sign and return this permission form to the school.

For Junior and Senior Infants:

Before I use the computers or iPads at school, I must agree to listen to my teacher and follow the instructions to use the technology safely.

My name is _____.

I understand these rules:

- I will listen to my teacher and follow instructions to use the computer or iPad at school safely.

- If I see something on my screen that is not nice, it is ok, I will tell my teacher and she will sort it out.

Signed: _____

Parent/Guardian Agreement:

As the parent or legal guardian of the above student, I have read the Internet Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the internet at Scoil Naomh Bríd. 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 or content.

I understand and accept the terms of the Acceptable Use Policy.

Parent/Guardian Signature: _____

Date: _____

Appendix C – Permission Slip 1ˢᵗ Class up

PERMISSION SLIP

Dear Parents,

Please read the school Internet Acceptable Use Policy, discuss it with your child and sign and return this permission form to the school.

Scoil Naomh Bríd has an Acceptable Use Policy in place to ensure that all pupils benefit from learning opportunities offered by the school's internet and digital media resources in a safe and effective manner.

My name is _____.

- I will only go on websites that have been approved by my teacher.
- I will not try to visit an inappropriate site on purpose.
- If I accidentally access an inappropriate site or image, I will minimise the page or turn over the iPad and tell the teacher immediately, without attracting the attention of those around me.
- I will use the internet and digital media for educational purposes only.
- I will not use the iPads in school to take photos or videos of people without their permission.
- I will always use the search engine teacher tells me to look up images.
- I will refrain from directly copying information from the internet into my own work. I will always use my own words.
- I am fully aware that everything I do on a school computer/laptop/iPad is monitored by the school.
- I will never access my private email account in school.
- I will never write or post a message or comment that is harmful and hurtful to another person.
- I will never give out my name, address, phone number to anyone online.

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.

Signed: _____

Date: _____

Parent/Guardian Agreement:

As the parent or legal guardian of the above student, I have read the Internet Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the internet at Scoil Naomh Bríd. 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 or content.

I understand and accept the terms of the Acceptable Use Policy.

Parent/Guardian Signature: _____

Date: _____

Appendix D – Online Safety Guidelines: Taking Images or Videos at Home as part of Homework
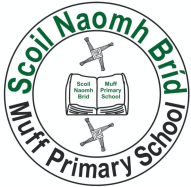
Scoil Naomh Bríd
Online Safety Guidelines

Taking Images or Videos at Home as part of Homework

- Pupils must be supervised by a parent if video or images are being recorded
- Pupils must be properly dressed (not in pyjamas)
- Not in bedroom
- No siblings or other family members visible
- No identifying logos, crests
- No photos in the background
- Remember the Granny rule: Would granny be happy with what you are thinking of sending to the teacher? If not, do not send!

This is a summary of advice given by the online safety consultant who visited our school this year.

Scoil Naomh Bríd has adopted these safety guidelines and they must be strictly adhered to.