

# Acceptable Use Policy (Access to Internet)

---

Acceptable Use Policy  
governing access to internet at school

The aim of this Acceptable Use Policy (AUP) 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 school and parent representatives will revise the AUP annually.

This version of the AUP was created in Term 1, 2019/20 and endorsed by the Board of Management on 24/10/19 . Before you sign the form, the policy should be read carefully to ensure that the conditions of use are acceptable to you and your child/children It will be revised again during 2022/23.

In light of current Covid-19 restrictions, the Board of Management has reviewed, in consultation with staff and parents, our AUP policy to include distant learning. This was ratified by the Board on 22.6.20

## School Strategies

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

### General

- Access to the internet will be supervised by a teacher. It is noted however, that it is the student's responsibility to act responsibly online and in conjunction with the teacher's instructions. While students are working on the iPads teachers will be unable to supervise each child individually and students must follow the instructions issued by the teacher. The School's Behaviour Policy will be implemented in the cases of misuse of iPads/computers.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material. The school internet is protected by the firewall provided by the PDST (Primary Development Support Team) • The school will regularly monitor pupils' Internet usage.
- Pupils and teachers will be provided with training in the area of Internet safety. A talk was also provided to parents at the 2009/10 AGM on internet safety and again at the 2015/16 AGM. As part of every Anti-Bullying week, workshops are provided for students and parents regarding internet safety.
- 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 CD-ROMs in school is not allowed.
- Pupils will observe good "netiquette" (i.e., etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute

any deliberate damage to equipment will result in costs incurred by parents/guardians.

## World Wide Web

- Pupils will use the Internet for educational purposes only.
- Pupils will be familiar with copyright issues relating to online learning.
- Pupils will never disclose or publicise personal information.
- 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.
- Pupils will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials
- Pupils will be taught appropriate use of the internet, using the [www.webwise.ie](http://www.webwise.ie) teaching materials.

The teacher will determine suitability of websites in use by students

## Email

• Pupils may have access to email facilities at school. They will, however, be for educational platforms eg Google Classroom Docs, which will be monitored by teachers and parents/guardians.

- When using Google Classroom and the Gsuite Apps, students will use approved class email accounts under supervision of a teacher or parent/guardian.
- Students will not send or receive any material that is illegal, obscene, defamatory, or that is intended to annoy or intimidate another person.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures

- Students will never arrange a face to face meeting with someone they only know through emails or the internet
- Students will note that sending and receiving email attachments is subject to permission from their teacher.
- All staff will use work emails when sharing information about school
- Personal/confidential data will not be used in subject lines

#### Distance Learning:

- In circumstances where teaching cannot be conducted on the school premises, teachers may use Google Classroom, Google Meet, Zoom, SeeSaw, Aladdin Connect or other platforms approved by the Principal and IT Coordinator as platforms to assist with remote teaching where necessary.
- The school has signed up to the terms of service of the Online Platforms in use by the school
- The school has enabled the most up to date security and privacy features which these Online Platforms provide
- In the case of Google Classroom and Google Meet, parents/guardians must grant access to their child to have a school gmail address such as [c  adainm.sloinnebliaintosaithe@gsbhailebrigin.ie](mailto:c  adainm.sloinnebliaintosaithe@gsbhailebrigin.ie)
- Parents/guardians will be provided with the password and will be expected to monitor their child's use of the Gmail address and Online Platforms.
- If teachers are using Zoom parents/guardians must consent to their child having access to the lessons/meetings. The links will be sent via Aladdin Connect to parents/guardians and parents can consent by permitting access.
- No recordings are permitted of any on-line learning forum – Meets/Zoom etc. Any such recording (photo or recording) will be dealt with in conjunction with our Code of Behaviour and it will be viewed upon as a serious breach of discipline.

#### Video Conferencing Protocol:

- All participants must be dressed appropriately (no PJs)
- All participants must be in a family room (kitchen/living room/office – not a bedroom)
- That there is neutral background behind each participant
- Where possible that there is an adult present. In the case of one-to-one support provided by teacher or SNA, there must be an adult present in order for the session to go ahead
- That microphones are muted (can be done by host)
- There should be no eating during on-line classes
- Students are not permitted to use their phones during on-line sessions.
- In the case of an on-line session with students, teachers/staff members should ensure that if they have disabled the feature to assign hosts to others. This is to ensure that the session ends if the member of staff's connection breaks.
- That each session is treated with respect by all participants. Meetings, lessons, sessions and assemblies on-line are viewed upon as the same as if they were face to face and thus all participants must act accordingly.
- For Board of Management meetings it should be confirmed that there is no one else present in the room and all participants must ensure that the meeting is not overheard. Protocols for speaking will be agreed at the beginning of each meeting.
- All precautions should be taken by staff when screens are shared to ensure that no personal information is shared

#### **Internet Chat ( Very restricted use only)**

- Pupils will only have access to chat rooms, discussion forums or other electronic communication forums that have been approved by the school.
- 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.
- Skype may be used for contacting other children/schools for project work, or penpals. This will only be done under teacher supervision.

#### **School Website/Social Media Sites/Blogs**

- Pupils will be given the opportunity to publish projects, artwork or school work on the school website/blog/social media sites.
- The publication of student work will be coordinated by a teacher. Students are not allowed access and/or post on social media, either school or personal sites.
- Pupils' work will appear in an educational context on Web pages.

- No child will be identifiable as a result of his/her picture being posted on the school website. No names will be added to the site. Parental permission will be sought re uploading pictures. Every effort will be made to ensure that no picture will be uploaded of a single child – all pictures will be group shots.

- Personal pupil information including surnames, home address and contact details will not be used on school web pages.

- Pupils will continue to own the copyright on any work published.

- School website is [www.gsbhailebrigin.ie](http://www.gsbhailebrigin.ie)
- School twitter account is @gsbhailebrigin
- Parents/guardians are requested to ensure that online messages and/or comments to the school's social media sites are respectful. Any messages written on social media are treated in the same way as written messages to the school.

### **iPads/Computers/Personal Devices**

- Students should never leave their iPad unattended when in use
- Students should follow teacher's instructions accessing only the applications to which the teacher has agreed.
- students require permission before sending any form of electronic message.
- Audio or vision taken at school cannot be transmitted, broadcast or transferred without the teachers permission.
- The camera and audio recording functions may only be used under the teachers' direction.
- Under no circumstances are students allowed access iPads/computers when there is no teacher in the room.
- iPads are to be locked in filing cabinets during lunch/after school and any other time the class is vacant.
- Any recording or picture taken by a teacher on a personal device must be downloaded onto the school server or relevant school affiliated website and deleted immediately from source. All efforts are to be made to ensure that school ipads are used for photos/recordings.

### **Legislation**

The school will provide information on the following legislation relating to use of the Internet which teachers and parents should familiarise themselves with:

- Data Protection (Amendment) Act 2003 ( see school policy)
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

### **Support Structures**

The school will inform pupils and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet

### **Sanctions**

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension. This policy will be implemented in conjunction with the school's Behavioural Policy. The school also reserves the right to report any illegal activities to the appropriate authorities.

### **Review**

This policy was developed in 2012 and updated regularly as developments in technology continue to impact on education in particular. Over the past few years we have installed Interactive Whiteboards in all classrooms and have begun planning a computer room and other IT infrastructure. We will be undertaking a full review of the policy during the school year 2016-17. This review will involve input from teachers, parents, pupils and Board of Management.

A review took place in term one of 2019-20 and a subsequent review took place in term 3 of 2019-20 in light of Covid-19 and distant learning.

This policy was ratified on 22.6.20

Siniú an Chathaoirligh: \_\_\_\_\_

Dáta sinithe: 22.6.20

**Permission Form**

**Name of Pupil:** \_\_\_\_\_ **Class:** \_\_\_\_\_

Please review the schools Acceptable Use Policy then sign and return this permission form only to the class teacher.

**Pupil**

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.

- I will only go on websites that have been approved by my teacher. I will not visit an inappropriate site on purpose.
- If I accidentally access an inappropriate site or image, I will minimise the page 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 always use a safe search engine such as image bank on www.scoilnet.ie 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 will never download images or words that have nothing to do with my school work.
- I am fully aware that everything I do on a school computer/laptop is monitored by the school.
- I will never access my personal email account in school.
- I will never access social media in school

**Pupil's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian**

As the parent or legal guardian of the above pupil, 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 pupils access unsuitable websites.

I accept the above paragraph  I do not accept the above paragraph   
*(Please tick as appropriate)*

In relation to the school website/twitter account, 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 children's work on the school website.

I accept the above paragraph  I do not accept the above paragraph   
*(Please tick as appropriate)*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_