

## Internet Acceptable Use Policy

Address	Upton, Innishannon
Telephone	0214775662
Email	knockavillaschool@gmail.com
Website	<a href="http://www.knockavillaschool.com">http://www.knockavillaschool.com</a>
Fax	
School Name	Scoil Mhaoilfosa
Date of Commencement	09/12/2018
Author	Orla O' Shea

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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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.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.

Respect copyright and acknowledge creators when using online content and resources.

This Acceptable Use Policy applies to pupils who have access to and are users of the internet in Scoil Mhaoilíosa . It also applies to members of staff, volunteers, parents, carers and others who access the internet in Scoil Mhaoilíosa.

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.

Scoil Mhaoilíosa will deal with incidents that take place outside the school that impact on the wellbeing of pupils or staff under this policy and associated codes of behaviour and anti-bullying policies. In such cases Scoil Mhaoilíosa will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

Scoil Mhaoilíosa 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 pupils in Scoil Mhaoilíosa through our Webwise Programme

Teachers will be provided with continuing professional development opportunities in the area of internet safety.

Scoil Mhaoilíosa 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, pupils, and parents

This policy has been developed by a working group including: Principal, Deputy Principal, teachers, pupils, parents/carers, and representatives of the Board of Management.

The school will monitor the impact of the policy using:

Internal monitoring data for network activity.

Should serious online safety incidents take place, the School Principal, Orla O' Shea should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by aff members.

## Content Filtering

Scoil Mhaoilíosa has chosen to implement the following level on content filtering on the Schools Broadband Network:

**Split Level** - This level allows different filtering levels for different ages / stages and different groups of users; staff / pupils / students etc.

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 their class teacher.

Pupils and staff will not copy information from the internet without acknowledging the creator and referencing the source of the content.

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 and career development 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 not allowed.

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 Scoil Mhaoilíosa 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 should not use school email accounts to register for online services such as social networking services, apps, and games.

Pupils will use approved class email accounts only under supervision by or permission from a teacher.

Pupils should be aware that email communications are monitored.

Pupils will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

Pupils will not use of school email accounts or personal emails.

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 Scoil Mhaoilíosa :

Use of instant messaging services and apps including Snapchat, Whats Apps, G Chat etc. is not allowed in Scoil Mhaoilíosa.

Use of blogs such as Word Press, Tumblr etc. is not allowed in Scoil Mhaoilíosa.

Use of video streaming sites such as YouTube and Vimeo etc. is not allowed in Scoil Mhaoilíosa.

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 Scoil Mhaoilíosa community

Staff and pupils must not discuss personal information about pupils, staff and other members of the Scoil Mhaoilíosa 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 Scoil Mhaoilíosa into disrepute.

Staff and pupils must not represent your personal views as those of bring Scoil Mhaoilíosa 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 Scoil Mhaoilíosa :

Pupils are only allowed to bring personal internet-enabled devices into Scoil Mhaoilíosa 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.

At Scoil Mhaoilíosa pupils must not take, use, share, publish or distribute images of others without their permission.

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

Measures are taken 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.

Measures are taken by Scoil Mhaoilíosa 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.

Scoil Mhaoilíosa will use only digital photographs, audio or video clips of focusing on group activities. Content focusing on individual students will only be published on the school website with parental permission.

Personal student information including home address and contact details will not be published on Scoil Mhaoilíosa web pages.

The Scoil Mhaoilíosa 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 may use online learning platforms like Seesaw, Google classroom, Zoom, Padlet or any other online platforms, decided upon and approved by the school, to assist with remote teaching where necessary.

The school has signed up to the terms of service of the online platforms used by the school.

The school has enabled the most up-to-date privacy and security features which these platforms provide

Parents have been provided with an access code to the Seesaw app for their child/ren and must monitor its use by their child/ren. The school acknowledges that parents have already been invited to consent to use of the Seesaw platform. (See Appendix 1)

In the case of Google classroom, it is required for parents to agree to their child using a school gmail address (eg. [Pupilname.student@knockavillaschool.com](mailto:Pupilname.student@knockavillaschool.com) ) and to agree to monitor its use. Parents/guardians will be provided with the password.

In the case of Zoom meetings with parents, the link will be sent to the email address provided by the parent.

Special Education teachers and special needs assistants will be co teachers on the relevant class teacher's Seesaw class. They may place individual calls to pupils but only with parental consent and if the parent/guardian is present during the duration of the call.

Parents are expected to monitor their child's distance learning platform usage and, in this regard, to support the school in relation to observing the terms of use and the related guidelines as outlined in the Scoil Mhaoilíosa 'Internet Acceptable Usage Policy'.

Under EU Law, in order for a pupil to use online platforms, the school requires parental consent (See Appendix 2) This can be facilitated by parents completing Appendix 2 and emailing it to their eldest child's class teacher's designated work gmail account.

This policy was updated in November 2020 due to changing circumstances regarding teaching and learning remotely.

# Permission Form

## Legislation

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

- Data Protection (Amendment) Act 2003
- Data Protection Act 2018
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

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: \_\_\_\_\_

Student: \_\_\_\_\_

## Appendix 1

Dear Parents:

I am delighted to share with you that this school year our class will be using Seesaw (<http://seesaw.me>), a secure online journal where students can document and reflect on what they are learning in class. Your child will be able to add the things we work on (including photos, videos, worksheets, drawings and voice recordings) to their Seesaw journal and we can share them privately with you and other family members to view and comment on throughout the school year.

In order for your child to use Seesaw, the app needs your child's name in order to be able to associate work like their photos, videos or voice recordings with their account. Seesaw only uses this information to provide the service and doesn't advertise in Seesaw, create profiles of students, or share or sell your child's personal information or journal content. You can read more about their strong privacy promises here: <https://web.seesaw.me/privacy>.

Under an EU law called the General Data Protection Regulation (GDPR), in order for your child to use Seesaw, the school must get your consent. For more information on GDPR, please visit <https://ec.europa.eu/info/law/law-topic/data-protection/reform/rights-citizens>.

I hope that your child will enjoy using Seesaw to document and share their learning this year. Please sign below and return this permission slip so that your child can use Seesaw.

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**Please sign below and return the form.**

I give consent for my child, listed below, to use Seesaw for class activities.

Student Name: \_\_\_\_\_

Parent Printed Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix 2

### Google Classroom Consent form

Dear Parent/Guardian,

I give consent for my child/children to use the online distance learning platform Google Classroom

I also agree to monitor my child's distance learning platform usage and, in this regard, to support the school in relation to observing the terms of use and the related guidelines as outlined in Scoil Mhaoilíosa's 'Internet Acceptable Usage Policy'.

**(Parental Consent may be facilitated by completing this form and scanning/taking a photo of it and emailing this to your eldest child's class teacher's work gmail account.)**

Student Name \_\_\_\_\_

Student Name \_\_\_\_\_

Student Name \_\_\_\_\_

Student Name \_\_\_\_\_

Parent Printed Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_



