

Draft Internet Acceptable Usage Policy

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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.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

- It also applies to members of staff, volunteers, parents, carers and others who access the internet in Scoil Mhuire Community School.

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 Mhuire Community School 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 Mhuire Community School will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

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.

Should serious online safety incidents take place, the appropriate year head should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by the leadership team.

Content Filtering

Scoil Mhuire Community School 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 website's 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 must not intentionally visit internet sites that contain obscene, illegal, hateful, or otherwise objectionable materials.

Pupils must report accidental accessing of inappropriate materials in the classroom to their teacher.

Pupils must report accidental accessing of inappropriate materials in school but outside the classroom to Mr Herring/Mr Cahillane.

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

Pupils and staff must 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 must use the school's internet connection only for educational and career development activities.

Pupils must 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 must 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 not allowed at Scoil Mhuire Community School.
- 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 should be aware that email communications are monitored.

Pupils must 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 Scoil Mhuire Community School:

- Use of instant messaging services and apps including Snapchat, Whats Apps, G Chat etc. is allowed in Scoil Mhuire Community School with express permission from teaching staff.
- Use of blogs such as Word Press, Tumblr etc. is allowed in Scoil Mhuire Community School 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, or other members of the Scoil Mhuire Community School community.

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

Staff and pupils must not represent their personal views as those of being Scoil Mhuire Community Schools 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 Mhuire Community School:

- Pupils are allowed to bring personal internet-enabled devices into Scoil Mhuire Community School.

- Pupils are only allowed to use personal internet-enabled devices during lessons with expressed permission from teaching staff.
- Pupils are only allowed to use personal internet-enabled devices during social time with expressed permission from staff.

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 Mhuire Community School 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 and may be reported to the Gardai.

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 Scoil Mhuire Community School 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.

The prevention of cyber bullying is an integral part of the anti-bullying policy of our school.

School Websites

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 Mhuire Community School will use only digital photographs, audio or video clips of students focusing on group activities. Content focusing on individual students will only be published on the school website with parental consent.

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

The Scoil Mhuire Community School will avoid publishing the first name and last name of pupils in video or photograph captions published online without explicit consent.

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 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 Signature: _____

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.

Parent/Guardian Signature: _____

Date: _____

Please review the attached school Internet Acceptable Use Policy, and sign and return this permission form to the Principal.

School Name: Scoil Mhuire Community School

Name of Student: _____

Class/Year: _____