Internet Acceptable Use Policy

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School Name	Holy Family NS
Date of Commencement	01/01/2020

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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.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

This Acceptable Use Policy applies to pupils who have access to and are users of the internet in Holy Family NS .

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.

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

Holy Family NS implements the following strategies on promoting safer use of the internet :

This policy and its implementation will be reviewed annually by the following stakeholders:

- Board of Management, teaching staff, and support staff.

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:

- Logs of reported incidents.
- Monitoring logs of internet activity (including sites visited).
- Surveys and/or questionnaires of pupils, parents, and teaching staff.

Should serious online safety incidents take place, Sarah-Jane Lewis (Principal) should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by Alan Sweeny and Sarah-Jane Lewis.

Content Filtering

Holy Family NS has chosen to implement the following level on content filtering on the Schools Broadband Network:

- Level 5 This level allows access to millions of websites including games and YouTube and allows access to personal websites category, and other similar types of websites, such as blogs but blocks access to websites belonging to the personal websites 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 classroom to their teacher.

Pupils will report accidental accessing of inappropriate materials in school but outside the classroom to their Class teacher or the Principal

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 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 Holy Family NS 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 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 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 Holy Family NS :

- Use of instant messaging services and apps including Snapchat, Whats Apps, etc. is not allowed in Holy Family National School.
- Use of blogs such as Word Press, Tumblr etc. is allowed in Holy Family NS with express permission from teaching staff.
- Use of video streaming sites such as YouTube and Vimeo etc. is allowed at certain times in Holy Family NS .

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 Holy Family NS community.

Staff and pupils must not discuss personal information about pupils, staff and other members of the Holy Family NS 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 Holy Family NS into disrepute.

Staff and pupils must not represent their personal views as those of being Holy Family NS 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.

Staff may use personal devices to record school events once images are uploaded to school apps, social media, cloud storage or website. Following this all school related images must be deleted from personal devices.

The following statements apply to the use of internet-enabled devices such as tablets, gaming devices, and digital music players in Holy Family NS :

- Pupils are only allowed to bring personal internet-enabled devices into Holy Family NS 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 at Holy Family NS.

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 Holy Family NS 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 allowed once care is taken that no harm is done to staff or pupils of Holy Family NS .

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 Holy Family NS 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.

Holy Family NS will use only digital photographs, audio or video clips 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 Holy Family NS web pages.

The Holy Family NS will avoid publishing the first name and last name of pupils in video or photograph captions published online.

Gmail
Each teacher has a name@holyfamilyballyshannon.ie Gmail address for the use of cloud storage, back up in the form of google drive and the use of Gmail to contact parents for distance learning and school business only.
Pupils in 4th, 5th and 6th class will be allocated Gmail Addresses under the Holy Family School G-Suite account using initials.pupil@holyfamilyballyshannon.ie and must use this account as instructed only for school purposes.

GSuite - SeeSaw
When using GSuite (Google Drive,Google Classroom, Gmail etc), teachers will use approved school email accounts only. Student/school documents should only be stored here if your device is encrypted (password protected) and is not left unattended without the relevant protections in place. It is imperative that after each session you log out of your school GSuite account or any other school accounts (Seesaw, Aladdin etc) to ensure that no one can access any data.

Distance Learning
Teachers may use Google Classroom, Google Meet, Zoom, Seesaw, Padlet or other platforms approved by the Principal ("Online Platforms") to assist with teaching and learning where necessary.

This may include teachers using pre-recorded or live video lessons and directly emailing pupils and/or parents/guardians for learning or communication purposes.
Parents/guardians consent to their child's use of such appropriate platforms by signing the AUP. Parents/guardians must also agree to monitor their child's participation in any such lessons conducted on online platforms.
Recording is permitted for the protection of staff and students but should remain confidential and can not be published without the permission of the Principal.

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 2003Child Trafficking and Pornography Act 1998Interception Act 1993Video Recordings Act 1989The 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 and school social media platforms, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website/school social media platforms. I understand and accept the terms of the Acceptable Use Policy relating to publishing students' work on the school website/school social media platforms.
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/Year:_____
Student:_____

REVIEW
This Policy will be reviewed in November 2022

RATIFICATION
This policy was adopted by the Board of Management on 17/11/2020

Signed: _____
Very Rev. Canon R Munster.
(Chairperson of Board of Management)

Signed:_____
Sarah-Jane Lewis
(Principal)