



**SN Tulach Uí Chadhain**

**Internet Acceptable Use 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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.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 Naomh Bríde, Tulach Uí Chadhain .

- It also applies to members of staff, volunteers, parents, carers and others who access the internet in Scoil Naomh Bríde, Tulach Uí Chadhain.

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 Naomh Bríde, Tulach Uí Chadhain 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 Bríde, Tulach Uí Chadhain through our Stay Safe Programmes.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- Scoil Naomh Bríde, Tulach Uí Chadhain 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, 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:

- 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, the school principal should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by the staff of SN Tulach Uí Chadhain

# Content Filtering

Scoil Naomh Bríde, Tulach Uí Chadhain 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 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

Users will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

Users will report accidental accessing of inappropriate materials in the classroom to their 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.

Users 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 Naomh Bríde, Tulach Uí Chadhain 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 will not use school email accounts for 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 Naomh Bríde, Tulach Uí Chadhain :

- Use of instant messaging services and apps including Snapchat, Whats Apps, G Chat etc. is not allowed in Scoil Naomh Bríde, Tulach Uí Chadhain.
- 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, other members of the Scoil Naomh Bríde, Tulach Uí Chadhain community

Staff and pupils must not discuss personal information about pupils, staff and other members of the Scoil Naomh Bríde, Tulach Uí Chadhain community on social media.

Staff and pupils must not engage in activities involving social media which might bring Scoil Naomh Bríde, Tulach Uí Chadhain into disrepute.

Staff and pupils must not represent your personal views as those being of Scoil Naomh Bríde, Tulach Uí Chadhain 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 Naomh Bríde, Tulach Uí Chadhain :

- Pupils are only allowed to bring personal internet-enabled devices into Scoil Naomh Bríde, Tulach Uí Chadhain 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.

## **Mobile Phones**

The use of mobile phones in school is strictly prohibited except with the expressed permission of teachers.

If a pupil is found to be using a mobile phone without permission, the device will be confiscated and returned to the student in the presence of their parent/guardian.

Repeated breaches of this rule will be viewed as a serious breach of the school Code of Behaviour and dealt with according to the guidelines set down there.

Mobile phones should only be brought to school in exceptional circumstances ie. When a student may need to contact a parent or guardian after school. In such circumstances the phone should remain off and kept in the student's school bag.

# 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 Naomh Bríde, Tulach Uí Chadhain 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 Scoil Naomh Bríde, Tulach Uí Chadhain. Any pictures taken by parents at school events should be for personal use only and should not be shared on social media without the express permission of those featured in such images.

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.

On certain occasions teachers or staff at Scoil Naomh Bríde, Tulach Uí Chadhain may take photographs at school events for the school website, notice boards, newsletter. This will be done according to the following procedures:

- Photographs will include children of those parents who have given their permission for the children to be included in such photographs.
- Photographs will only be stored on the school's secure server and not on teacher's personal devices
- Any photographs included on the school website will comply with the School Websites guidelines in Section 10.
- A list of pupils who do not wish to be included in such displays/publications will be provided to each teacher at the beginning of each year
- Separate express permission will be sought for the publication of any photographs of children or work in external publications.

# 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 by Scoil Naomh Bríde, Tulach Uí Chadhain 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 school website in accordance with the following procedures:

- The website will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff.
- The publication of student work will be coordinated by a teacher.
- Students can opt to not publish their work on the school website should they wish
- The students will continue to own the copyright of any such work published.
- Scoil Naomh Bríde, Tulach Uí Chadhain 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 Scoil Naomh Bríde, Tulach Uí Chadhain web pages.
- The Scoil Naomh Bríde, Tulach Uí Chadhain will avoid publishing the first name and last name of pupils in video or photograph captions published online.
- A list of pupils whose parents do not wish their work/photograph to be published on the school website will be provided to class teachers each year.

# Remote Learning

On occasion the children may need to engage in remote learning, particularly on occasions of exceptional closures.

On these occasions the following guidelines will apply:

- The main medium of digital correspondence in such a scenario will be through email. Teachers should use their school email address with the school domain name (@tullokynens.ie) for correspondence with families. Teachers must only liaise directly with a parent or guardian's email address when assigning remote learning tasks for a pupil. The two exceptions being:
  - i. where an older sibling or near relative has been nominated by the parent/guardian, in agreement with school management, to act as the main point of contact for digital correspondence on behalf of said parent/guardian.
  - ii. if a teacher chooses to assign pupils their own email addresses using Gsuite for Education or similar platform. A pupil's email address must be in a closed network whereby the account can only correspond with designated accounts such as teacher, parent and peers. Parental consent for assigning a pupil their own email address must be given in writing.
- Teachers may also choose to correspond with parents via text messaging services or by phone call.
- Teachers may decide to make use of other methods of digital communication such as Seesaw to deliver and receive content directly with students. Parental consent must be given for the use of Seesaw and other such apps for correspondence.
- Face to face interactions may also be used by teachers to communicate with pupils either on an individual, group or whole class basis. Webex, or similar platforms, may be used for such interactions. Consent for face to face interactions between pupil and teacher or between parents/guardians and teachers will be implied by following the link sent. Parents will be made aware of this in the email communication organising the interaction. Links will always be sent to parents and not directly to students, regardless of whether individual Gsuite email accounts are in use. Pupils are expected to abide by the rules of the interaction/class as outlined by the teacher.
- Any unauthorised recording of face to face interactions on the part of the parent/guardian or pupil is strictly forbidden and will be deemed as a gross

misdemeanour and dealt with accordingly. Distribution of such recordings, in any medium, and without consent will be considered unlawful and will be dealt with accordingly. Recordings, in any medium, distributed by the teacher for educational purposes or otherwise should not be redistributed without consent.

- Written correspondence, audio messages and video recordings sent to a parent/guardian/pupil, or group thereof, should be considered private and only to be accessed by the intended party/parties and should not be redistributed.
- Any use of the internet and online resources during remote learning will be under the supervision of parents/guardians. The measures in place in school to safeguard against inappropriate content online cannot be implemented remotely. The responsibility for the correct and appropriate use of the internet and online material and resources rests solely with the parent/guardian facilitating the remote learning.

Signed



Date: 13/02/2023

Chairperson, Board of Management

Signed



Date: 13/02/2023

School Principal

# Permission Form

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

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

Class/Year: \_\_\_\_\_

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

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.

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

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I accept that, if the school considers it appropriate, my child's schoolwork and/or picture may be chosen for inclusion on the school website, newsletter or other school publications. I understand and accept the terms of the Acceptable Use Policy relating to publishing students' work and/or picture and grant permission for my child to be included where deemed appropriate.

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