Internet Acceptable Use Policy

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School Name	St. Patrick's N.S.
Date of Commencement	01/10/2018
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Contents

1.   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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.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 St. Patrick's N.S.

- It also applies to members of staff, volunteers, parents, carers and others who access the internet in St. Patrick's N.S.

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.

St. Patrick's N.S. 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 St. Patrick's N.S. will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

St. Patrick's N.S. implements the following strategies to promote 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 St. Patrick's N.S. through our SPHE curriculum. The school also regularly uses support material from Webwise and other sources.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- St. Patrick's N.S. participates in Safer Internet Day activities to promote safer and more effective use of the internet.

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

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

The school will monitor the impact of the policy using:

- Logs of reported incidents.
- Monitoring logs of internet activity (including sites visited).

Should serious online safety incidents take place, the Principal should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by the principal, teaching staff and support staff of St. Patrick's N.S.

2.   Content Filtering

St. Patrick's N.S. 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 also allows access to YouTube for use in the classroom under supervision by the relevant teacher. It does not allow access to social media sites such as Facebook or Snapchat.

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.

3. 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 purposes.

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

- Downloading by pupils of materials or images not relevant to their studies is not allowed.

4. Email and Messaging

- The use of personal pupil email accounts is not allowed and is not necessary at St. Patrick's N.S.

5. Social Media

The following statements apply to the use of messaging, blogging and video streaming services in St. Patrick's N.S:

- Use of instant messaging services and apps including Snapchat, WhatsApp, G Chat etc. is not allowed by pupils in St. Patrick's N.S.
- 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 St. Patrick's N.S. community

Staff and pupils must not discuss personal information about pupils, staff and other members of the St. Patrick's N.S. community on social media.

Staff and pupils must not engage in activities involving social media which might bring St. Patrick's N.S. into disrepute.

Staff and pupils must not represent your personal views as those of bring St. Patrick's N.S. on any social medium.

6. Personal Devices

The following statements apply to the use of internet-enabled devices such as tablets, gaming devices, and digital music players in St. Patrick's N.S:

- Pupils are not allowed to bring personal internet-enabled devices into St. Patrick's N.S.

7. Images & Video

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 and Twitter account.

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.

8. 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.

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.

9. 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 and Twitter account.

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 team of teachers.

St. Patrick's N.S. 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 St. Patrick's N.S. web pages.

St. Patrick's N.S. will avoid publishing the first name and last name of pupils in video or photograph captions published online.

10. Permission Form

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:

_____

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_____

Parent/Guardian: _____

Date: _____

As the parent or legal guardian of the above student(s), 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: _____

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

School Name: St. Patrick's N.S. Bruree

Name of Student(s);

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