Internet Acceptable Use Policy

School Name: St. Louise de Marillac Primary School,

Address: Drumfinn Road, Ballyfermot, Dublin 10.

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from 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. Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in this document – will be imposed.

It is envisaged that school and parent representatives and the Board of Management will revise the AUP regularly.

· ·

School's Strategy

The school will employ a number of strategies in order to maximise learning opportunities and to reduce risks associated with the use of the Internet. These strategies are as follows:

General

- Internet sessions will always be supervised by a teacher or an approved adult.
- Filtering software and / or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' Internet usage.
- Teachers will be provided with information with regard to available courses in the area of Internet safety.
- Pupils will be guided by the teacher in relation to Internet safety.
- Virus protection software will be used and updated on a regular basis.
- The use of USBs or CD-ROMS or other software requires the permission of the ICT co-ordinator. As a general rule, no unauthorised USBs or CD-ROMS are permitted to be installed on any machine.
- Pupils will observe good "netiquette" (i.e. etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute.

People authorised to use the Internet:

- Teachers/SNAs
- School secretary
- Adults approved by the teacher / principal
- Students on placement approved by the teacher / principal
- Pupils of the school under the supervision of an approved adult

Personal use of the Internet:
The people named above, authorised to use the Internet, are only permitted to do so for personal use outside of school time i.e. before 9:00am and after 2:40pm.

World Wide Web
- Users will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable material. This includes access to chat rooms. The web filtering service will ensure this cannot happen.
- Pupils will use the Internet for educational purposes only.
- Pupils will never disclose or publicise personal information.
- Usage, including distributing or receiving information, school–related or personal, may be monitored for unusual activity, security and / or network management reasons.
- Given the fact that the setting of the filtering service allows the teachers access to sites such as You Tube it is imperative the teachers adopt a responsible attitude when searching on these sites. Best practice would be to search on the site prior to the lesson and to save the link that they wish to play for the pupils, having previously vetted it and deemed the material to be age-appropriate and suitable.

Email
- Pupils will use approved class email accounts under supervision of a teacher or adults approved by the principal.
- Pupils will not send or receive any material that is illegal, obscene or defamatory or that is intended to annoy or intimidate another person.
- Pupils will not reveal their own or other people's personal details, such as addresses or telephone numbers, photos or pictures.
- Pupils will never arrange a face – to –face meeting with someone they only know through emails sent in school or use of the school's Internet.
- Pupils will note that sending and receiving email attachments is subject to permission from their teacher.

School Website and Blog
The following strategies will be implemented with regard to both the school website and/or the school Blog(s):
- Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web.
- The publication of pupil work will be co-ordinated by a teacher.
- Pupils' work will appear in an educational context on Web/blog pages.
- Students' work will be accompanied only by their first name.
- Digital photos, audio or video clips of individual pupils will generally not be published on the school website. Instead photos, audio and video clips will focus on group activities. Video clips may be password protected.
- Photos and video clips will generally not have any names accompanying them.

- Personal pupil information including home address and contact details will be omitted from school web pages.
- Children will be aware that negative comments of any kind on the school blog shall not be published and may result in disciplinary actions.

Social Media

Given the growth of social media, and the ease with which pupils can access social media, it is important that all parents are aware of the content their children are accessing and posting. It is important also that staff members are mindful of what they post to social media sites and what may be seen by pupils or parents. The following guidelines should be adhered to

- Many social media sites have minimum age requirements. While the school will not monitor this, we would advise parents to not allow their children to have personal accounts on Facebook, Twitter, Snapchat etc. until they are the appropriate age.
- Parents and guardians are encouraged to regularly check their child's online activity / digital footprint. Parents are encouraged to check social media apps (e.g. Facebook, Snapchat, Viber, What's App, Instagram etc.) on mobile phones and electronic devices to ensure they are aware of their child's online interaction with others and approve of same.
- Pupils are not allowed access social media sites/their own social media accounts while in school/on school equipment.
- The settings of all teacher's Facebook and similar accounts should be set to private so that pupils cannot view content should they search for a staff member's name.
- No staff member should knowingly accept a friend request from a pupil
- No staff member should knowingly allow a pupil to follow him/her on forums such as Twitter
- No staff member should invite a pupil as a friend in any social medium forum
- If, as is common with Twitter, your account is public and your identity is evident, please ensure that any statuses and content is suitable should a child search for your name on Google and find your Twitter account
- Given that profile pictures show up in searches, even if setting is private, it is important that staff members are mindful of this and choose appropriate profile photos.

Legislation

Legislation relating to the use of the Internet, which teachers, pupils and parents need to be aware of includes:
- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recording Act 1989
- The Data Protection Act 1988

Sanctions
Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

This policy is subject to regular review.

Signature of Chairperson of Board of Management: Dr. Gerry Berry

Date: 26ᵗʰ May 2020

Summary of AUP (Acceptable Use Policy)

- Internet sessions will always be supervised by a staff member.
- Pupils will observe good "netiquette" at all times and will not undertake any actions that will bring the school into disrepute.
- Pupils will not visit internet sites that contain obscene, illegal, hateful or otherwise objectionable material.
- Pupils will use the Internet for educational purposes only.
- Pupils are not allowed access social media sites/their own social media accounts while in school/on school equipment.
- Pupils will never disclose or publicise personal information.
- Face to face meetings with somebody organised via the school's Internet will be forbidden.
- Pupils will be aware that any usage, including distribution or receiving information, school – related or personal, may be monitored for unusual activity, security and / or network management reasons.
- Pupils will not send or receive any material that is illegal, obscene, defamatory, or that is intended to annoy or intimidate another person.
- Pupils will note that sending / receiving email attachments is subject to permission from the teacher.
- Pupils may be given the opportunity to publish projects, artwork or schoolwork on the World Wide Web.
- Personal information including home and contact details will be omitted from Web pages.
- Photos displayed on the school's website will focus on group activities and generally have no names of the children included.
- Misuse of the internet may result in disciplinary action including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.
- Staff will be vigilant to maintain high standards in their personal use of social media if the content is available for public viewing.