

CLAREGALWAY EDUCATE TOGETHER N.S.

Ratified by B.O.M. on 01/05/07

Reviewed on 10/03/15, 17/05/18 and on 29/04/20

Internet Acceptable Use Policy (Pupils)

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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.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 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 Claregalway Educate Together. The Covid 19 school closure has necessitated remote learning involving more extensive use of the internet by staff and pupils. Claregalway Educate Together have set up dedicated websites and special email addresses for students and parents to contact teachers directly for the closure period. In these unprecedented times new interactive platforms will be used including Google Sites, Google Classroom and Seesaw. Consent for the use of the aforementioned apps must be received before access is granted. All precautions that are possible will be implemented by the school. Parents are asked to monitor online activity closely during this period of distance learning. The same high standards for proper mature use of the internet will apply.

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.

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

Claregalway Educate Together 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.
- Claregalway Educate together participates in Safer Internet Day activities to promote safer 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.
- This policy has been developed by a working group including: Principal, Deputy Principal, teachers and the Board of Management.
- The school organises outside expert speakers or facilitators from time to time.
- The school will monitor the impact of the policy using: Logs of reported incidents. Should serious online safety incidents take place, the parents and BOM shall be informed.
- The implementation of this Internet Acceptable Use policy will be monitored by all staff.

Content Filtering

Claregalway Educate Together 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

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

Pupils will use the school's internet connection only for educational and development activities.

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 illegal file sharing and torrent sites is not allowed.

With all internet usage in the home parents are advised to monitor devices and use the parental controls on their devices.

Email and Messaging

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.

With all internet usage in the home parents are advised to monitor devices and use parental controls on their devices.

Social Media

The following statements apply to the use of messaging, blogging and video streaming services in Claregalway Educate Together :

- Use of instant messaging services and apps including Snapchat, WhatsApp, G Chat etc. is not allowed by pupils in Claregalway Educate Together.
- Use of video streaming sites such as YouTube and Vimeo etc. is with express permission from teaching staff.
- 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 Claregalway Educate Together community.
- Pupils must not discuss personal information about pupils, staff and other members of the Claregalway Educate Together community on social media.
- Pupils must not use school email addresses for setting up personal social media accounts or to communicate through such media. During Covid 19 school closure students and parents have been provided with dedicated email addresses to communicate with their teachers.
- Pupils must not engage in activities involving social media which might bring Claregalway Educate Together into disrepute.
- Pupils must not represent their personal views as being those of Claregalway Educate Together on any social medium.
- With all internet usage in the home parents are advised to monitor devices and use parental controls on their devices.

Personal Devices

Pupils using their own technology in school or at home 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 Claregalway Educate Together:

- Pupils are only allowed to bring personal internet-enabled devices into Claregalway Educate together with expressed permission from staff.
- Pupils are not allowed to use personal internet-enabled devices during social time.
- With whatever device being used in the home, parents are advised to monitor devices and set up parental controls on devices.

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 Claregalway Educate Together 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 will be under teacher supervision and will be educational in purpose.

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. With all internet usage in the home parents are advised to monitor devices and use parental controls on their devices.

Cyberbullying

When using the internet pupils 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 Claregalway Educate Together to ensure 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 regular school hours and activities.

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 cyberbullying is an integral part of the anti-bullying policy of our school.

With all internet usage in the home parents are advised to monitor devices and use parental controls on their devices.

Internet Safety is addressed regularly through SPHE and the invitation of speakers.

School Website

Pupils will be given the opportunity to publish projects, artwork or school work on the school's website and on Seesaw during Covid 19 school closure.

The websites 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.

Claregalway Educate Together will use only digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will be published on the school website through password protected pages for parents viewing only.

Personal student information including home address and contact details will not be published on Claregalway Educate Together web pages.

Claregalway Educate Together will avoid publishing the first name and last name of pupils in video or photograph captions published online.

Legislation

Teachers and parents should familiarise themselves with:

- Child Trafficking and Pornography Act 1998
- Interception Act 1993 Video Recordings Act 1989
- The Data Protection Act 1988, 1995, 2003 and 2016 (The EU General Data Protection Regulation GDPR EU 2016/679)

Permission Form No need to print and sign slip below. (This permission slip to be completed by Google form which will issue by separate email shortly).

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: _____

Class: _____

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, I accept that, if the school considers it appropriate, my child's school work 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: _____