INTERNET ACCEPTABLE USE POLICY

Revision: January 2021

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1. INTRODUCTION

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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed. Before enrolling and at least annually during enrolment, the AUP should be read carefully to ensure that the conditions of use are accepted and understood. Similarly all staff should at least annually carefully read and ensure that the AUP is understood and followed.

2. GENERAL APPROACH

WHEN USING THE INTERNET PUPILS, PARENTS AND STAFF ARE EXPECTED:
- To treat others with respect at all times.
- 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 SS Peter and Paul JNS.
- Members of staff, volunteers, parents, carers and others who access the internet in SS Peter and Paul JNS.
- All online communication to/from the school and to online activities on behalf of the school and/or offered by the school by the persons listed above.

MISUSE OF THE INTERNET MAY RESULT IN:
- Disciplinary action, including written warnings and withdrawal of access privileges.
- The school also reserves the right to report any illegal activities to the appropriate authorities.
- If the misuse is undertaken by a student, disciplinary action may follow the school's Code of Behaviour.

SS PETER AND PAUL JNS IMPLEMENTS THE FOLLOWING STRATEGIES ON PROMOTING SAFER USE OF THE INTERNET:

- Children may not access the internet at school unless supervised by a member of staff
- Pupils will be provided with education in the area of internet safety as part of our implementation of the SPHE curriculum.
- In addition to age appropriate specific lessons, internet safety advice and support opportunities are provided to pupils in SS Peter and Paul JNS through opportunities presenting in the daily course of school life.
- Teachers will be provided with information relevant to continuing professional development opportunities in the area of internet safety.

- Filtering software is employed- see section 'Content Filtering' below.

THIS POLICY AND ITS IMPLEMENTATION WILL BE REVIEWED ANNUALLY BY THE FOLLOWING STAKEHOLDERS:

This policy has been developed by a working group including: Principal, Deputy Principal, teachers, representatives of the parents' committee and representatives of the Board of Management.

- Board of Management, teaching staff, and parents' committee representatives.

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 Designated Liaison Person (Ms. Whelan) and Deputy Designated Liaison Person (Mrs. Bouzzah) as per our child protection policy should be informed.
- The implementation of this Internet Acceptable Use policy will be monitored by all staff members with periodic overview by the ICT Co-ordinator (Mrs. Heffernan.)

3. CONTENT FILTERING

Content filtering is an essential and integrated element of the broadband service that is provided to schools by the Schools Broadband Programme. The purpose of content filtering is to ensure (in so far as possible) that inappropriate websites and content are not accessible from within schools. Within the content filtering service provided, schools are given a choice of six different levels of content filtering so that they can choose a level that best meets their particular situation, age group of pupil's etcetera. The chosen level of content filtering is implemented by the Schools Broadband team for the school. Level one is the most restrictive, while level six is the 'widest' level available as it allows access to websites such as YouTube, personal blogging and social networking.

SS Peter and Paul JNS, having consulted with the Schools Broadband team 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' (which has become widely used in schools for teaching and learning in the last few years). It also allows access to 'personal websites category', and other similar types of websites, such as blogs. This allows our teachers to make use of ClassBlogs from school ICT resources.
Users 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, and / or disciplinary action. Where these actions are undertaken by a student then disciplinary action will proceed as per the school's Code of Behaviour.

4. WEB BROWSING AND DOWNLOADING

The term 'users' refers to all who access the internet from within SS Peter and Paul JNS. This includes students, staff, members of the Board of Management and all other persons.

- 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 the teacher in that classroom.
- Users will report accidental accessing of inappropriate materials in school but outside the classroom to the adult who is supervising their access and / or the Principal.
- Users will not copy information from the internet without acknowledging the creator and referencing the source of the content.
- Users 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.
- 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 sites is allowed with staff permission. Use of torrent sites is not allowed by students.
- In the event that any adult accidentally or otherwise breaches any of the above points then they will inform the Designated Liaison Person (Ms. Whelan) or in her unavailability the Deputy Designated Liaison Person (Mrs. Bouzzah) at the earliest opportunity.
- Any web content and websites shown to children during school hours must be vetted by the staff member in charge of those child(ren) prior to accessing it with the child(ren).

5. EMAIL, MESSAGING, WEBSITE LOGINS

- The use of personal email accounts by students is not allowed at SS Peter and Paul JNS.
- The use of school accounts by students is allowed at SS Peter and Paul JNS under adult supervision.
- Students (via their parent(s)/guardian(s)) will be provided with Google credentials for accessing tools such as Google Classroom.
- Students are not allowed to reveal their own or other people's personal details such as passwords, addresses, telephone numbers or pictures.
- Students should only send/receive files subject to permission from the teacher and/or parent(s)/guardian(s) as appropriate.

WITH REGARD TO WEBSITES IN USE WHICH REQUIRE / FACILITATE STUDENT LOGIN:

- Pupils should not under any circumstances share their account login details with other pupils.
- Pupils will use approved accounts only under supervision by and with permission from the Principal or a teaching staff member.
- Pupils should be aware that all such accounts 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 will not use 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.

6. SOCIAL MEDIA AND DIRECT COMMUNICATION USING THE INTERNET

The internet provides a range of social media tools that allow us to interact and keep in touch. While recognising the benefits of these media for new opportunities for communication, this policy sets out the principles that members of our school community are expected to follow when using social media.

The principles set out in this policy are designed to help ensure that social media is used responsibly so that the confidentiality of pupils and other staff and the reputation of the school is protected.

This policy applies to:

- personal websites such as blogs, microblogs such as forums, podcasts, open access online encyclopaedias such as Wikipedia
- any content sharing site such as Vimeo, YouTube, Scratch.
- instant messaging services such as Snapchat, WhatsApp, Google Chat etc
- two way communication systems used by the school such as Twitter and a number of tools used for classroom communication including, but not limited to, Aladdin Connect and other features provided by Aladdin, Class Dojo, Email and the services provided as part of G Suite for Education including Google Classroom.

These services, although not owned by SS Peter and Paul JNS, form part of our web services and all content that is placed on these services falls under this policy. The internet is a fast moving technology and it is impossible to cover all circumstances or emerging media.

The following statements apply to the use of personal websites, messaging, blogging, video streaming and two way communication services in SS Peter and Paul JNS:

- Use of instant messaging services and apps including Snapchat, WhatsApp, G Chat etc. is not allowed by students in SS Peter and Paul JNS.
- Use of blogs such as WordPress etc. is allowed in SS Peter and Paul JNS with express permission from the Principal, and under supervision of teaching staff or the Principal.
- Use of video streaming sites such as YouTube, Vimeo etc. is allowed at certain times in SS Peter and Paul JNS. This is generally for educational purposes (e.g. to provide instructional materials or exemplars for specific lesson content.) and at certain times may be for entertainment purposes (while keeping to copyright and licencing requirements). Staff will have 'pre-screened' content to be viewed for suitability. The responsibility for 'pre-screening' lies with the staff member who intends to show the resource to the child(ren). Students are not allowed to search such sites for themselves.

- All members of our school community 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 SS Peter and Paul JNS community.
- Members of our school community must not discuss personal information about pupils, staff and other members of the SS Peter and Paul JNS community on social media.
- Online messages or comments to the school and/or on social media are treated in the same way as messages written to the school.
- Online platforms are not the place to raise issues with the school and comments of this nature will be deleted - contact the school directly to discuss issues.
- Advertisements may not be added to our social media account without prior permission of the Principal.
- Any of our social media posts may not be reposted without prior permission of the Principal.
- Please do not "tag" photographs or any other content that would identify any children or staff in our school. The school reserves the right to identify staff and/or children (by first name only) in line with permissions granted.
- Failure to adhere to the above rules may result in a permanent ban to our social media accounts.
- Staff and pupils must not represent their own personal views as those of SS Peter and Paul JNS on any social medium.

The safety of our children on the Internet is of the utmost importance and the Internet is open to potential dangers when used inappropriately. The school advises that parents respect the minimum age requirements associated with many social media sites. As such, it is not advised for parents to allow their children to have personal accounts on Facebook, Twitter, Snapchat etc until they are the appropriate age.

7. PERSONAL DEVICES

SS Peter and Paul JNS recognise the educational value of 'Bring Your Own Device' (BYOD) practices. This practice involves students bringing their own personal devices to school. However, by taking into account the possible negative consequences and the level of supervision needed, SS Peter and Paul JNS DO NOT ALLOW students to bring personal devices into school. This includes 'smart watches' that have the capability of taking photographs.

The ONLY exception is when the student has been requested by a teaching staff member for educational purposes. Prior to the student physically bringing the device into school:

- The teaching staff member will explain the agreement found in Appendix 3 to the student. This agreement sets out the responsibility of the teaching staff member, the educational purpose of bringing the device and the student's responsibility with regard to bringing their device into school.
- The student will bring the agreement home, parent(s) / guardian(s) will read the agreement with the child, and ensure their understanding.
- Parent(s) / guardian(s) AND child will sign the agreement.
- The form will be returned to the teaching staff member and be provided to the Principal prior to bringing the device to school.

8. IMAGES & VIDEO

The development of digital imaging technologies (devices which can take and / or record images, software which allows images / recordings to be uploaded / downloaded from the World Wide Web) has created significant benefits to learning, allowing staff and pupils instant use of images that they have recorded themselves or downloaded from the internet. However, staff, parents / carers and pupils need to be aware of the risks associated with publishing digital images on the internet. Such images may provide opportunities for harassment or breaches of privacy to take place. Digital images may remain available on the internet forever and may cause harm to individuals in the short or longer term. The follow statements apply to the use of such digital imaging technologies within SS Pater and Paul JNS:

IMAGES MAY NOT BE TAKEN OF ANY CHILD WITHOUT PRIOR PERMISSION FROM PARENT/GUARDIAN PERMISSION BEING GRANTED VIA THE PERMISSION FORM FOUND IN APPENDIX 2 OR THE DIGITALLY GRANTED PERMISSION VIA OUR SCHOOL ADMINISTRATION SOFTWARE 'ALADDIN'.

- 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 SS Peter and Paul JNS pupils must not take images of others at any time unless acting under direction from and under strict supervision of their teacher.
- Taking photos or videos on school grounds when participating in school activities is allowed once care is taken that no harm is done to staff or pupils of SS Peter and Paul JNS.
- Written permission from parents or carers will be obtained BEFORE photographs of pupils are published on the school website. This permission may be granted / withheld via the Permission Form in Appendix 2 and/or digitally granted/withheld via 'Aladdin'. Staff must ensure they have checked such permissions before publishing images of a student (or publishing schoolwork on the website.)
- Images, videos or other content must not be shared online with the intention to harm another member of the school community regardless of whether this happens in school or outside.

9. CYBERBULLYING

This type of bullying is increasingly common and is continuously evolving. It is bullying carried out through the use of information and communication technologies such as text, social network sites, e-mail, instant messaging.

Inappropriate or hurtful messages are the most common form of online bullying. As cyber-bullying uses technology to perpetrate bullying behaviour and does not require face to face contact, cyber-bullying can occur at any time.

Access to technology means that cyber-bullying can happen around the clock and the pupil's home may not even be a safe haven from such bullying. Pupils are increasingly communicating in ways that are often unknown to adults and free from supervision. The nature of these technologies means digital content can be shared and seen by a very wide audience almost instantly and is almost

impossible to delete permanently. While cyber bullying often takes place at home and at night, the impact can also be felt in school.

Engaging in online activities with the intention to harm, harass, or embarrass and 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 SS Peter and Paul JNS, in accordance with the Anti-Bullying Procedures for schools, 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.

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.

10. SCHOOL WEBSITES

This includes the school website domain, social media profiles including but not limited to Twitter and content related to our G Suite for Education service. Pupils will be given the opportunity to publish projects, artwork or school work on the internet. Parental permission must be granted via the 'Permission Form' in Appendix 2 PRIOR TO PUBLISHING any work. 'Publishing' will be in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website. These include:

- The website will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff.
- Webpages allowing comments or user-generated content will be checked frequently to ensure that they do not contain any inappropriate or offensive content. This responsibility lies with the class teacher in charge of that webpage (eg, ClassBlog, individual Google classroom)
- The publication of student work will be coordinated by a teacher.
- SS Peter and Paul JNS will endeavour to use 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. Such photographs, audio or video clips will not be password protected.
- Personal student information including home address and contact details will not be published on SS Peter and Paul JNS web pages.
- SS Peter and Paul JNS will avoid identifying pupils by full name in video or photograph captions published online.
- The school will ensure that any image files are appropriately named and will not use pupils' names in file names or ALT tags if published on the Internet.

11. LEGISLATION

Parents and staff should familiarise themselves with the following legislation relating to use of the Internet:

- Child Trafficking and Pornography Act 1998
- Children First 2018
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988
- Data Protection (Amendment) Act 2003

12. RATIFICATION

This policy will be reviewed on a three year basis by the BoM unless circumstances require earlier review. This version of the policy was ratified by the BoM on 28th January 2021.

Date of next review: During second term of academic year 2023/2024.

Signed: *T. Murphy* Date: *28th January 2021*
Chairperson of the Board of Management.

APPENDIX 1 - PERMISSION FORM

1. On behalf of my child, I agree that he/she will follow the school's Acceptable Use Policy on the use of the Internet. He/she will use the Internet in a responsible way and obey all the guidelines and rules held within the Policy as explained by me / us, and by the school.

Parent/Guardian: _____ _____**Date:** _____

2. 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.

I accept the above paragraph. ☐

3. 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 and grant my permission for my child's work to be included on the website so long as its inclusion adheres to the terms detailed in the Acceptable Use Policy. ☐

I accept the above paragraph.

Please cross out the choices below to indicate your permissions:

4. I **give/ do not** give permission for the school to take photographs of my child in accordance with the Acceptable Use Policy.
5. I **give / do not** give permission for these photographs to be included on the school website / publications in accordance with the Acceptable Use Policy.
6. I **give / do not** give permission for individual photographs of my child to be published on the school website and social media platforms.

Signature: _____ Date: _____

Address: _____ _____

Please review the school Internet Acceptable Use Policy, and sign and return this permission form to the Principal. In the interest of the environment and sustainability, it is preferable that you access the school Internet Acceptable Use Policy online, available at: http://www.sspeterandpauljns.ie/aup.html

If this is not possible a hardcopy may be requested from the school.

APPENDIX 2: AUP AGREEMENT

(TO BE COMPLETED BY ANY PERSON WHO IS NOT A STUDENT IN SS PETER AND PAUL JNS BEFORE ACCESSING THE NETWORK AND INTERNET OF SS PETER AND PAUL JNS.)

As a school user of the network and internet at SS Peter and Paul JNS., I have read and understood the Internet Acceptable Use Policy (AUP) for the use of the internet in SS Peter and Paul JNS., and by signing I agree to abide by the policy as stated and to accept any sanctions which may be imposed due to mis-use of the internet and non-adherence to the AUP. I agree to follow the school rules on its use. I will use the network in a responsible way and observe all the restrictions explained in the AUP. I agree to report any misuse of the network to the school Principal or the ICT co-ordinator.   I accept my responsibility towards ensuring and overseeing the safe use of the network / internet by students in SS Peter and Paul JNS if the opportunity presents. If I do not follow the rules, I understand that this may result in loss of access to the internet / computer network as well as other disciplinary action.

Name: _____

Signature: _____

Date: _____

APPENDIX 3: PERSONAL DEVICES AGREEMENT

The use of this device will follow the Acceptable Use Policy of SS Peter and Paul JNS and abide by statement within this Personal Devices Agreement.

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 devices such as tablets, gaming devices, and digital music players in SS Peter and Paul JNS.

- The pupil has been requested by a teaching staff member to bring their personal device into school for an express educational purpose as set out below.

- Pupils are only allowed to use personal devices under direct supervision of a member of SET.

- Pupils should be aware that the staff member will monitor activity during use and may access the 'last image' on the camera roll to ensure that no images have been taken without permission. (See relevant section in main section of Acceptable Use Policy). If said image exists, the staff member will continue to view the 'previous image' until reaching the first which presents as not taken 'during this usage timeframe'.

- Pupils are not allowed to use personal devices during social time.

- Upon arriving at school, the personal device must be given to the relevant SET member/Principal who will keep it securely in their own room (locked away) when not in use during educational activity undertaken by the staff member and the student together.

[Student name] _____ has been requested to bring their *device [specific device type]* _____ into school on *[date]*_____.

for the purpose of / to: *[insert learning intention]*

_____

_____

_____

Through their own signing of the Acceptable Use Policy, the staff member_____
has undertaken to agree to their responsibilities therein and as set forth in this agreement.

Student section:

I understand the rules I have to follow so that I can use my personal device in school. I agree to keep all these rules, and I know that disciplinary action will follow if I don't keep these rules.

Signed: _____   **Date: _____**

Parent section:

I understand and accept the Personal Devices Agreement, and that the use by my child of their personal device must abide by this agreement in conjunction with the Acceptable Use Policy.

Signed: _____   **Date: _____**
Address:

_____