

SS PETER AND PAUL JNS

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INTERNET ACCEPTABLE USE POLICY

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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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

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.
- It also applies to members of staff, volunteers, parents, carers and others who access the internet in SS Peter and Paul JNS.
- 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:

- 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.

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 (Mrs. Frayne) 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 (Ms. Whelan.)

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, under advice from the Schools Broadband team has chosen to implement the following level on content filtering on the Schools Broadband Network:

Level 3 This level allows access to millions of websites including games but blocks YouTube, and 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, and / or disciplinary action 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.

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 not allowed at SS Peter and Paul JNS.

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.

WHEN USING SUCH WEBSITES:

- 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 of 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

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 and any content sharing sites such as Vimeo and Scratch. 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 messaging, blogging and video streaming 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 Word Press 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 Vimeo etc. is allowed at certain times in SS Peter and Paul JNS for educational purposes only (e.g. to provide instructional materials or exemplars for specific lesson content.) 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.

- 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 SS Peter and Paul JNS community.
- Staff and pupils must not discuss personal information about pupils, staff and other members of the SS Peter and Paul JNS community on social media.

Staff and pupils must not represent their own personal views as those of SS Peter and Paul JNS on any social medium.

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.

The ONLY exception is when the student has been requested by the ICT coordinator for educational purposes. Prior to the student physically bringing the device into school:

- The ICT coordinator will explain the agreement found in Appendix 3 to the student. This agreement sets out the ICT co-ordinators responsibility, 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, ensure their understanding
- Parent(s) / guardian(s) AND child will sign the agreement.
- The form will be returned to the ICT coordinator

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.

- 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 or 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. 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 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

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.
- The publication of student work will be coordinated by a teacher.
- SS Peter and Paul JNS only uses 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 SS Peter and Paul JNS web pages.
- SS Peter and Paul JNS will avoid publishing the first name and last name of pupils in video or photograph captions published online.

Appendix 1 -Permission Form

1a. IF student is in class levels: Senior Infants, 1st class, 2nd class

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 and guidelines explained to me by the school and by my parent(s).

Student's Signature: _____

OR

1b. Students in / entering into class level: Junior Infants

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.

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 the ICT coordinator 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 the ICT coordinator.
- Pupils should be aware that the ICT coordinator will monitor activity during lesson use time 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 ICT coordinator 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.
- Immediately upon arriving to school, the personal device must be given to the ICT coordinator, who will keep it securely in their own room (locked when no one present) when not in use during educational activity undertaken by the ICT coordinator and the student together.

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

They have been requested to do so for the purpose of / to: [insert learning intention]

Through their own signing of the Acceptable Use POLICY, THE ICT coordinator 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: _____