

# Acceptable Usage Policy for Internet Use (Scoil Mhuire, Ruan)

## Rationale

The aim of this Acceptable Use Policy (AUP) is to ensure that pupils will benefit from learning opportunities offered by the school's Internet in a safe and effective manner.

This policy has been formulated and amended at staff meetings to include the school's use of Digital Technology to facilitate distance teaching and learning during the school closure from March to end of June 2020

This policy will be available on our school website. It is assumed that the parent body accepts the terms of the AUP unless the school is specifically notified.

## Our School's Strategy regarding the Use of Internet

In order to maximise learning opportunities and reduce risks associated with the Internet we employ the following strategies when using Digital Technology at school.

- A staff member will be present when pupils are using the internet.
- The School Broadband filtering software is used to minimise the risk of exposure to inappropriate material.
- All pupils will be taught Internet safety/Digital Citizenship as per Digital Learning Plan.
- Uploading and downloading of non-approved software is not permitted.
- Virus protection software AVG (Anti-Virus Group) is used and it backs up automatically once a day. Additionally we also have Malwarebytes to get rid of any Malware (malicious software designed to harm or exploit any programmable device or network)
- Pupil use of personal memory sticks and other digital storage media in school requires a teacher's permission.
- Students will treat others with respect at all times. It is important to note that the school's Anti Bullying Policy should be read in conjunction with this policy, specifically:  
"Parents/guardians and students should be aware that placing a once-off, offensive or hurtful internet message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour" (cf Anti-Bullying Policy)
- Pupils will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials and the school will not be responsible for any attempts taken in this regard.
- In the event of accidentally accessing any of the above sites, the pupil will be expected to immediately turn off the monitor and report the incident to a staff member.
- Pupils will use the Internet for educational purposes only during class time.
- All websites used by the teacher will be vetted in advance by the teacher.
- Pupils will be taught about plagiarism and copyright infringement.
- Students will be taught not to disclose or publicise personal information online. Examples of this are, but not limited to their own or classmates home addresses, telephone numbers, e-mail addresses, online profile information or name and location of school.

- Pupils will be aware that any usage of digital technology may be monitored by school staff.
- The school takes every reasonable precaution regarding online safety, but it cannot be held responsible if students access unsuitable websites either deliberately or inadvertently.

### **Email / Social Media**

- While at school pupils will not have access to social media or email. However, they may be provided with Google credentials for accessing other communication tools such as Google Classroom.
- Many social media sites have minimum age requirements. We would advise parents not to allow their children to have personal accounts on Snapchat, Facebook, Twitter, etc. until they are the appropriate age.
- When using social media we ask parents not to “tag” photographs or other content which would identify pupils or school staff.

### **School Website**

- Please note that the following points apply to the school’s web site and social media profiles, including but not limited to Facebook, Twitter and YouTube.
- Pupils may be given the opportunity to publish projects, artwork or school work on the World Wide Web.
- The school will endeavour to use digital photographs, audio or video clips of a group rather than of individual pupils.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- Pupils will continue to own the copyright on any work published.

### **Direct Communication using Internet, including Distance Learning**

Teachers may use a number of platforms for classroom communication, including but not limited to Zoom and Seesaw, Some of these platforms provide synchronous video opportunities whereby a staff member directly speaks to the children live - e.g. through a webinar or online meeting. The staff member invites pupils and their families to these meetings using a code. The following are ground rules for synchronous lessons online.

- All meetings will be password protected.
- All people involved in the meeting will conduct themselves in a similar manner that would be expected in a regular class.
- A family member is expected to be close by when a pupil is engaging in a meeting.
- Staff will not meet any child alone using an online meeting. If there is a need for a meeting between a pupil and a staff member, another adult must be present at the meeting.
- While the ‘chat’ facility may be available in an online meeting, it is the responsibility of the child’s family to ensure that any interaction is appropriate. Any pupil interaction that could be deemed inappropriate may result in the child’s removal from the lesson or, where appropriate, a referral to Child Protection services.

## **Pupils' Personal Devices**

Pupils may not use any personal device with recording or image taking capability while in school or on a school outing. Any such breach of the Acceptable Use Policy (AUP) will be sanctioned accordingly.

## **Legislation**

This AUP is informed by the following legislation

- EU General Data Protection Regulations 2018
- Anti-Bullying Guidelines for Primary Schools 2013
- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Video Recording Act 1989
- The Data Protection Act 1988
- Interception Act 1963

## **Sanctions**

Misuse of the Internet or any activity which is in contravention of this Policy, may result in disciplinary action, including written warnings, withdrawal of access and, where appropriate, suspension or expulsion in line with the Code of Behaviour.

The school also reserves the right to report any illegal activities to the appropriate authorities.

## **Implementation and Review**

This Policy will be reviewed, as deemed necessary, by the Board of Management.

## **Policy Ratification**

This Policy was ratified by the Board of Management of Scoil Mhuire, Ruan at its meeting on Dec. 15<sup>th</sup>, 2020

Signed: \_\_\_\_\_

Date \_\_\_\_\_

Chairperson