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Internet Safety: Acceptable Use Policy

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

It is envisaged that school and parent representatives will revise the AUP annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

This version of the AUP was created on 16th May 2018 by Marie O Connell ICT Co-ordinator and ratified by the Board of Management on 25-5-2018

Signed: Marie O Connell

Reviewed and updated on 9th September 2020 and ratified by the Board of Management on

10-9-2020
Signed: Marie O Connell

School's Strategy

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

General

- Internet sessions will always be supervised by a teacher or SNA.
- 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 students' internet usage.
- Students and teachers will be provided with training in the area of Internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of personal memory sticks, CD-ROMs, or other digital storage media in school, requires a teacher's permission
- Students 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.

World Wide Web

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will use the Internet for educational purposes only.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement)
- Students will never disclose or publicise personal information
- Downloading by students of materials or images not relevant to their studies is in direct breach of the school's acceptable use policy
- Students 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
- Students will use nicknames to protect their identity on the web when enrolled on educational websites such as Khan Academy, Studyladder, Mangahigh etc.
- Students will generally appear in photos on school website and facebook page in groups. If appearing as individuals there will be no identifying names with the photograph

Email

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

Social Networking and Internet Chat

- Students will only have access to social networking, chat rooms, discussion forums or other electronic communication forums that have been approved by the school. This use will be monitored on the School desktops/laptops/tablets.
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
- Usernames/nicknames will be used to avoid disclosure of identity.
- Personal Social Networking sites such as Facebook, Twitter, Snapchat, Ask Fm, Instagram, Viber, Tik Tok etc. are not permitted and are blocked on School desktops/laptops/tablets by the Schools Broadband Network Filtering system.

School Website: www.ardfertns.ie School Facebook Page: Scoil Naisiúnta Ard Fhearta

Youtube Channel: Ardfert N.S.

- Students projects, artwork or school work will be published on the World Wide Web

through the school's website, facebook page or youtube channel in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website by school staff only.

- The facebook page and youtube channel will be regularly checked to ensure that there is no content that compromises the safety of students or staff.
- The facebook page and youtube channel using facilities such as comments and user-generated content will be checked frequently to ensure that they do not contain
- personal details.
- The publication of student work will be co-ordinated by a teacher.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will never contain names or personal details.
- Personal student information including home address and contact details will never be published on school web pages.
- The school website and facebook page will avoid publishing the first name and last name of individuals in a photograph.
- The school will ensure that the image files are appropriately named and will not use students' names in image file names or ALT tags if published on the web.
- Students will continue to own the copyright on any work published.
- Parents/Guardians will be given a copy of the school's Acceptable Usage Policy at the beginning of each school year as technology is constantly changing.
- The AUP will contain a Letter to Parents/Guardians and a Permission Form which parents/guardians will have to sign to allow their child's work/photos/videos to be published on the school website, facebook page or youtube channel.
- If a child is involved in a project with an outside organisation a separate permission form will be required if a child's work or photo is to be published on other websites/blogs/facebook pages etc.

Direct Communication using Internet

Teachers in the school may use a number of tools for classroom communication including Google Classroom, Zoom or Skype. Some of these tools 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 or link and may create a waiting room to control entry to the meeting/webinar. The following are the ground rules for synchronous lessons online:

- All meetings will be password/link protected and/or will have a waiting room to control entry to meeting.
- All people involved in the meeting will conduct themselves in a similar manner that would be expected in a regular class.
- The staff member has the right to 'remove' any person who is disruptive from a synchronous lesson.
- A family member is expected to be close by when a pupil is engaging in a meeting. They should monitor all online interactions by the pupil.
- Staff will not meet any child alone using an online meeting. If there is a need for a meeting between a child and staff member, another adult must be present at the meeting and/or the meeting must be recorded.

- While chat may be available in an online meeting, it is the responsibility of the child's family to ensure that any interaction is appropriate. Any interaction from a pupil that could be deemed as inappropriate may result in the child's removal from the lesson or, where appropriate, a referral to Child Protection services.

Personal Devices

Students are currently not allowed use their own technology at school. If a child for any reason has to bring a mobile phone to school they must hand it into the principal's office after arriving and it will be returned to the child just before leaving school.

Legislation

The school will provide information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:

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

Support Structures

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

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.

Permission Form

(Please review the attached school Internet Acceptable Use Policy, and sign and return this permission form to the Principal.)

School Name: _____

Name of Student: _____

Class: _____

Student

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 Signature: _____ Date: _____

Parent/Guardian

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 I do not accept the above paragraph

(Please tick as appropriate)

In relation to the school website, facebook page or youtube channel, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the school website, facebook page or youtube channel. I understand and accept the terms of the Acceptable Use Policy relating to publishing students' work on the school website, facebook page and youtube channel

I accept the above paragraph I do not accept the above paragraph

(Please tick as appropriate)

Signature: _____ Date: _____

Address: _____ Telephone: _____

Letter to Parents/Guardians

Dear Parent/Guardian,

Re: Internet Permission Form

As part of the school's education programme we offer pupils supervised access to the Internet.

This allows students access to a large array of online educational resources that we believe can greatly enhance the learning experience.

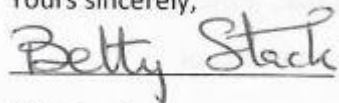
However, access to and use of the Internet requires responsibility on the part of the user and the school. These responsibilities are outlined in the school's Acceptable Use Policy (enclosed). It is important that this enclosed document is read carefully, signed by a parent or guardian and returned to the school.

Although the school takes active steps to promote safe use of the Internet, it recognises the possibility that students may accidentally or deliberately access inappropriate or objectionable material.

The school respects each family's right to decide whether or not to allow their children access to the Internet as defined by the school's Acceptable Use Policy.

Having read the terms of our school's Acceptable Use Policy, you may like to take a moment to consider how the Internet is used in your own home, and see if there is any way you could make it safer for your own family.

Yours sincerely,

A handwritten signature in cursive script that reads "Betty Steck". The signature is written in black ink on a light-colored background.

(Principal)