

St. Sinneach's N.S., Colehill

Uimhir Rolla 14672 F

Internet Acceptable Usage Policy

Educationalists believe in the benefits of curriculum-based internet use. The purpose of the Internet Acceptable Usage Policy is to ensure that pupils will benefit from learning opportunities offered by the school's internet resources, and will be protected from harmful and illegal use of the Internet. St. Sinneach's N.S., Colehill will employ a number of strategies to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows: 1. Acceptable Usage Policy (AUP); 2. Education; 3. Filtering/Monitoring

Internet: As part of the school's Digital Learning programme, we offer all pupils supervised access to the Internet, through the use of Chrome books. This allows students' access to a large array of online educational resources that we believe can greatly enhance the learning experience. For children in the senior classes, this means researching information, locating material and communicating with children in other schools, in Ireland and abroad. Children in the junior end of the school may occasionally use the internet to access educational websites that reinforce the work being done in the classroom.

1. Internet will be used for educational purposes only.
2. Internet sessions will always be supervised by a teacher.
3. Pupils will seek permission before entering any Internet site, unless previously approved by a teacher.
4. "Level 3 Fortiguard Filtering Software", provided by the National Centre for Technology in Education (NCTE), will be used to minimise the risk of exposure to inappropriate material. This Filtering Software restricts access to inappropriate material and blocks websites belonging to the 'Personal Websites' category and the 'Social Networking' category. Therefore websites, blogs and apps such as YouTube, Snapchat and Facebook are not accessible to pupils within the school.
5. The school will regularly monitor pupils' internet usage.
6. Pupils will be taught to evaluate the content of internet sites.
7. Teachers will be made aware of internet safety issues.
8. Uploading and downloading of non-approved material is banned.
9. Virus protection software will be used and updated on a regular basis.
10. The use of personal external storage devices in school requires a teacher's permission
11. Pupils will receive training in the area of internet safety.
12. Pupils will observe good "netiquette" (etiquette on the internet) at all times and will not undertake any action that may bring a school into disrepute.

Internet Chat and Zoom Sessions: Discussion forums will only be used for educational purposes and will always be supervised. Pupils are not allowed to arrange a face-to-face meeting with someone they only know through emails or the Internet.

Email: If pupils are allowed to use email, the following rules will apply:

1. Email will be used for educational purposes only.
2. Pupils will only use approved class email accounts under supervision by or permission from a teacher.
3. Pupils will not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
4. Pupils will not send text messages to or from school email.
5. Pupils will not reveal their own or other people's personal details e.g. addresses, telephone numbers, or pictures via school email.
6. Pupils will never arrange to meet someone via school email. 7. Sending or receiving email attachments is subject to teacher permission.

School Website: Pupils will be given the opportunity to publish projects, art work or school work on the school website, <https://www.colehillns.ie/> Regarding our school website, teachers will use their professional judgement in managing the publication of material in relation to their particular class at any given time. Occasionally photographs of children will be used on the website. Only Christian names will be used to identify children and all efforts will be made to ensure that there is no content published that compromises the safety of pupils and staff.

1. Pupils will be given the opportunity to have photographs, projects, artwork and other work relating to curricular and extra-curricular school activities published on the school website as per the consent form. Teachers will coordinate the publication of this material.
2. Personal information relating to the pupil including their name, home address and contact details will not be included on school social media or the school's website.
3. Digital photographs and audio or video clips of individual pupils will not be published on the school website and/or affiliated pages, without prior parental/guardian permission. Instead, photographs etc. will focus on group activities, where children will not be named. These photos/videos on our website/App should not be copied or posted to any social media or other website or published in any way.
5. Parent(s)/guardian(s) are requested not to 'tag' photographs or any other content which would identify any children or staff in the school.
6. Parent(s)/guardian(s) are requested to ensure that online messages and/or comments to the school's website are respectful. Any messages written on social media are treated in the same way as written messages to the school.
7. The content of the website will be reviewed regularly. The Principal and the Board welcome any suggestions about how the content may be improved.

8. If any parent or guardian has any concern about the appropriateness of the content of the website, then the Board asks that the matter be brought to their attention as a matter of urgency.

9. This Policy should be read in conjunction with our GDPR Policy.

Personal Devices: Pupils may not use any personal device (phones, tablets, Playstations, Nintendos, X Box, Switch, P.C., Smart watches, Smart glasses, V.R. headsets, etc) with recording or image-taking capability while in school or on a school outing. Any such breach of the Acceptable Usage Policy (AUP) will be sanctioned accordingly. Any images or recordings taken by class teachers on smartphones or other personal devices must be downloaded onto the school server and/or school website and then immediately deleted from source. The use of E-readers may be permitted, under the supervision of the teacher. All personal devices are to be turned off during school hours.

Filtering and Firewall: The ‘filtering’ and ‘firewall’ functions are handled centrally by the Department’s Schools’ Broadband Service Desk. Teachers are allowed to access a wider range of websites as their laptops have a specific IP address that identifies them as ‘belonging to a teacher’.

Legislation and Regulation: The school will provide information on the following legislation relating to use of the Internet with which teachers, pupils and parents/guardians should familiarise themselves where appropriate:

- 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

Support Structures and Education: St. Sinneach’s N.S., Colehill will undertake an education programme to educate children on the safe, responsible use of the Internet. 21st century life presents dangers including violence, racism and exploitation from which children and young people need to be protected. At the same time they need to learn to recognise and avoid these risks – to become internet wise. To this end, pupils will receive Internet Safety presentations, to include Cyber Bullying, from the Community Garda, Ger Brick (iNetSafetyTalk) and CyberSafeKids.ie. There will also be a facility for training in this area for parents and guardians, if they wish to avail of such training. The school will inform pupils and parents/guardians of key support structures and organisations that deal with illegal material or harmful use of the Internet. Our staff will regularly take part in Continuous Professional Development in relation to the development of AUPs, internet safety and cyber-bullying. Use of Information Communication Technology Resources: St. Sinneach’s N.S. information and technology resources (e.g. e-mail, computers, computer applications, networks

Use of Information Communication Technology Resources: St. Sinneach's N.S. information and technology resources (e.g. e-mail, computers, computer applications, networks, internet, intranet, phone and other wireless communications devices, telephone and voice mail systems and the like) are school property and are provided solely for school related activities.

Inappropriate use including hacking, pirating software, using school resources for non-school commercial activities, soliciting, distributing literature for outside entities, disclosing confidential information of the school, sending inappropriate e-mail or accessing inappropriate web sites (such as those advocating hate or violence, containing sexually explicit material promoting illegal activities), or using school resources in a way that violates the letter or spirit of the school's policies or reflects negatively on the school is forbidden.

Users of the school's information and technology resources must not share passwords. Any person who allows others to use their password or assigned resource will be held responsible for their use.

Consistent with national laws, the Board of Management reserves the right to monitor the use of its information and technology resources and to take appropriate disciplinary actions, or denying future access privileges in cases of misuse. Staff/pupil use of the school's information and technology resources constitutes consent to such monitoring. All such monitoring will be conducted in accordance with law including, where applicable, the EU's General Data Protection Regulation ("GDPR").

Sanctions: In instances where a pupil deliberately misuses the internet or email, parents/guardians will be immediately contacted by the Principal and the matter will be dealt with in line with our Code of Behaviour. The school also reserves the right to report any illegal activities to the appropriate authorities. Access to the Internet will be withdrawn from pupils who fail to maintain acceptable standards of use.

Ratification: This policy was ratified by the Board of Management on 19th September, 2022.

Signed: _____

Fr. Charlie Healy

Chairperson, Board of Management

Date: _____

Responsible Internet Use

Parental Permission Form

To be returned to your child's class teacher

Name of Pupil(s): _____

Class: _____

As the parent or legal guardian of the above child, I have read the Internet Acceptable Use Policy and grant permission for _____ (name) to access the internet. I understand that school internet usage is for educational purposes only and that every reasonable precaution will be taken by the school to provide for online safety.

I accept my own responsibility for the education of my child on issues of Internet Responsibility and Safety.

I understand that having adhered to all the enclosed precautions, the school cannot be held responsible if my child tries to access unsuitable material.

Signature: 1. _____ 2. _____

Parents/Legal Guardians

Date: _____

Publication of Work or Photographs on the School Website

I understand that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the school's website and/or Facebook page. I understand and accept the terms of the Acceptable Usage Policy in relation to publishing pupils' work and photographs of school activities on the website.

Signature: 1. _____ 2. _____

Parents/Legal Guardians

Date: _____

Responsible Internet Use

Pupil Undertaking

We use the School Chrome books and Internet connection for learning. These rules will help us to be fair to others and keep everyone safe.

- I will ask permission before entering any website, unless my teacher has already approved that site.
- I will not bring external storage devices such as pen drives (or memory sticks/USB keys etc.) into school without permission.
- I will not use email for personal reasons.
- I will only use email for school projects and with my teacher's permission.
- The messages I send will be polite and sensible.
- When sending an email, I will not give my home address or phone number or arrange to meet anyone.
- I will ask for permission before opening an e-mail or an e-mail attachment.
- I will not use internet chat rooms.
- If I see anything I am unhappy with or if I receive a message I do not like, I will tell a teacher immediately.
- I know that the school may check my computer files and may monitor the sites I visit.
- I understand that if I deliberately break these rules, I could be stopped from using the Internet and computers and my parents will be informed.

Signed: _____ Pupil

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