



12. Gortnahoe National School

Internet Acceptable Usage Policy



Acceptable Use Policy

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the Code of Behaviour – will be imposed.

Before enrolling, the AUP should be read carefully to ensure that the conditions of use are accepted and understood. It is assumed that the parent accepts the terms of the AUP unless the school is specifically notified.

School's Strategy

The school will employ 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.

- The school will regularly monitor pupils' 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 treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.
- It is important that parents/guardians and pupils are aware of our Anti Bullying Policy in relation to social media;
- 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 should be dealt with, as appropriate, in accordance with the school's code of behaviour.
- However, in the context of this policy, placing a once-off offensive or hurtful public 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



World Wide Web

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.

- Students will use the Internet for educational purposes only during class time. During Golden Time, they may be allowed to use the Internet for entertainment purposes. However, all web sites will be vetted by the class teacher.
- 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 materials or images not relevant to their studies, is in direct breach of the school's acceptable usage 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.

E-mail

- Students will 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 and 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 be familiar with copyright issues relating to online learning.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.
- 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.

- A written agreement is signed prior to accessing school email accounts. (Separate Permission Slip for 2020/2021 – for Applicants from Sept 21 this will form part of the Enrolment Registration Form)
- School email address/ One Drive/ Microsoft Teams is to be used for educational purposes only.



- The email address provided by the school to each student is the property of Gortnahoe NS. All content may be monitored by staff at the school.
- If a child receives any inappropriate emails, he/she should inform class teacher and a parent/guardian.
- Students will use approved class email accounts in school under supervision by or permission from a teacher.
- Students will not send or receive any material that is illegal, obscene and 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, pictures or passwords.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.

Internet Chat

- Students will only have access to chat rooms, discussion forums, messaging or other electronic communication that have been approved by the school and sanctioned by the class teacher, for example (www.edmodo.com, Accelerated Reader, www.khanacademy.org).
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised, for example (www.edmodo.com, Accelerated Reader, www.khanacademy.org).
- Usernames and passwords will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via Internet chat will be forbidden.

School Website

- Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web.
- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- Website using facilities such as guest books, noticeboards or weblogs 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.
- Pupils' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
- Digital photographs, audio or video clips of individual students and of group activities may be published on the school website. Video clips may be password protected.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- The school website will avoid publishing the last name of individuals in a photograph.



- The school will ensure that the image files are appropriately named – will not use pupils’ names in image file names or ALT tags if published on the web.
- Pupils will continue to own the copyright on any work published.

Web 2.0

With the advent of Web 2.0, the Internet has become a two way communication system for the school and the wider community. Services such as Facebook, Wordpress, Twitter and other social media may be used by the school to communicate with parents and also for parents to communicate with the school. These services, although not owned by Gortnahoe NS, form part of our web services and all content that is placed on these services falls under this policy.

The safety of our children on the web is of utmost importance so the following rules apply to the school and parents. Web 2.0 is open to potential dangers when used inappropriately. We would ask:

- Many social media sites have minimum age requirements. While the school will not monitor this, we would advise parents to not allow their children to have personal accounts on Facebook, Twitter, etc. until they are the appropriate age
- Parents and guardians are encouraged to regularly check their child’s online activity / digital footprint. Parents are encouraged to check social media apps (e.g. Facebook, Snapchat, Viber, Whatsapp, Instagram etc) on mobile phones and electronic devices to ensure they are aware of their child’s online interaction with others and approve of same.
- Please do not “tag” photographs or any other content which would identify any children or staff in the school.
- If you are uploading a photograph, please ensure that it does not identify the child in any way. Please make sure photograph size is kept as small as possible (no bigger than 800x600 pixels)
- Please ensure that online messages and comments to the school are respectful. Any messages written on social media are treated in the same way as written messages to the school.
- Avoid any negative conversations about children, staff or parents on social media accounts.
- Please do not request to “friend” a member of staff in the school. The staff would like to keep their personal lives personal. It may be awkward for a staff member to be asked to ignore a Facebook or other social network request.
- Please do not add advertisements to our wall without prior permission of the principal.
- Failure to keep the above rules will result in a permanent ban to our social media accounts, if we are using them.



Mobile Phones / Electronic Devices

- Usage of mobile phones or children's personal electronic devices is not permitted in school.
- Pupils sending nuisance text messages is a direct breach of the school's acceptable use policy.
- The unauthorized taking of images with a mobile phone or recording with a camera or electronic device is not permitted and is in direct breach of the school's acceptable usage policy.

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.



This Internet Acceptable Use Policy was adopted and ratified by the Board of Management

Signed:

Chairperson of the Board of Management

Signed:

Principal of Gortnahoe N.S.



Appendix:

Stop Cyber bullying

Tips for Parents

It is very important that you listen to your child when they come to you with an issue relating to bullying.

Encourage your child to be careful about disclosing personal information.

Being conscious of when and where it is all right to reveal personal information is vital. A simple rule could be that the child should not give out name number or picture without your approval. Never give out personal information (PIN) etc. online everyone is a stranger. Don't talk to or accept anything from strangers.

Remember that the positive aspects of the Internet and Mobile Phones outweigh the negatives.

The Internet is an excellent educational and recreational resource for children. Mobile phones can be a source of comfort and support for children and parents.

Know your child's net use.

To be able to guide your child with regard to Internet use, it is important to understand how children use the Internet and know what they like to do online. Let your child show you which websites they like visiting and what they do there.

Encourage good Netiquette

Netiquette is the informal code of conduct for the Internet. These are informal ethical rules for how to behave when relating to other people on the Internet and include: being polite, using correct language, not yelling (writing in capital letters) not harassing others or provoking fights online. You should not read other's email or copy protected material.



Some Tips for Young People.

Do trust your instincts. If it doesn't look or feel right it probably isn't. If you find something online that you don't like or makes you feel uncomfortable, turn off the computer and tell an adult.

Do not keep this to yourself! You are NOT alone! Tell an adult you know and trust!

Do not delete messages from cyber bullies. You don't have to read it, but keep it, it is your evidence.

Don't send a message when you are angry. Wait until you have time to calm down and think. You will usually regret sending a "Flame" (angry) to someone else. Once you've sent a message, it is very hard to undo the damage.

Don't open messages from people you don't know.

Don't reply to messages from cyber bullies! Even though you may really want to, this is exactly what the cyber bullies want. They want to know that they've got you worried and they are trying to mess with your mind and control you, to put fear into you. Don't give them that pleasure.

What to do if you are cyber bullied.

- Tell your parents or a trusted adult.
- Do not retaliate – this will only feed into the cyber bully and could make other people think you are part of the problem.
- Try to ignore the cyber bully.
- Block the bully from your site.
- Save the evidence. Keep a record of the bullying messages but do not reply to any bullying messages.
- Show or give the record of bullying messages to your parents. If the cyber bullying persists or gets worse, your parent or trusted adult can:
 - File a complaint with the website, ISP, or Mobile Phone Company. There is usually a link on the website's home page for reporting concerns.
 - Contact the Gardaí if the cyber bullying contains any threats.