

## **12. Gortnahoe National School**

### **Internet Acceptable Use Policy**



## **General Approach**

The aim of this Internet Acceptable Use Policy (AUP) is to ensure that pupils will benefit in a safe and effective manner from the learning opportunities offered by the school's Internet & IT resources. The school currently has a set of iPads, a set of Note Books, teacher laptops and desktops in the Principal's office and in the main office.

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 If the school AUP is not adhered to, this privilege may be withdrawn and appropriate sanctions will be imposed. When using school IT, the Internet and social media platforms, pupils, parents and staff are expected:

- To treat others with respect at all times.
- Not undertake any actions that may bring the school into disrepute.
- 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 Gortnahoe NS. It also applies to members of staff, volunteers, parents, carers and others who access the Internet in Gortnahoe NS.

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges, reflection time and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

Gortnahoe NS will deal with incidents that take place outside the school that impact on the wellbeing of pupils or staff under this policy and associated Codes of Behaviour and Anti-Bullying policies. In such cases, Gortnahoe NS will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place outside of school and impose- where deemed necessary- the appropriate sanctions.

Gortnahoe NS 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.

- Internet safety advice and support opportunities are provided to pupils in Gortnahoe NS through our SPHE programme.
- Teachers will be informed of and/or provided with continuing professional development opportunities in the area of Internet safety.
- Gortnahoe NS participates in Safer Internet Day activities to promote safer, more effective use of the Internet.
- Cyber Bullying Awareness

Content Filtering Gortnahoe NS has chosen to implement the following level on content filtering on the Schools Broadband Network:

- Level4 This level allows access to a substantial amount of websites including games and YouTube but 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, reflection time and, in extreme cases, suspension or expulsion.

### **Web Browsing and Downloading**

- Pupils will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Pupils will report accidental accessing of inappropriate materials in the classroom to their teacher.
- Pupils will report accidental accessing of inappropriate materials in school but outside the classroom to their class teacher.
- Pupils and staff will not copy information from the Internet without acknowledging the creator and referencing the source of the content.
- Pupils and staff 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.
- Pupils will use the school's Internet connection only for educational and career development activities.
- Pupils will not engage in online activities such as uploading or downloading large files that result in heavy network traffic which impairs the service for other Internet users.
- Pupils 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 and torrent sites is allowed with staff permission.
- Downloading by pupils of materials or images not relevant to their studies is not allowed.

## **Email and Messaging**

- Staff members & pupils from 3rd to 6th class are issued with a school email address (@gortnahoe.ie). This is at the discretion of the school Principal.
- Pupils should not under any circumstances share their school email account login details with other pupils.
- Pupils should not use school email accounts (3rd to 6th only) to register for online services such as social networking services, apps, and games.
- Pupils should be aware that email communications are monitored.
- Pupils will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- 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.
- Pupils should avoid opening emails that appear suspicious. If in doubt, pupils should ask their teacher before opening emails from unknown senders.
- The use of personal email accounts in school is not allowed by pupils at Gortnahoe NS.

## **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
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised
- Usernames and passwords will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via Internet chat will be forbidden.
- 

## **Social Media**

The following statements apply to the use of messaging, blogging and video streaming services in Gortnahoe NS

- Use of instant messaging services and apps including Snapchat, WhatsApp etc. is not allowed by pupils in Gortnahoe NS
- Use of blogs such as WordPress, Tumblr etc. is allowed in Gortnahoe NS where/if applicable
- Use of video streaming sites such as YouTube and Vimeo etc. is allowed in Gortnahoe NS, but under the supervision of staff. *PLEASE BE AWARE THAT THE VERSION WE USE CONTAINS ADS.*

- 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 Gortnahoe NS community
- Staff and pupils must not discuss personal information about pupils, staff and other members of the Gortnahoe NS community on social media.
- Staff and pupils must not use school email addresses for setting up personal social media accounts or to communicate through such media
- Staff and pupils must not engage in activities involving social media which might bring Gortnahoe NS into disrepute
- Staff and pupils must not represent your personal views as those of Gortnahoe NS on any social media platform
- The school's Leadership and Management team are responsible for the school's social media platforms

### **Personal Devices**

- 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
- Pupils are only allowed to bring personal Internet-enabled devices into Gortnahoe NS with expressed permission from staff
- Pupils are only allowed to use personal Internet-enabled devices during lessons with expressed permission from teaching staff.
- Pupils are not allowed to use personal Internet-enabled devices during class or lunchtime
- Pupil mobile phones, as per the school's Code of Behaviour, are not allowed. If a child needs a phone for after-school, the phone must be given to the class teacher in the morning and collected at 3.00pm. If a phone is confiscated by a teacher, it will have to be collected by a parent from the Principal three days after it is confiscated.

### **Images & Video**

- 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 Gortnahoe NS, pupils must not take, use, share, publish or distribute images of others without their permission.
- Pupils' taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from staff.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website and school social media platforms. This is done through a Permissions Form upon enrolment and parents may request to change their permission at any stage.

- Pupils must not share images, videos or other content online with the intention to harm another member of the school community regardless of whether this happens in school or outside.
- Sharing explicit images and in particular explicit images of pupils and/or minors is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved. Sharing explicit images of other pupils automatically incurs a suspension as a sanction & the relevant authorities will be contacted.

### **Cyberbullying**

- When using the Internet, pupils, parents and staff are expected to treat others with respect at all times.
- 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 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 (or persons) and which is repeated over time. This definition includes cyber-bullying even when it happens outside the school or at night.
- 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.
- The prevention of cyberbullying is an integral part of the anti-bullying policy of our school.

### **School Website, Instagram, Aladdin**

- Teaching staff will, on occasion & at their discretion, share online pupils' projects, artwork or other school work/activities.
- The publication of student work will be coordinated by a teacher and/or Leadership and Management team.
- The website/ social media accounts will be regularly checked and monitored to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff.
- Web pages allowing comments or user-generated content will be moderated and checked frequently to ensure that they do not contain any inappropriate or offensive content.
- Our internal platforms (Aladdin) & website where we may publish content focussing on individual pupil's image/work, Gortnahoe NS will use only digital photographs, audio or video clips of focusing on group activities where possible and always avoid publishing student names
- Personal student information including home address and contact details will never be published on any platform associated with the 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

This Assessment Policy was adopted and ratified by the Board of Management on 16/02/2022

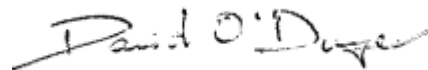
Signed:



Chairperson of the Board of Management

Date: 16/02/2022

Signed:



Principal of Gortnahoe N.S.

Date: 16/02/2022