

Bennettsbridge N.S.

Acceptable Usage Policy for Internet Use

Introduction

The internet is a valuable teaching and learning tool. It provides information and allows people to communicate with others and share information. It can develop children's independent research skills and promote life-long learning. However, some material available on the Internet is unsuitable for children and is open to potential dangers when used inappropriately. Therefore these guidelines will be followed when using the internet.

Aim

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 and reduce the risks associated with internet use.

Organisation and Management of Internet Use

Staff will select sites and apps which will support pupils' learning. Pupils may be given details of suitable sites and online learning platforms to extend their learning at home as and when appropriate.

Promoting Safe and Independent Use of the Internet

- Internet access conducted on school devices will be supervised and pupils' usage will be monitored through classroom observation
- No internet user is permitted to use the internet for any illegal activity including accessing other computers
- No internet user should cause damage to computers, computer systems or networks or the work of others including the uploading or creation of viruses
- Pupils will be encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable and will report accidental accessing of inappropriate materials in accordance with school procedures.
- Virus protection software will be used and updated on a regular basis.
- Content will be subject to the restrictions of the Schools Broadband Service which operates a web-filtering function in order to minimise the risk of exposure to inappropriate material.
- The school community will be provided with training in the area of Internet safety during SPHE and tailored workshops provided by outside facilitators.
- Websites will be previewed/ evaluated by a teacher before being integrated into lessons conducted on school devices or online platform
- Uploading and downloading of non-approved software will not be permitted.
- The 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, observe appropriate internet etiquette and will not undertake any actions that may bring the school into disrepute..
- Students will not send, copy, retrieve, copy or display offensive messages or pictures
Parents/ guardians and pupils should be aware that placing a once off, offensive or hurtful internet message, image or statement on a social network site or other public form where

that message, image or statement can be viewed and /or repeated by other people will be regarded as bullying behaviour.

- Students will not use another user's password or username or trespass in another user's folders, work or files.
- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials
- Students will only use electronic communication fora under teacher supervision eg. engaging in a discussion forum with another school
- . Students will never arrange a face-to-face meeting with someone they only know online
- Students will not violate copyright laws by copying information into assignments and failing 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 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.
- While the school will take every reasonable precaution to provide for online safety it cannot be held responsible if pupils access inappropriate material either deliberately or inadvertently.

Children's Use of Email

- Children in school must only use email for educational purposes and e-mails will be checked before being sent.
- When using Google Classroom or Gsuite apps pupils will only use approved class email accounts under supervision by or permission from a teacher, parent / guardian.
- Pupils will not be allowed to send personal emails from the school system without permission.
- 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 passwords, images, addresses or telephone numbers
- Students will note that sending and receiving attachments / files is subject to permission from their teacher.
- In-coming email will be regarded as public and may be examined by any staff member.

Online learning/ Distance Learning

- In circumstances where teaching cannot be conducted on the school premises or to compliment classroom teaching teachers may use the range of apps available G Suite for Education eg, Goggle Classroom, Google Meet, Zoom ,Class Dojo, Padlet, Aladdin Homework , Reading Eggs, or other online platforms approved by the principal as platforms to assist with remote leaning.
- The school will have signed up to the terms of services of the online platforms in use by the school. These platforms form part of our web services and all content that is placed on these services falls under this policy.
- The school will have enabled the most up to date security and privacy features which these online platforms provide.
- In the case of the apps available in G suite for Education parents/ guardians must grant permission to their child to have and use a school gmail address. This gmail address will be used for logging into the online platform unless otherwise specified
- Parents / guardians will be provided with all relevant log in details (gmail addresses, usernames, passwords etc.) and will be expected to monitor their child's use of the gmail address and all online platforms when engaged in distance learning
- If teachers are using Zoom or other online platforms parents must grant access if their child is to participate in school meetings or lessons conducted on these platforms.
- Parents/ guardian must also agree to monitor their child's participation in any such engagement on online platforms. School protocol may be outlined and must be followed.

Direct Communication using Internet

Teachers in the school may choose to use a number of tools for classroom communication (Google Classroom, Zoom, Class Dojo etc). Other approved platforms may be added at a later date. 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. 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.
- The staff member has the right to remove any person being 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 from the pupil.
- Staff will not meet any child alone using an online meeting. If there is a need for a meeting between a child with a 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.

School Website, School App, G Suite for Education , Social Media Sites

- The school website is [www. bennettsbridgens.com](http://www.bennettsbridgens.com)
- The school uses the Aladdin app known as Aladdin Connect
- Some classes may have a school associated class website
- Pupils will be given the opportunity to publish, projects, artwork or school work in an educational context relating to curricular or extra- curricular activities on the school range of internet suites
- The publication of school work will be co-ordinated by a teacher. Pupils will continue to own the copyright on any work published.
- Parents/ guardians are requested not to share photographs, videos or any other content taken associated with the school context on any social media sites. This includes photographs or videos which they may have taken at school events or photos shared by the school.
- If any parent/guardian has any concern about the appropriateness of the school's social media content, then the Board asks that the matter be brought to the attention of the principal as a matter of urgency.
- 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. Most 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.

Personal Devices

- Pupils may not use any personal devices with recording or image taking capability while in school on a school outing or involved in any school related activity. Any such breach of the Acceptable Use Policy (AUP) will be sanctioned accordingly.
- Any images or recordings taken by teachers on ipads, smartphones or other personal devices must be downloaded onto the school server as soon as possible and then deleted from source.

Use of Information Communication Technology (ICT) Resources

All information and technology resources (computers, email, internet, intranet, computer applications, networks, telephone, internal intercom system etc.) are school property and are provided solely for school related activities.

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

Users of the school's information and technology resources must not share passwords outside of the school context.

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 deny future access privileges in cases of misuse. Staff/student use of the school's ICT resources constitutes consent to such monitoring. All such monitoring will be conducted in accordance with national law including where applicable the EU's General Data Protection Regulation (GDPR).

Advice for Parents on ICT in the Home

During school hours, teachers will guide pupils toward appropriate materials on the internet. Outside school, parents or guardians should bear the same responsibility for such guidance as they normally would with other information sources, such as television, magazines etc.

Parents or guardians should be aware that the internet service provider at home may not be filtered.

It is therefore important that these guidelines are followed:

- Discuss rules for using the internet with your children and decide together when, how long and what comprises appropriate use
- Be aware of the sites your children are visiting and discuss with them what they are learning. 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, Tik Tok, etc. until they are the appropriate age
- Ensure that children do not give out personal identifying information on the internet such as a picture, address, phone number, school name or financial information such as credit card or bank details
- Encourage your children not to respond to any unwelcome, unpleasant or abusive messages and to inform you if they receive any such messages or images
- Appropriate home use of internet can be educationally beneficial and can make a useful contribution to home and school work. It should however be supervised and parents be aware that they are responsible for their children's use of the internet resources at home

Staff Internet Acceptable Use Policy.

- Members of staff are encouraged to use various resources in their teaching and learning activities, to conduct research, and for contact with others.
- Each member of staff has access to an email address as part of his/her work, protected by the use of a confidential password, which should be kept secure.
- The use of email for personal use is acceptable outside of teaching hours.
- When using the internet, all users must comply with all copyright, libel, fraud, discrimination and obscenity laws.
- All users are expected to communicate in a professional manner.
- It will not be usual practice to read staff emails but the school reserves the right to do this in the case of a suspected breach of these policy guidelines.
- A serious breach may be treated as a disciplinary matter.

- No person will in any way alter the filtering preferences.

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
- Children First 2018
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

Sanctions

Misuse of the internet may result in disciplinary action, including written warnings, withdrawal of access privileges, 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.

Communication

This policy will be displayed on our website. Before enrolling, the AUP should be read carefully to ensure that the conditions of use are accepted and understood. Parental/ Guardian consent for pupil engagement with technology in line with this policy is sought as part of the enrolment procedure. This information is kept in the pupil's file throughout their time at the school.

This policy should be read in conjunction with the school's following policies;

- Anti- Bullying
- Data Protection
- Personal Mobile Phones and Electronic Games
- Safe Use of Photographs and Videos
- Code of Behaviour
- Child Safeguarding Statement

This policy was reviewed and ratified by Board of Management on;

Date: 6th Oct 2020

Signed: _____

Fr. Patrick Dalton

Chairperson, Board of Management

