

<b>Approved Date:</b>	<b>October 2020</b>
<b>Review Date:</b>	<b>March 2024</b>

### **Internet Acceptable Usage Policy**

**Aim:** The aim of this Acceptable Use Policy (AUP) 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

Scoil Cholmcille 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**

1. The 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. Filtering software will be used to minimise the risk of exposure to inappropriate material.
5. The school will regularly monitor pupils’ internet usage.
6. Pupils will receive training in the area of internet safety.
7. Pupils will be taught to evaluate the content of internet sites.
8. Teachers will be made aware of internet safety issues.
9. Uploading and downloading of non-approved material is banned.
10. Virus protection software will be used and updated on a regular basis.
11. The use of personal external storage devices, such as USB keys, in school requires a teacher’s permission.
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.

13. 'YouTube' (and similar sites) can be accessed only under the supervision and direction of the teacher.
14. The use of personal electronic devices is forbidden. Please see our **Mobile Phone and Electronic Devices Policy** for further details.

### **Mobile Phones**

The use of mobile phones by children who attend the school is not allowed while the children are in the care of the school staff, while at school, on trips from the school or involved in extra-curricular activities. The children should, therefore, not bring mobile phones and other personal devices to school or when engaging in school-related activities.

Mobile phones that are found in the school should be handed to a member of staff.

Children who need to contact home during school hours may do so through the School Secretary or Principal using the School landline phone.

### **Personal Devices**

Pupils using their own technology in school, such as (but not restricted to) a mobile phone, smartphone, iPad, iPod, iPhone, gaming device, laptop, or tablet device is in direct breach of the school's acceptable use policy. Pupils are prohibited from sending nuisance text or electronic messages, or from taking unauthorized voice recordings or images either still or moving. Children are not allowed to bring personal devices on school tours or to other out of school events.

### **Email**

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

1. Email will be used for educational purposes only.
2. Students 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, defamatory or that is intended to annoy or intimidate another person.
4. Pupils will not send 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.

### **Internet Chat**

Students are not permitted to use internet chat rooms.

### **School Website: [www.mounthanoverns.ie](http://www.mounthanoverns.ie)**

Individual teachers will manage the publication of material on the school website.

1. Personal pupil information, home addresses and contact details will not be published on the school website.
2. Class lists will not be published.
3. Pupils' full names will not be published beside their photograph.
4. Digital photographs, video clips and audio clips will focus on groups and group activities rather than on individual pupils.
5. Pupils will be given an opportunity to publish projects, artwork or school work on the school website.
6. Teachers will select work to be published and decide on the appropriateness of such.
7. Permission to publish a student's work will be sought from pupils/ parents/ guardians. This permission may be withdrawn at any time.
8. Pupils will continue to own the copyright on any work published.

### **Class Dojo. The Use of Class Dojo as a Communication Tool**

The teachers use Class Dojo as a motivational and communication tool. A few pointers about the use of the App and what it is intended for:

Teacher Use:

- 1) Teachers will use Dojo to share photos and work from the children's school day from time to time.
- 2) Teachers will use it to give messages/information of importance to parents.
- 3) From time to time, teachers will arrange meetings with parents using Dojo.

Parents Use:

- 1) To arrange a meeting with the teacher.

2) To make the teacher aware of any urgent information about your child that cannot wait until a meeting is arranged.

This urgent information falls into the following categories :

- He/She forgot their lunch/drink/homework folder
- He/She has an appointment and needs to leave early/will be late
- He/She was not feeling well that morning.

If you do send a Dojo message please allow 48 hours for a reply. Messages will only be replied to within a reasonable timeframe.

Queries will only be dealt with between Monday and Friday.

As teachers are busy in class they may not see an urgent message posted during the day.

If there is something urgent please contact the school on 0419839405 or email [mounthanoverns@gmail.com](mailto:mounthanoverns@gmail.com) and the principal will alert the teacher to the same, if necessary.

### **Education**

Scoil Cholmcille will undertake an education programme to educate children on the safe, responsible use of the Internet.

The use of the internet in an unsupervised way can present dangers and unintentional consequences e.g. viewing inappropriate material, exploitation etc. The implementation of this policy as outlined will reduce the risks and allow children a safe place to learn.

### **Resources that may be used to implement this programme include**

- NCTE Internet Safety Awareness Video
- Use of the 'Kids' section on the [www.webwise.ie](http://www.webwise.ie) website
- SAFT Internet Safety Awareness Education Programme and exemplars

### **Filtering**

'Filtering' is a term used to describe a way of limiting the content of web pages, emails, chat rooms and other electronic data to which users may be exposed. No filter is 100% accurate. The most effective filtering tool is adult vigilance.

Many browsers have their own built in filtering tool e.g. Google. Google's search engine has a built-in "Safe Search". This filter eliminates sites that contain pornography and explicit sexual content from search results. It is easily applied by clicking on the **Preferences** link on any Google page. Unfortunately it is also easily removed.

Scoil Cholmcille has filtering software. The access to websites from all school computers is monitored and regularly reviewed by the NCTE. Websites are only allowed through following a verification of their suitability.

### **Firewalls**

The school internet is protected by the firewall provided by the NCTE (National Centre for Technology in Education).

All computers in the school are covered by ESET Anti-Virus Software.

### **Cyberbullying**

Bullying is repeated aggression, verbal, psychological or physical conduct by an individual or group against others. Bullying is always wrong and is unacceptable behaviour which should never be overlooked or ignored. Cyberbullying refers to bullying which is carried out using the internet, mobile phone or other technological devices.

Cyberbullying generally takes a psychological rather than physical form but is often part of a wider pattern of 'traditional' bullying. It can take the form of sending nasty, mean or threatening messages, emails, photos or video clips, silent phone calls, putting up nasty posts or pictures on a message board, website or chat room, saying hurtful things in a chat room, pretending to be someone else in a chat room or message board or text message and saying hurtful things, or accessing someone's accounts to make trouble for them.

- Any form of harassment using electronic devices, commonly known as cyberbullying is prohibited and will not be tolerated.
- Students are encouraged to report an incident or any communication that constitutes cyberbullying to the school or any member of staff.
- The school will take any report of cyberbullying seriously and will investigate credible reports immediately.

- Students who make a report are requested to preserve evidence of cyberbullying, e.g. a screenshot or a copy of an email, text message, picture or any other electronic form.
- Staff will take appropriate action and will bring it to the attention of the principal when students report an incident of cyberbullying.
- Staff will attempt to preserve evidence of the cyberbullying and will submit any evidence to the principal.
- Bullying will not be tolerated and parents will be expected to cooperate with the school at all times in dealing with instances of bullying in accordance with the school's Anti-Bullying 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

### **Other Relevant Policies**

This policy should be read in conjunction with the following policies:

- Child Safeguarding Statement & Risk Assessment
- Code of Discipline
- Mobile Phone & Electronic Devices Policy
- Anti-Bullying Policy
- Remote Learning Policy

### **Sanctions**

Misuse of the internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion.

Sanctions issued will be done so in accordance with the school's Anti-Bullying Policy and Code of Discipline.

The school also reserves the right to report any illegal activities to the appropriate authorities.



Scoil Cholmcille  
Mount Hanover  
Duleek  
Co. Meath  
A92 TC99

[www.mounthanover.scoilnet.ie/blog](http://www.mounthanover.scoilnet.ie/blog)

[mounthanoverns@gmail.com](mailto:mounthanoverns@gmail.com)

041-9839405

Dear Parent/Guardian,

As part of the school's education programme we offer pupils supervised access to the Internet. This will allow pupils vast educational opportunities by helping them for example, locate material for projects, communicate with students from different cultures, become independent in controlling their own research and become independent learners.

While we as educationalists recognise the value of the Internet as a resource, we must also acknowledge the potential risks to students. We feel that the answer is not to ban the use of the Internet in school but to teach pupils to recognise the risks and to become **Internet Wise**. We also allow limited access to 'YouTube' on a strictly supervised basis. This is to allow access to a huge range of educational material. The filter to prevent access to unsuitable material on YouTube is also in operation.

**This process is the responsibility of the school and the parent/guardian.**

For this reason we have compiled a school policy on Internet safety. Parents must also set and convey standards of usage to their children.

It is important that you read the school's Acceptable Use Policy and discuss this document with your children to ensure that they clearly understand the school rules with regard to Internet usage.

Mise le meas,

---



Principal

## Responsible Internet Use

### Pupil Undertaking

We use the School computers 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, sensible and appropriate.
- When sending e-mail, 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 I am not permitted to use my own personal device at school.
- 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(s)

**Signed:** \_\_\_\_\_ Parent/Guardian

**Date:** \_\_\_\_\_

**Internet Permission Form**

Name of Pupil(s): \_\_\_\_\_

Class (es): \_\_\_\_\_

As the parent or legal guardian of the above child, I have read the Internet Acceptable Use Policy and grant permission for \_\_\_\_\_ (name(s): son/daughter) 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 (ren) 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:** \_\_\_\_\_