Internet Acceptable Use Policy
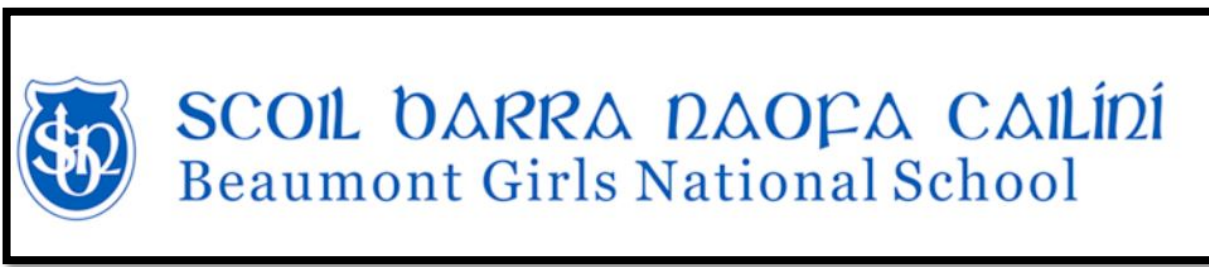

Scoil Barra Naofa Cailíní, Beaumont, Cork.

Address   Woodvale Rd, Beaumont, Cork

Telephone   0214364364

Email   beaumontoffice@gmail.com

Website   http://www.beaumontgns.com

School Name   Scoil Barra Cailíní, Beaumont

Date of Commencement of this version   05/08/2017

Author   Caitriona Devine

Contents

General Approach

The aim of this Internet Acceptable Use Policy (AUP) is to ensure that pupils will benefit from the 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. If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

It is envisaged that school and parent representatives will revise the AUP annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

Before enrolling in the school, 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.

This version of the AUP was created in May 2017, by Caitriona Devine.

When using the internet 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.

10-12-18

This Acceptable Use Policy applies to pupils who have access to and are users of the internet in Scoil Barra Cailíní, Beaumont. It also applies to members of staff, volunteers, parents, carers and others who access the internet in Scoil Barra Cailíní, Beaumont.

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

Scoil Barra Cailíní, Beaumont 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 Scoil Barra Cailíní, Beaumont will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

Scoil Barra Cailíní, Beaumont 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 and CSPE curriculum.
- Internet safety advice and support opportunities are provided to pupils in Scoil Barra Cailíní, Beaumont.
- Teachers may continue with professional development opportunities in the area of internet safety.
- Scoil Barra Cailíní, Beaumont participates in Safer Internet Day activities to promote safer more effective use of the internet.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school will monitor pupils' Internet usage.

10-12-18

- 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 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.

This policy and its implementation will be reviewed by the following stakeholders:

- Board of Management, teaching staff, and support staff.

Should serious online safety incidents take place, the principal and teachers should be informed.

Content Filtering

Scoil Barra Cailíní, Beaumont has chosen to implement the following level on content filtering on the Schools Broadband Network:

- Level 4 This level allows access to websites including games and YouTube and and other similar types of websites, such as blogs 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, detention 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 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 developmental 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.

Internet Use

- Students will only have access to discussion forums, messaging or other electronic communication forums that have been approved by the school.

- Educational web sites will be assessed by the classroom teacher. If commenting is enabled, these comments will be preapproved by a teacher before publication.

- Discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.

- Usernames will be used to avoid disclosure of identity.

- Face-to-face meetings with someone organised via Internet chat will be forbidden.

Email and Messaging

- The use of personal email accounts for pupils is only allowed with expressed permission from members of the teaching staff.

- Pupils should not under any circumstances share their email account login details with other pupils.

- Pupils should not use school email accounts to register for online services such as social networking services, apps, and games.

- Pupils will use approved class email accounts only under supervision by or permission from a teacher.

- 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.

- Students will not reveal their own or other people's personal details when using the internet.

- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.

- Students will note that sending and receiving email attachments is subject to permission from their teacher.

Social Media Sites

- Social media websites are blocked by the school's filtering system.
- Students are taught to observe the guidelines above, relating to worldwide web access, email and chat rooms and it is expected that parents would monitor children's use of social media sites if they access them.

The following statements apply to the use of messaging, blogging and video streaming services in Scoil Barra Cailíní, Beaumont:

- Use of instant messaging services and apps including Snapchat, Whats Apps, G Chat etc. is not allowed in Scoil Barra Cailíní, Beaumont.
- Use of blogs such as Word Press, Tumblr etc. is allowed at certain times in Scoil Barra Cailíní, Beaumont.
- Use of video streaming sites such as YouTube and Vimeo etc. is allowed at certain times in Scoil Barra Cailíní, Beaumont.
- Use of video streaming sites such as YouTube and Vimeo etc. is with express permission from teaching staff.

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 Scoil Barra Cailíní, Beaumont community

Staff and pupils must not discuss personal information about pupils, staff and other members of the Scoil Barra Cailíní, Beaumont 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 Scoil Barra Cailíní, Beaumont into disrepute.

Staff and pupils must not represent personal views as those of Scoil Barra Cailíní, Beaumont on any social medium.

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.

The following statements apply to the use of internet-enabled devices such as tablets, gaming devices, and digital music players in Scoil Barra Cailíní, Beaumont:

- 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 social time.

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 Scoil Barra Cailíní, Beaumont pupils must not take, use, share, publish or distribute images of others without their permission.
- Taking photos or videos on school grounds or when participating in school activities are only allowed with expressed permission from staff.

- Parents and carers will have the opportunity to deny permission for their daughter to be in photographs which are published on the school website.

- Pupils must not share images, videos or other content online with the intention to harm another member of the school community.

- 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 suspension as a sanction.

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 an another pupil or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

Measures are taken by Scoil Barra Cailíní, Beaumont 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 cyber bullying is an integral part of the anti-bullying policy of our school.

School Website

Pupils will be given the opportunity to publish projects, artwork or school work on the internet in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.

The website will be regularly checked 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 pre-moderated and checked frequently to ensure that they do not contain any inappropriate or offensive content.

The publication of student work will be coordinated by a teacher.

Scoil Barra Cailíní, Beaumont will use only digital photographs, audio or video clips of group activities. Content focusing on individual students will only be published on the school website with parental permission.

Personal student information including home address and contact details will not be published on Scoil Barra Cailíní, Beaumont web pages.

The Scoil Barra Cailíní Beaumont web site will avoid publishing the last name of pupils in video or photograph captions published online.

Permission Form

I agree to follow the school's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Student's Signature: _____

Parent/Guardian : _____   Date: _____

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes.

I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if students access unsuitable websites.

In relation to the school website, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing students' work on the school website.

Parent/carer Signature: _____

Date: _____

Address: _____

                               _____

Please review the attached school Internet Acceptable Use Policy, and sign and return this permission form to the Principal.

Name of Student:_____

Class:_____   Student's signature:_____

10-12-18