ICT Acceptable Use Policy

School Name   Scoil Mhuire gan Smál

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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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

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.

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

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.

Scoil Mhuire gan Smal 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 Scoil Mhuire gan Smal through our SPHE program.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.

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

- Board of Management and teaching staff.

This policy has been developed by a working group including: Principal, Deputy Principal, teachers, pupils, parents/carers, and representatives of the Board of Management.

The school will monitor the impact of the policy using:
- Logs of reported incidents.
- Monitoring logs of internet activity (including sites visited).

Should serious online safety incidents take place, the Principal should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by the staff.

Content Filtering

Scoil Mhuire gan Smal. has chosen to implement the following level on content filtering on the Schools Broadband Network:

- Level 4 This level allows access to millions of websites including games and YouTube but blocks access to websites belonging to the personal website's 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 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 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 activities.

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

- The use of personal email accounts is only allowed at Scoil Mhuire gan Smal 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 will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

Pupils will not use of school email accounts or personal emails.

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.

Social Media

The following statements apply to the use of messaging, blogging and video streaming services in Scoil Mhuire gan Smal:

- Use of instant messaging services and apps including Snapchat, WhatsApp, G Chat etc. is not allowed in Scoil Mhuire gan Smal.
- Use of blogs such as Word Press, Tumblr etc. is allowed in Scoil Mhuire gan Smal with express permission from teaching staff.
- 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 Mhuire gan Smal community

Staff and pupils must not discuss personal information about pupils, staff and other members of the Scoil Mhuire gan Smal community on social media.

Staff and pupils must not represent your personal views as those of Scoil Mhuire gan Smal 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 Mhuire gan Smal:

- Pupils are only allowed to bring personal internet-enabled devices into Scoil Mhuire gan Smal. with expressed permission from staff.
- Pupils are only allowed to use personal internet-enabled devices during lessons with expressed permission from teaching staff.

Images & Video

At Scoil Mhuire gan Smal 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 is only allowed with expressed permission from staff.

Written permission from parents or guardians will be obtained before photographs of pupils are published on the school website. Such photographs will usually be in group situation with the use of the child's first name only.

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. The taking of photos / video by parents at school events such as sporting occasions, plays etc. is permitted on the understanding that it is for a parent's own private use only and should not be shared or distributed.

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 behavior, with serious consequences and sanctions for those involved.

Measures are taken by Scoil Mhuire gan Smal to ensure that staff and pupils are aware that bullying is defined as unwanted negative behavior, 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.

Isolated or once-off incidents of intentional negative behavior, including a once-off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying.

School Websites

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.

Webpages 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 Mhuire gan Smal l will use only digital photographs, audio or video clips focusing on 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 Mhuire gan Smal web pages.

The Scoil Mhuire gan Smal will avoid publishing the first name and last name of pupils in video or photograph captions published online.

Netiquette

Netiquette may be defined as appropriate social behaviour over computer networks and in particular in the online environment. To this end:

• Students should always use the Internet, network resources, and online sites in a courteous and respectful manner
• Students should also recognise that among the valuable content online is unverified, incorrect, or inappropriate content.
• Students should not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see.

Personal Safety

If students see a message, comment, image, or anything else online that makes them concerned for their personal safety, they must bring it to the immediate attention of
• a teacher if they are at school
• a parent / guardian if they are at home
• Students should never share personal information about themselves or others, including phone numbers, addresses, PPS numbers and birth-dates over the Internet without adult permission
• Students should never agree to meet someone they meet online in real life without parental permission.
• Students' images will not be shared without explicit expressed permission from their parents.
• Consequently, other students must not take, use or share images of or from other students in school on school online platforms.
• School videos on Vimeo or YouTube are not available for search or comment on the host sites

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 Trafficing and Pornography Act 1998 Interception Act 1993 Video Recordings Act 1989 The Data Protection Act 1988

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.

Signature: _____ Date: _____

Address: _____

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