



Internet Acceptable Use Policy

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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.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;
- respect copyright and acknowledge creators when using online content and resources.

This Internet Acceptable Use Policy applies to pupils who have access to and are users of the internet in St. Brigid's N.S.

- It also applies to members of staff, volunteers, parents, carers and others who access the internet in St. Brigid's N.S.

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.

St. Brigid's N.S. 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 St. Brigid's N.S. will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

St. Brigid's N.S. 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 St. Brigid's N.S. through our webwise internet safety programme in SPHE.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- St. Brigid's N.S. participates in Safer Internet Day activities to promote safer more effective use of the internet.



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

- Board of Management, teaching staff, support staff, pupils, and parents

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 Debbi O'Meara.

Content Filtering

St. Brigid's N.S. has chosen to implement the following level on content filtering on the Schools Broadband Network:

- Level 1

This content filtering level allows access to a specific list of educational and related websites and other websites commonly used by schools. Level 1 is used by a very small number of schools, as it is generally perceived as being a little too restrictive by most schools.

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 the principal.

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

- The use of personal email accounts is only allowed at St. Brigid's N.S. 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.



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 St. Brigid's N.S.:

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, and other members of the St. Brigid's N.S. community.

Staff and pupils must not discuss personal information about pupils, staff and other members of the St. Brigid's N.S. 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 St. Brigid's N.S. into disrepute.

Staff and pupils must not represent your personal views as those of bring St. Brigid's N.S. on any social medium.

Personal Devices

Bringing mobile phones into schools is strictly forbidden by the BOM. Under the direction of the BOM, mobile phones brought into school will be confiscated and a fine of 30 euro (donated to Bothair) will have to be paid for the return of the phone. Students using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorized taking of images with a mobile phone camera, still or moving is in direct breach of the school's acceptable use policy.



The use of personal memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission.

The following statements apply to the use of internet-enabled devices such as tablets, gaming devices, and digital music players in St. Brigid's N.S.:

- Pupils are not allowed to bring personal internet-enabled devices into St. Brigid's N.S.
- Pupils are not allowed to use personal internet-enabled devices during lessons.
- 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 St. Brigid's N.S. 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 not allowed under any circumstances.

Taking photos or videos on school grounds or when participating in school activities is allowed once care is taken that no harm is done to staff or pupils of St. Brigid's N.S. .

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.

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 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 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.

Measures are taken by St. Brigid's N.S. 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 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. Students will continue to own the copyright on any work published.

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.

St. Brigid's N.S. will use only digital photographs, audio or video clips of 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 St. Brigid's N.S. web pages.

St. Brigid's N.S. will avoid publishing the first name and last name of pupils in video or photograph captions published online.

The school will ensure that the image files are appropriately named; will not use students' names in image file names or ALT tags if published on the web.

Permission Form

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



Support Structures

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

Sanctions

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.



Permission Form

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

School Name : St. Brigid's NS, Clonegal
Name of Student : _____
Class : _____

Student*

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. If I inadvertently come across unacceptable material on the internet, I will immediately close it and inform the teacher.

Student's Signature: _____ Date: _____

Parent/Guardian

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.

- I accept the above paragraph (Please tick as appropriate)
 I do not accept the above paragraph

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

- I accept the above paragraph (Please tick as appropriate)
 I do not accept the above paragraph

Signature: _____ Date: _____

Address: _____ Telephone: _____



Dear Parent/Guardian,

Re: Internet Permission Form

As part of the school's education programme we offer pupils supervised access to the Internet. This allows students access to a large array of online educational resources that we believe can greatly enhance students' learning experience.

However, access to and use of the Internet requires responsibility on the part of the user and the school. These responsibilities are outlined in the school's Acceptable Use Policy (enclosed). It is important that this enclosed document is read carefully, signed by a parent or guardian and returned to the school.

Although the school takes active steps to promote safe use of the Internet, it recognises the possibility that students may accidentally or deliberately access inappropriate or objectionable material.

The school respects each family's right to decide whether or not to allow their children access to the Internet as defined by the school's Acceptable Use Policy.

Having read the terms of our school's Acceptable Use Policy, you may like to take a moment to consider how the Internet is used in your own home, and see if there is any way you could make it safer for your own family.

Yours sincerely,
