

## Internet Acceptable Use Policy

**Meentogues NS, Headford, Killarney, Co. Kerry**

**Roll No: 18039D**

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. 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

### School's Strategy

The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

#### General

- Students are expected to follow the same rules for good behavior and respectful conduct online as offline as outlined in Meentogues N.S Code of behavior.
- Students may only use school devices as directed by their teachers & internet sessions will always be supervised by a teacher.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' Internet usage.
- Students and teachers will be provided with training in the area of Internet safety.
- 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 digital storage media in school requires a teacher's permission.
- Students will observe good "netiquette" (i.e., etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute.
- Students are expected to treat all school devices with respect and care.

#### Internet

- Internet sessions will always be supervised by a teacher.
- Students will seek permission before entering any internet site unless previously approved by teacher.
- Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' Internet usage.
- Students will use the Internet for educational purposes only.
- Students will be familiar with copyright issues relating to online learning.
- Students will never disclose or publicise personal information.
- Downloading by pupils of 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.

### **E-mail**

- Students will not have access to email facilities at school. Any emails to other children/schools, will be sent through the school email address.

### **Internet Chat/Instant Messaging Services/Apps**

- Students will only have access to chat rooms, discussion forums or other electronic communication forums that have been approved by the school.
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
- The use of all instant messaging services or apps including Snapchat, WhatsApp, etc. by pupils is strictly forbidden in school, on any school devices or on school trips.
- Usernames will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via Internet chat will be forbidden.
- Skype/ Zoom may be used for contacting other children/schools for project work, or penpals. This will only be done under teacher supervision.
- Zoom is a video-conferencing platform which will enable teachers, staff and pupils to connect via a live link during any remote learning if necessary/needed. Teachers will connect with pupils using pre-arranged Zoom Meetings if required. Parental supervision will be requested from the school at the pupils' end. Recordings of the video call are not permitted.

### **School Website and Affiliated Social Media Sites - Facebook**

- Pupils will be given the opportunity to publish projects, artwork or school work on the school's website and the school's Facebook account.
- The publication of student work will be co-ordinated by a teacher.
- Pupils' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
- Digital photographs, audio or video clips of pupils will be published on the school website/Facebook focusing on individual, paired and group activities.
- Personal pupil information including home address and contact details will be omitted from school web/Facebook pages.
- Pupils will continue to own the copyright on any work published.

### **E-Portfolios using Google Drive**

- Pupils will be given the opportunity to store samples of their work in an e-portfolio using Google Drive.
- The storing of student work will be co-ordinated by a teacher.
- This e-portfolio will be password protected and each child will have their own individual folder.
- Personal pupil information including home address and contact details will be omitted from this e-portfolio.
- During remote learning if required, the seesaw app will be used to allow the teachers to share weekly work plans with the pupils and to allow the pupils the opportunity to share their completed work with the class teacher for feedback and corrections.

## Cyberbullying

Cyberbullying involves the use of ICT (usually a mobile phone or the internet). Even the posting of one offensive comment online is considered cyberbullying, due to its potential to be circulated to many users (i.e. repeated).

- Pupils are expected to treat others with respect at all times when using any form of technology, either as part of school-related learning or for personal use outside school.
- At Meentogues N.S. we take bullying of any member of the school community – pupils, school staff and members of the wider community - very seriously. Pupils, parents and staff members are urged to report all incidents of cyberbullying to school management as soon as possible.
- All reports of cyberbullying will be noted, investigated and addressed in accordance with the relevant school policies (e.g. the Anti-bullying Policy).

## Education

- Students, teachers and occasionally parents will receive training in the area of internet safety.
- Pupils and staff members will mark Safer Internet Day each year.
- Students will be educated about the benefits and risks associated with using the internet.
- The children at Meentogues N.S. will be made aware of the importance of keeping their personal information private.
- Students will learn about the importance of informing / telling someone they trust if they feel unsafe or if they discover something unpleasant.
- The children will learn about the importance of treating ICT equipment with care, consideration and respect.

## Parents/Guardians/Visitors to the School

- Parents/guardians must not use social media or the internet in any way to harass, insult, abuse or defame pupils, their family members, staff or other members of the school community.
- Parents/guardians or other visitors to the school should not upload images or videos featuring pupils or staff of Meentogues N.S to any social media platform unless permission obtained.
- Parents/guardians must not take, use, share, publish or distribute images of any member of Meentogues N.S. without their expressed permission.
- Parents/guardians must not engage in activities involving social media or any form of communications technology which could bring Meentogues N.S into disrepute.
- Parents/guardians must not represent their own personal views as those of Meentogues N.S. on any social medium.
- Parents/guardians should ensure that their children adhere to the minimum age requirements for the use of messaging services and social networks.
- Parents/guardians may contact their children's teachers using the [meentoguesns@gmail.com](mailto:meentoguesns@gmail.com) email address/phone/note in homework journal.

- If online parent-teacher meetings or phone calls are necessary, the recording or sharing of such communication is strictly prohibited. Only the parent(s) / guardian(s) and the teacher of a child should be present at these meetings, unless otherwise agreed in advance of the meeting.

## Legislation

The school will provide the 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 2018
- Anti-Bullying Guidelines for primary Schools 2013

## 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.
- On an annual basis the school will run lessons - Webwise on acceptable internet usage for pupils and online information will be sent onto parents to be read and viewed in their own time.
- Staff will partake in Continuous Professional Development where required in relation to the development of AUP's, internet safety and cyber bullying.

## 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.

## Ratification & communication

When the Acceptable Use Policy has been ratified by the board of management, it becomes the school's agreed Acceptable Use Policy. It will be circulated within the school community. Parents/guardians and students should be informed of the Acceptable Use Policy and asked to sign a permission form for their child.

Signed:   
(Chairperson of Board of Management)

Signed:   
(Acting Principal)

Date: 17/6/24

Date: 17/6/24

Date of next review: 2029 or if deemed necessary  
Term 3

## Permission Form

Please review the attached school Internet Acceptable Use Policy, sign and return this permission form to the class teacher. This form will be kept on file until your child is finished in Meentogues N.S.

Name of Pupil: \_\_\_\_\_

Class: \_\_\_\_\_

### Parent/Guardian

As the parent or legal guardian of the above pupil, 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 pupils 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/Facebook, I accept that, if the school considers it appropriate, my child's schoolwork/photographs/videos may be chosen for inclusion on the website/Facebook. I understand and accept the terms of the Acceptable Use Policy relating to publishing children's work/photographs/videos on the school website.

I accept the above paragraph   
(Please tick as appropriate)

I do not accept the above paragraph

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

