St Helen's Senior National School

Internet Acceptable Usage Policy (AUP)

This policy has been formulated by St Helen's Senior National School to assist teachers, pupils and parents in making decisions in relation to the safe and practical use of technology in education.

Aim

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is considered a school resource and privilege, therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions will be imposed. It is envisaged that school and parent representatives will revise the AUP regularly. Before enrolling, 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 Acceptable Usage Policy (AUP) was updated by staff, parents, pupils and the Board of Management of St Helen's Senior National School in December 2019.

The School's Strategies

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

- Internet sessions will always be supervised by a teacher.
- The school will regularly monitor pupils' internet usage.
- Pupils and teachers will be provided with training in the area of internet safety.
- Webwise.ie is used by teachers/parents/pupils to learn more about safe internet usage.
- 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, CD-ROMs, or other digital storage media in school requires a teacher's permission and must be virus checked.
- Pupils 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

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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.

World Wide Web

- 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 accordance with school procedures.
- Pupils will use the internet for educational purposes only during class time.
- Pupils will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Pupils will never disclose or publicise personal information.
- Downloading materials or images not relevant to their studies, is in direct breach of the school's acceptable usage policy.
- Pupils 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.

Email/Internet Chat

- St Helen's School email address is to be used for educational purposes only.
- Pupils will use approved class email accounts in school under supervision by or permission from a teacher.
- Pupils will not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Pupils will not reveal their own or other people's personal details, such as addresses or telephone numbers, pictures or passwords.
- Pupils will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Pupils will not have access to chat rooms, discussion forums, messaging or other electronic communication forums.

Web 2.0

The safety of our children on the web is of utmost importance so the following rules and guidelines apply to the school and parents.

- Web 2.0 is open to potential dangers when used inappropriately. While the school will not monitor this, we would advise parents to not allow their children to have personal accounts on Face book, Twitter, etc. until they are the appropriate age.
- Social media sites may be used by teachers in class, for example, Twitter. However all interactions will be under the supervision of the teacher.

- Parents and guardians are encouraged to regularly check their child's online activity / digital footprint.
- Parents are encouraged to check social media apps on mobile phones and electronic devices to ensure they are aware of their child's online interaction with others and approve of same.
- "Tagging" school photographs or any other content which would identify any children or staff in the school is not permitted.
- Photographs/videos /or any other material on the school website should not be copied or used for any purpose without the express permission from the school.
- Please ensure that online messages and comments to the school or regarding the school are respectful. Any messages written on social media are treated in the same way as written messages to the school. Avoid any negative conversations about children, staff or parents on social media accounts.
- Please do not request to "friend" a member of staff in the school. The staff would like to keep their personal lives personal. It may be awkward for a staff member to be asked to ignore a Face book or other social network request.

St Helen's School Website

- Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.
- The school website and blog http://helens.ie is the only official website used by St. Helen's S.N.S.
- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- The publication of pupils' work will be co-ordinated by a teacher.
- Pupils' work will appear in an educational context on web pages.
- The school will endeavour to use digital photographs, audio or video clips of focusing on group activities. Photographs, audio and video clips will be used. Video clips will not be password protected.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- The school will ensure that the image files are appropriately named – we will not use pupils' names in image file names or ALT tags if published on the web.
- Pupils will continue to own the copyright on any work published.

Mobile Phones

- Usage of mobile phones must be in adherence to the Mobile Phone policy.
- Pupils using their own technology in school, such as leaving a mobile phone turned on or using it in class is in direct breach of the school's acceptable usage policy.
- Pupils sending nuisance text messages is a direct breach of the school's acceptable use policy.

- The unauthorised taking of images with a mobile phone camera or electronic device, still or moving is in direct breach of the school's acceptable usage policy.
- Please see mobile phone and Code of Behaviour for further information.

Legislation

The school will provide information on the following legislation relating to use of the internet which teachers, pupils 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
- Anti- Bullying Guidelines for Primary Schools (2013)

Support Structures

- St Helen's S.N.S. endeavours to have support structures in place to ensure the appropriate use of electronic devices in school and to ensure staff, parents and pupils feel supported in same.
- The school will provide Internet Safety and Cyber Bullying lessons for pupils.
- Community Gardaí link in with classes re Internet Safety and Cyber Bullying annually.
- Staff will regularly partake in Continuous Professional Development in relation to AUP, internet safety and Cyber Bullying.
- The school will inform pupils 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, as outlined in the school's Code of Behaviour.

Sanctions can include written warnings, withdrawal of access and privileges and, in extreme cases, suspension or expulsion.

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

Ratified by the Board of Management on the 17th December 2019

Signed: _Enda Rice_ , **Chairperson, Board of Management**