

# Bayside SNS

## Internet Acceptable Use Policy



**Address:** Bayside SNS, Verbena Avenue, Bayside, Dublin 13  
D13 EK83

**Telephone:** 8393682

**Email:** baysidesns@gmail.com

**Website:** <http://www.baysidesns.ie>

**Fax:** 8393022

**School Name:** Bayside SNS

# Contents

1. Introduction
2. General Approach
3. Content Filtering
4. Web Browsing and Downloading
5. Email and Messaging
6. Social Media
7. Personal Devices
8. Images & Video
9. Cyberbullying
10. School Websites
11. Permission Form

# 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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.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 to 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 Acceptable Use Policy applies to pupils who have access to and are users of the internet in Bayside SNS .

- It also applies to members of staff, volunteers, parents, carers, people on work experience and others who access the internet in Bayside SNS.

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.

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

Bayside SNS 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 Bayside SNS through our SPHE programmes.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- Bayside SNS participates in Safer Internet Day activities to promote safer more effective use of the internet.

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

- Board of Management, teaching staff, and pupils.

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).
- Internal monitoring data for network activity.
- Surveys and/or questionnaires of pupils.

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 teaching staff of Bayside SNS.

# Content Filtering

Bayside SNS has chosen to implement the following level on content filtering on the Schools Broadband Network:

- Split Level - This level allows different filtering levels for different ages / stages and different groups of users; staff / pupils / students etc.

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 in the classroom to their teacher.

Pupils will report accidental accessing of inappropriate materials in school but outside the classroom to their class teacher or 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/or defamatory or that is intended to annoy or intimidate another person.

When conducting general online searches we recommend that pupils use appropriate search engines e.g. kiddle

- Use of file sharing and torrent sites is allowed at certain times.
- Downloading by pupils of materials or images not relevant to their studies is allowed with staff permission.

# Email and Messaging

- The use of personal student email accounts is not allowed at Bayside SNS.
- 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/or 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.

# Storage Drive

As part of our school GSuite, pupils and staff will have access to individual storage drive accounts under the Bayside SNS domain.

These drives should be used only to store appropriate resources associated with teaching and learning.

It is not permitted to use school drives to store personal photos, videos, media files or documents, they are strictly only for school related activity.

# Social Media

The following statements apply to the use of messaging, blogging and video streaming services in Bayside SNS :

- Use of instant messaging services and apps including Snapchat, Whats Apps, G Chat etc. is not allowed in Bayside SNS.
- Use of blogs such as Word Press, Tumblr etc. is allowed in Bayside SNS 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, parents and all members of the school community 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 Bayside SNS community

Staff, pupils, parents and all members of the school community must not discuss personal information about pupils, staff and other members of the Bayside SNS 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 Bayside SNS into disrepute.

Staff and pupils must not represent your personal views as those of being Bayside SNS 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 Bayside SNS :

- Pupils are not allowed to bring personal internet-enabled devices into Bayside SNS.

# 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 Bayside SNS 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, except by staff members for educational purposes.

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 Bayside SNS.

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 identifying 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 Bayside SNS 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 cyberbullying 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.

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.

Bayside SNS 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 Bayside SNS web pages.

The Bayside SNS will avoid publishing the first name and last name of pupils in video or photograph captions published online.

# Permission Form

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

## Legislation

The school can provide information on the following legislation relating to use of the Internet if required, which teachers, students and parents should familiarise themselves with:

- The Data Protection Act 2018
- Child Trafficking and Pornography Act 1998
- Interception Act 1993 Video Recordings Act 1989

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 school work 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Student: \_\_\_\_\_ Class/Year: \_\_\_\_\_