Scoil Náisiúnta Chill Tíle

Acceptable Use Policy

Kilteely National School

1. Introduction

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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.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

It also applies to members of staff, volunteers, parents, carers and others who access the internet in Kilteely National School.

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.

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

Kilteely National School 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 Kilteely National School through our teaching of ICT.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- Kilteely National School 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, Deputy Principal, staff 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, Sarah Jones should be informed.

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

2. Content Filtering

Kilteely National School 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 websites 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, detention and, in extreme cases, suspension or expulsion.

3. 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.

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.

4. Email and Messaging

The use of personal email accounts is only allowed at Kilteely National School 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 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.

5. Social Media

Use of instant messaging services and apps including Snapchat, Whats Apps, G Chat etc. is not allowed in Kilteely National School.

Use of blogs such as Word Press, Tumblr etc. is allowed in Kilteely National School.

Use of video streaming sites such as YouTube and Vimeo etc. is with express permission from teaching staff.

Staff, parents 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 Kilteely National School community

Staff and pupils must not discuss personal information about pupils, staff and other members of the Kilteely National School 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 Kilteely National School into disrepute.

Staff and pupils must not represent your personal views as those of bring Kilteely National School on any social medium.

6. 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.

Pupils are not allowed to bring personal internet-enabled devices into Kilteely National School. Under our Mobile Phone & Electrical Device Policy, personal devices are not allowed in school without the expressed permission of the class teacher and the written permission & indemnification of the parents. This may occur during exceptional circumstances and/or project work.

Pupils 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 unauthorised taking of images or recording with a mobile phone camera or other such devices, still or moving is in direct breach of the school's Acceptable Use Policy.

7. 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 Kilteely National School, 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 allowed once care is taken that no harm is done to staff or pupils of Kilteely National School.

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.

8. 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 and another pupil or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

Measures are taken by Kilteely National School 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. The prevention of cyber bullying is an integral part of the anti-bullying policy of our school.

9. 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.

The publication of student work will be coordinated by a teacher.

Kilteely National School l 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 Kilteely National School web pages.

Kilteely National School will avoid publishing the first name and last name of pupils in video or photograph captions published online.

10. Remote Learning

In circumstances where teaching cannot be conducted on the school premises, teachers may use Zoom or SeeSaw, or other platforms approved by the Principal as platforms (the "Online Platforms") to assist with remote teaching where necessary.
The school has signed up to the terms of service of the Online Platforms in use by the school. The School has enabled the most up to date security and privacy features which these Online Platforms provide

In the case of Seesaw, parents/guardians will be provided with a code and will be expected to monitor the child's access to and use of the platform.
In the case of Seesaw and any other relevant platform, parents/guardians will be expected to monitor any uploaded content.

In the case of Zoom, parents/guardians must consent to the use of the email addresses provided by them on Aladdin to allow their children access to online assemblies, class meets with their teacher etc.

Parents/Guardians must also agree to monitor their child's participation in any such communications conducted on the Online Platforms.

Parents/Guardians must agree to ensure their child's behaviour adheres to Kilteely National School Anti-Bullying Policy, Code of Behaviour, Communications Policy, Remote Teaching and Learning Policy and other relevant policies.

Parents/Guardians, children and staff must not use devices to record and/or alter in any way audio, image or video – live or pre-recorded - unless specifically permitted by the school.

Parents/Guardians, children and staff must also be vigilant in terms of child protection with regards to recording children online.

Parents/Guardians, children and staff must ensure that they never share any media of children in school online, including their own social media profiles unless expressly permitted by the school and anyone appearing in the media.

Emails sent by and to staff members should be respectful in tone. A staff member is entitled not to respond to an email that they, themselves, deem to be disrespectful in tone. It is recommended that a staff member who receives an email like this makes contact with the principal and agrees a suitable means of communication with sender.

Excessive contact from an individual, staff to parent, parent to staff, staff to staff is unacceptable. Parents and staff have the right to ask for less communication.
Any form of email or online communication that falls under the definition of harassment will be treated in the same manner as any other form of harassment.

Avoid any negative conversations about children, staff or parents/guardians on social media and messaging (Whatsapp, Messenger etc.) accounts. If you have an issue with something in the Acceptable Technology Use Policy school, social media and messaging apps are not the place to raise it. When inappropriate communications are reported, the School will request they are deleted.

11. Implementation and Review

This policy refers to all applicants from the date of its ratification and approval of the Board of Management. It supersedes previous policies. The board will continue to monitor all aspects if this policy and the policy will be amended and updated as required.

This policy was adopted by the Board of Management of Kilteely N.S. at the meeting held on 24th November 2020.

Signed:

Rev. Joe Tynan   Sarah Jones
Chairperson, Board of Management   Principal, Kilteely N.S.

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 Act 2018 http://www.irishstatutebook.ie/eli/2018/act/7/enacted/en/html

 • Data Protection (Amendment) Act 2003
http://www.irishstatutebook.ie/2003/en/act/pub/0006/index.html

 • Child Trafficking and Pornography Act 1998
http://www.irishstatutebook.ie/1998/en/act/pub/0022/index.html

• Interception Act 1993 http://www.irishstatutebook.ie/1993/en/act/pub/0010/index.html

• Video Recordings Act 1989
http://www.irishstatutebook.ie/1989/en/act/pub/0022/index.html

• The Data Protection Act 1988
http://www.irishstatutebook.ie/1988/en/act/pub/0025/index.html

I agree to follow the school's Acceptable Use Policy on the use of the Internet. My child will use the Internet in a responsible way and obey all the rules explained to me by the school.

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: _____

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