

# **Internet Safety - Acceptable Use Policy**

## **Introduction**

Internet use is part of the revised curriculum and a necessary tool for education. The purpose of internet use in our school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management and administration systems. This Acceptable Use Policy will address all rights, privileges, responsibilities and sanctions associated with access to and use of the internet in our school.

## **Aims**

The aim of this Acceptable Use Policy (AUP) is to ensure that pupils, teachers and parents will benefit from learning opportunities offered by the school's internet resources in a safe, responsible and effective manner. Internet use and access is considered a school resource and privilege. Therefore, if the school's AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions - as outlined in the AUP - will be imposed.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 to minimise risks associated with the internet. These strategies are as follows:

### **General strategies**

Internet sessions will always be supervised.

Systems including filtering software will be used in order to minimise the risk of exposure to inappropriate material.

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 memory sticks, CD-ROMs or DVDs in school requires permission and all external software must be scanned with anti-virus software before use.

Pupils will observe good "netiquette" (i.e. etiquette on the internet) and will not undertake actions that may bring the school into disrepute.

## **World Wide Web**

Pupils will not visit internet sites that contain obscene, illegal, hateful or otherwise objectionable material.

Pupils will use the internet for educational purposes only

Teachers and pupils will be familiar with copyright issues related to online learning

Pupils will never disclose or publicise personal information.

All internet users in our school should be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity.

Pupils should inform their teacher if they inadvertently access information that makes them in any uncomfortable. In the unlikely event that this should happen, the pupils will be reassured and their parents will be notified. Also, where possible, the offending URL will be noted and the service provider will be informed.

Downloading by pupils of materials or images not relevant to their studies is in direct breach of the school's Acceptable Use Policy.

## **E mail**

Pupils will use approved class email accounts under supervision by or with permission from a teacher.

Pupils will not send or receive any material that is illegal, obscene, defamatory or any material that is intended to annoy or intimidate another person.

Pupils should not reveal their own or other people's personal details, such as addresses, telephone numbers or pictures.

Pupils should never arrange a face-to-face meeting with someone they only know through e-mails or the internet.

### **School Website**

Pupils will be given an opportunity to publish projects, artwork or school work on the World Wide Web with parental permission.

The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.

The publication of pupil's 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.

Personal pupil information including home addresses and contact details will be omitted from the school web pages.

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

Pupils will continue to own the copyright on any work published.

### **Personal devices**

Pupils are forbidden to bring in and use their own technology in school. Leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorised taking of images with a mobile phone camera, still or moving is in direct breach of the school's AUP.

### **Support Structures**

Websites offering support and advice in the area of Internet Safety include the following:

<http://www.ncte.ie/InternetSafety>

<http://www.webwise.ie/>

<http://makeitsecure.ie>

<http://safeinternet.org/ww/en/pub/insafe/>

The following guides/manuals are available in the school:

Internet Safety Pack – Webwise

Webwise Primary Teachers Handbook

### **Sanctions**

Misuse of the internet may result in disciplinary action according to the School's Code of Behaviour, which includes including written warnings, withdrawal of access to privileges and, in extreme cases, suspension or expulsion.

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

This policy was adopted and ratified at a meeting of the Board of Management.

## **Anti-Cyber-Bullying Policy**

St. Lassara's N.S. aims to ensure that children are safe and feel safe from bullying, harassment and discrimination. This school is committed to teaching children the knowledge and skills to be able to use ICT effectively, safely and responsibly.

### **Understanding Cyber-Bullying**

- Cyber bullying is the use of ICT (usually a mobile phone and or the internet) to abuse another person
- It can take place anywhere and involve many people
- Anybody can be targeted including pupils and school staff
- It can include threats, intimidation, harassment, cyber-stalking, vilification, defamation, exclusion, peer rejection, impersonation, unauthorized publication of private information or images etc.
- While bullying involves a repetition of unwelcome behaviour the **Anti-Bullying Procedures for Primary and Post Primary Schools, September 2013**, states:

*2.1.3. In addition, in the context of these procedures placing a once-off offensive or hurtful 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.*

### **What is Cyber-Bullying?**

There are many types of cyber-bullying. The more common types are:

1. **Text messages** – can be threatening or cause discomfort.
2. **Picture/video-clips via mobile phone cameras** – images sent to others to make the victim feel threatened or embarrassed
3. **Mobile phone calls** – silent calls, abusive messages or stealing the victim's phone and using it to harass others, to make them believe the victim is responsible
4. **Emails** – threatening or bullying emails, often sent using a pseudonym or somebody else's name
5. **Chat room bullying** – menacing or upsetting responses to children or young people when they are in a web-based chat room
6. **Instant messaging (IM)** – unpleasant messages sent while children conduct real-time conversations online
7. **Bullying via websites and social media** – use of defamatory blogs (web logs), personal websites and online personal 'own web space' sites such as You Tube, Facebook, Snapchat, Ask.fm and Myspace – and there are others too.

### **Explanation of slang terms used when referring to cyber-bullying activity:**

1. **'Flaming'**: Online fights using electronic messages with angry and vulgar language
2. **'Harassment'**: Repeatedly sending offensive, rude, and insulting messages

3. **'Cyber Stalking'**: Repeatedly sending messages that include threats of harm or are highly intimidating or engaging in other on-line activities that make a person afraid for his or her own safety
4. **'Denigration'**: 'Dissing' someone online. Sending or posting cruel gossip or rumors about a person to damage his or her reputation or friendships
5. **'Impersonation'**: Pretending to be someone else and sending or posting material online that makes someone look bad, gets her/him in trouble or danger, or damages her/his reputation or friendships
6. **'Outing and Trickery'**: Tricking someone into revealing secret or embarrassing information which is then shared online
7. **'Exclusion'**: Intentionally excluding someone from an on-line group, like a 'buddy list'

This list is not exhaustive and the terms used continue to change.

#### **Aims of this policy**

- To ensure that pupils, staff and parents understand what cyber bullying is
- To ensure that practices and procedures are agreed to prevent incidents of cyber-bullying
- To ensure that reported incidents of cyber bullying are dealt with effectively and quickly.

#### **Procedures to prevent cyber-bullying**

- Staff, pupils, parents and Board of Management (BoM) will be made aware of issues surrounding cyber bullying through the use of appropriate awareness-raising exercises
- Pupils will learn about cyber bullying through Social, Personal and Health Education (SPHE), assemblies, friendship week activities and other curriculum projects
- The school will engage a speaker to facilitate a workshop on cyber bullying for Fourth, Fifth and Sixth classes bi-annually.
- Staff CPD (Continuous Professional Development) will assist in learning about current technologies
- Parents will be provided with information and advice on how to combat cyber bullying
- Pupils from 1<sup>st</sup> to 6<sup>th</sup> classes will sign an Acceptable Use of ICT (Information and Communication Technology) contract. At the beginning to each school year, all teachers teach a lesson on Internet Safety and this is documented in their Individual Teacher Planning (ITP).

- Parents will be expected to sign an Acceptable Use of ICT contract prior to enrolment and to discuss its meaning with their children
- Pupils and parents will be urged to report all incidents of cyber bullying to the school
- All reports of cyber bullying will be investigated, recorded, stored in the Principal's office
- Procedures in our school Anti-bullying Policy shall apply
- The gardaí will be contacted in cases of actual or suspected illegal content
- This policy will be reviewed annually.

### **Information for pupils:**

If you are being bullied by phone or on the Internet:

- Remember, bullying is never your fault. It can be stopped and it can usually be traced.
- Don't ignore the bullying. Tell someone you trust, such as a teacher or parent or call an advice line.
- Try to keep calm. If you are frightened, try to show it as little as possible. Don't get angry, it will only make the person bullying you more likely to continue.
- Don't give out your personal details online – if you are in a chat room, do not say where you live, the school you go to, your email address etc. All these things can help someone who wants to harm you to build up a picture about you.
- Keep and save any bullying emails, text messages or images. Then you can show them to a parent or teacher as evidence.
- If you can, make a note of the time and date bullying messages or images were sent, and note any details about the sender.
- There is plenty of online advice on how to react to cyber bullying. For example, [ie.reachout.com](http://ie.reachout.com) and [www.wiredsafety.org](http://www.wiredsafety.org) have some useful tips.

### **Text/video messaging**

- You can easily stop receiving text messages for a while by turning-off incoming messages for a couple of days. This might stop the person texting you by making them believe you've changed your phone number
- If the bullying persists, you can change your phone number. Ask your mobile service provider about this.
- Don't reply to abusive or worrying text or video messages.

- Your mobile service provider will have a number for you to ring or text to report phone bullying. Visit their website for details.
- Don't delete messages from cyber bullies. You don't have to read them, but you should keep them as evidence.

### **Useful Websites**

[www.spunout.ie](http://www.spunout.ie)

[www.childnet.int.org](http://www.childnet.int.org)

[www.kidsmart.org.uk/beingsmart](http://www.kidsmart.org.uk/beingsmart)

[www.bbc.co.uk/schools/bullying](http://www.bbc.co.uk/schools/bullying)

[www.childline.ie/index.php/support/bullying/1395](http://www.childline.ie/index.php/support/bullying/1395)

[www.chatdanger.com](http://www.chatdanger.com)

[www.kidpower.org](http://www.kidpower.org)

[www.bully4you.ie](http://www.bully4you.ie)

[www.isfsi.ie](http://www.isfsi.ie)

[www.antibullying.net](http://www.antibullying.net)

<http://ie.reachout.com>

[www.abc.tcd.ie](http://www.abc.tcd.ie)

[www.sticksandstones.ie](http://www.sticksandstones.ie)

[www.webwise.ie](http://www.webwise.ie)