

ACCEPTABLE USE POLICY V 1.0 Internet

1. Introduction

The aim of this Acceptable Usage Policy (AUP) is to ensure that the pupils of St. Mary's Primary School 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 a privilege.

This Acceptable Usage Policy applies to pupils who have access to, and are users of, the internet in St. Marys. It also applies to members of staff, parents/guardians, volunteers and others who access the internet in St. Marys and the Board of Management reserves the right to amend this policy from time to time entirely at its discretion. This policy also applies to all the school's devices which means all computers, iPad, chrome books, laptops, panels and other IT resources supplied by the school that connect to the school's network.

When using the internet, pupils, staff, parents/guardians, volunteers and others are expected:

- To treat others with respect at all times.
- Not to undertake any actions that may bring the school into disrepute.
- To respect the right to privacy of all other members of the school community.
- To respect copyright and acknowledge creators when using online content and resources.

2. Promotion of Safer Use of the Internet

St. Mary's Primary School implements the following strategies to promote 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.
- Teachers will be provided with continuing professional development and opportunities in the area of internet safety.
- Parents/guardians will be invited to participate in school-based internet safety information sessions annually, facilitated by experts in the field.
- St. Mary's Primary School participates in Safer Internet Day activities to promote safer more effective use of the internet.
- A teacher will always supervise pupils while they are using devices, and ensure that pupils have signed out of google classroom, and closed all open internet browsing tabs and powered iPad off after use,
- Websites will be previewed/evaluated by a teacher using a filtering system before being integrated into lessons.
- Pupils will not have access to or use of any of the devices during lunch or breaktimes.

3. Misuse of the Internet

Misuse of the internet will 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.

St. Marys Primary School will deal with incidents that take place outside the school that impact on the wellbeing of pupils or staff under this policy and our school's associated Child Safeguarding Statement, Code of Behaviour and Anti-bullying Policy. In such cases, St. Marys Primary School will, where known, inform parents/guardians of incidents of inappropriate online behaviour that take place out of school and impose appropriate sanctions.

4. Content Filtering

St. Marys Primary School has chosen to implement Level 4 content filtering on the Schools Broadband Network. This level allows access to millions of websites including games and YouTube but blocks access to websites belonging to the personal websites category, such as Facebook, and 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.

5. 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 teacher.
- 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 not allowed.
- Downloading by pupils of materials or images not relevant to their studies is not allowed.

6. Email , Google Classroom and Messaging

- Pupils do not have access to individual school email accounts .
- Pupil personal email addresses should not be accessed on school devices.

- Pupils will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Pupils or staff will not disclose or publicise personal or confidential information to others on line. Examples of this are, but not limited to their own or classmates' home addresses, telephone numbers, email addresses, online profile information or name and location of their school.
- Pupils or staff will not examine, change or use another person's files, username or passwords. If pupils/staff others to use your password or assigned resource, you will be held responsible for their use.
- 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.
- The school takes every reasonable precaution to provide for online safety but it cannot be held responsible if pupils or staff access unsuitable websites either deliberately or inadvertently.
- Pupils will never arrange a face to face meeting with someone who only know through emails or the Internet.

7. Social Media

- Staff and pupils must not use social media and the internet in any way to harass, insult, abuse or defame pupils, their family members, staff, and other members of the St. Mary's Primary School community.
- Staff and pupils must not discuss personal information about pupils, staff and other members of the St. Marys Primary 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 St. Marys Primary School into disrepute.
- Staff and pupils must not represent their personal views as those of being of St. Marys Primary School on any social medium.

8. Personal Devices

- Pupil Personal devices are not permitted in school but in exceptional cases pupils using their own technology (e.g. for medical reasons) in school should follow the rules set out in this agreement, in the same way as if they were using school equipment.
- Pupils/parents/staff/visitors may not use any personal device with recording or image taking capability while in school or on a school outing. Any breach of the Acceptable Use Policy (AUP) will be sanctioned accordingly.
- Staff may not use personal smartphones or other personal devices to record or take images while in school or on a school outing, The school camera must be used for school related activities and images/recordings downloaded onto the relevant staff drive/relevant school affiliated website and then immediately deleted from source.

9. 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.

- St. Marys Primary School pupils must not take, use, share, publish or distribute images of others without their permission.
- Pupils taking photos or videos on school grounds or when participating in school activities is not allowed under any circumstances.
- Written permission from parents/guardians will be obtained before 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.

10. Cyberbullying

- When using the internet, pupils, parents/guardians 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 by St. Mary's Primary 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 cyberbullying even when it happens outside school.
- 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. However, parents/guardians and pupils should be aware that placing a once off, offensive or hurtful internet message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour
- The prevention of cyberbullying is an integral part of the Anti-bullying Policy of our school.

11. School Website

- 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 uploaded 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 pupils 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 pupil work will be coordinated by a teacher.
- St. Mary's Primary School will use only digital photographs, audio or video clips focusing on group activities. Content focusing on individual pupils will only be published on the school website with parental permission.
- Personal pupil information including name, home address and contact details will not be published on St. Mary's Primary School web pages.
- Digital photographs and audio or video clips of individual pupils will not be published on the school website without prior parent/guardian permission. Parents/guardians are requested not to 'tag' photographs or any other content which would identify any children or staff in the school.

- If any parent/guardian has any concern about the appropriateness of the content of the school website, the Board asks that the matter be brought to the attention of the Principal as a matter of urgency.
- St. Marys Primary School will avoid publishing the first name and last name of pupils in video or photograph captions published online.

12. Use of Information Communication Technology (“ICT”) Resources

- St. Mary’s information and technology resources (e.g., e-mail, computers, computer applications, networks, internet, phone and other wireless communications devices, telephone, and voice mail systems and the like) are school property and are provided solely for school related activities.
- Inappropriate use including hacking, pirating software, using school resources for non-school commercial activities, soliciting, distributing literature for outside entities, disclosing confidential information of the school, sending inappropriate e-mail or accessing inappropriate web sites (such as those advocating hate or violence, containing sexually explicit material promoting illegal activities), or using school resources in a way that violates the letter or spirit of the school’s policies or reflects negatively on the school is forbidden.
- Consistent with national laws, the Board of Management reserves the right to monitor the use of its information and technology resources and to take appropriate disciplinary actions or denying future access privileges in cases of misuse. Staff/student use of the school’s information and technology resources constitutes consent to such monitoring. All such monitoring will be conducted in accordance with law including, where applicable, the EU’s General Data Protection (GDPR)

13. Legislation and Regulation

The school will provide information on the following legislation relating to use of the Internet with which teachers, students and parents/guardians should familiarise themselves where appropriate:

- EU General Data Protection Regulations 2018
- Anti-Bullying Guidelines for Primary Schools 2013
- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Video Recording Act 1989
- The Data Protection Act 1988
- Interception Act 1963

14. Distance Learning

In circumstances where teaching cannot be conducted on the school premises, teachers may use Google Classroom, Google Meet, Zoom, Seesaw, or other platforms approved by the Principal as platforms to assist with remote teaching where necessary. Parents/guardians must

also agree to monitor their child's participation in any such lessons conducted on Online Platforms.

15. Links to other Policies

The following policies are particularly relevant to the implementation of the Internet

Acceptable Usage Policy:

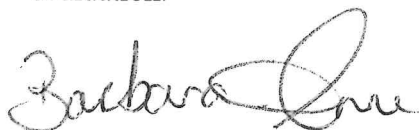
- Anti-bullying Policy
- Code of Behaviour
- Child Safeguarding Statement
- Supervision Policy
- Attendance Strategy
- Smart Phone Policy
- Data Protection Policy

16. Ratification & Communication

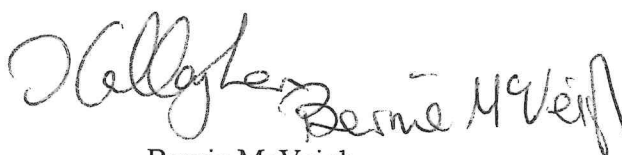
This Internet Acceptable Usage Policy was considered and ratified by the Board of Management on 12th June 2024 following consultation with staff, pupils and parents/guardians. The policy has been made available to school personnel, published on the school website and provided to the Parents Association.

17. Monitoring & Evaluation

The implementation of this Internet Acceptable Usage Policy will be monitored by the ICT Team, Principal, staff and Board of Management. It will be reviewed and evaluated at regular intervals, including through formal and informal feedback from parents/guardians, pupils, staff and others. The policy will be revised as necessary in the light of such review and evaluation.



Barbara Anne O Callaghan
Chairperson of Board of Management



Bernie McVeigh
Principal/Secretary to Board of Management

12/6/24

Appendix 1

Acceptable Usage Permission Form

To be completed by St. Marys Primary School Pupil:

I agree to follow St. Marys Primary School's Acceptable Usage Policy. I will use the internet in a responsible way and obey all the rules explained to me by my school/teacher.

Pupil's Signature: _____

Name of Parent/Guardian: _____

Date: _____

To be completed by Pupil's Parent/Guardian:

As the parent/guardian of the above pupil, I have read St. Mary's Primary School's Acceptable Usage Policy and I grant permission for my son/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.

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 Usage Policy relating to publishing pupils' work on the school website.

Parent/Guardian Signature: _____

Date: _____

To be completed by St. Mary's Primary School

Name of Pupil: _____

Class: _____