Reviewed: September 2022

Kilbrittain National School

Internet Safety – Acceptable Use Policy

The aim of this Acceptable Use Policy is to ensure that students 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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

It is envisaged that school and parent representatives will revise the AUP annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

By: **Karen O'Donovan, Principal, Niall Moynihan (Deputy Principal) & Clare O'Donoghue, AP2 (Assistant Principal)**

School's Strategy

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:

General

- Internet sessions will always be supervised by a teacher

- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material. Our school uses the in-built filtering service provided by the Department of Education

- Students and teachers will be provided with training in the area of Internet safety. Resources that our school may use include, but are not limited to:

i) SAFT Internet Safety Awareness Education Programme and exemplars
ii) Use of the 'Kids' section on the www.webwise.ie website
iii) NCTE Internet Safety Awareness Video

- Uploading and downloading of non-approved software will not be permitted

- Virus protection software will be used and updated on a regular basis. Our school uses Microsoft Security Essentials. This is installed on all teacher and student laptops and is set up so that it automatically updates weekly.

- The use of personal memory sticks, CD-ROMs, or other digital storage media in school, requires a teacher's permission

- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute, or that may constitute cyberbullying, as defined in "Anti-Bullying Procedures for Primary & Post-Primary Schools (2013)".

World Wide Web
- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials

- Students will report accidental accessing of inappropriate materials in accordance with school procedures

- Students will use the Internet for educational purposes only

- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement)

- Students will never disclose or publicise personal information

- Downloading by students of materials or images not relevant to their studies is in direct breach of the school's acceptable use policy

- Students will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security, network management reasons and / or anti-bullying procedures

<u>**Smartphones**</u>

It is school policy, as agreed by parents of Kilbrittain National School, that no child attending our school should have own to a smart phone or have access to ANY social networking sites throughout their time in Kilbrittain National School. This is in the bests interests of the safety of all children attending Kilbrittain National School.

Email Etiquette from Pupils of Kilbrittain NS.

- Email will be used for educational purposes only.

- Students will only use approved class email accounts under supervision by or permission from a teacher

- Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy, intimidate or otherwise bully another person
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures on-line
- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet
- Students will note that sending and receiving email attachments is subject to permission from their teacher

Email Etiquette between Staff and Parents of Kilbrittain NS.

Every member of staff of Kilbrittain National School is issued with a school email address. These addresses are available on our school app. This allows parents to email a staff member, which can carry a number of risks to a staff member's dignity at work. In light of this, the following ground rules apply.

- There should be a period of 5 school days allowed for a response to an email. (If the staff member is away, he/she can enable a "Vacation Responder" to let the sender know that they are out of the office and when to expect a response or instructions as to who to direct their email to.)

- Staff are not expected or required to check their email after hours. Staff are advised not to give themselves access to their school email after hours on their personal devices. This is inline with our staff wellbeing policy guidelines.

- Emails sent to staff members of Kilbrittain NS should always be in a respectful 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 that receives an email like this arranges to meet a parent face-to-face rather than responding to the content of the email.

- Any form of email that falls under the definition of harassment will be treated in the same manner as any other form of harassment.

- Please also be aware that email is the most appropriate form of written correspondence between parents and teachers. Whats App, text messages or phone calls to a teachers personal number is not appropriate unless in exceptional circumstances.

Communication Technologies

A wide range of rapidly developing communications technologies has the potential to enhance learning. The following table shows how the school currently considers the benefit and risks/disadvantages of using these technologies for education:

Technology:	Permission Status:	Exceptions:
Mobile Phones/Smartphones	Students are not permitted to bring mobile phones to school.	When specifically arranged between parent & principal. Under these exceptional circumstances, the phone may be brought to school and held by the class teacher for the day. The criteria for this arrangement **must be exceptional and argrred between Principal and parent.**
Smartwatches/Fitbits	Students are not permitted to bring a Smartwatch/Fitbit to school if it has the capability to do the following: ● Make or receive phone calls ● Send or receive text messages ● Has recording capabilities ● Take or receive photographs ● Play games ** If the Smartwatch/Fitbit has none of the above	When specifically arranged between parent & principal. Under these exceptional circumstances, the Smartwatch/Fitbit may be brought to school and held by the class teacher for the day. The criteria for this arrangement **must be exceptional and agreed between principal and parent.**

	capabilities then children are free to bring them to school.	
Taking photos with cameras or other devices	Student may take photos only under teacher supervision and with expressed teacher permission. Teachers may only take photos of children for educational purposes and must delete from personal devices as soon as possible after use.	None
Use of hand held devices	Not to be brought to school.	IPads which have been approved for educational or SEN purposes. May also be used as part of a reward system with expressed teacher permission.
Use of personal email addresses in school, or on school network	Staff only	If a child is bringing an educational resource to the class / teacher. Only with the permission of, and in the presence of a teacher / staff member.
Use of chat rooms / facilities	Not allowed	None
Use of instant messaging	Staff only (technical support etc)	None
Use of social networking sites	The school runs a Facebook and Twitter account for the sole purpose of promoting the wonderful work in Kilbrittain NS. Parents are entitled to not have their children on these accounts if they so wish. However they must put it in writing at the beginning of the school year if they are not consenting to the school having their children on	None

	School Facebook or Twitter accounts.	
Use of blogs	Read only	None

Inappropriate Activities

User Actions:

Users shall not visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:

- child sexual abuse images
- promotion or conduct of illegal acts, eg under the child protection, obscenity, computer misuse and fraud legislation
- racist material

(the above are Unacceptable & Illegal)

- pornography
- promotion of any kind of discrimination
- promotion of racial or religious hatred
- cyberbullying of any form
- threatening behaviour, including promotion of physical violence or mental harm
- any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute

(the above are Unacceptable)

Other Unacceptable activities include:

- Using school systems to run a private business
- Use systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by SWGfL and / or the school
- Uploading, downloading or transmitting commercial software or any copyrighted materials belonging to third parties, without the necessary licensing permissions
- Revealing or publicising confidential or proprietary information (eg financial / personal information, databases, computer / network access codes and passwords)
- Creating or propagating computer viruses or other harmful files
- On-line gaming
- On-line gambling
- Use of social networking sites

School Website

- Students 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 website will be regularly checked to ensure that there is no content that compromises the safety of students or staff

- publication of student work will be co-ordinated by class teachers

- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website.

- Personal student information including home address and contact details will be omitted from school web pages

- The school website will avoid publishing the name of individuals in a photograph
- The school will ensure that the image files are appropriately named and will not use students' names in image file names or ALT tags if published on the web
- Students will continue to own the copyright on any work published

Legislation

The school will provide information (on request) on the following legislation relating to use of the Internet which teachers, students and parents may 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

Support Structures

The school will inform students 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, 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.

Telephone (023) 8849890
Kilbrittain N.S.

Website: www.kilbrittainns.com
Email: kilbrittainns.ias@eircom.net

Kilbrittain

Co. Cork.

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Permission Form

Name of Pupil(s):   _____

                      _____

                      _____

                      _____

As the parent or legal guardian of the above child(ren), I have read the Internet Acceptable Use Policy and grant permission for my child(ren) to access the Internet. I understand that school internet usage is for educational purposes only and that every reasonable precaution will be taken by the school to provide for online safety.

I accept my own responsibility for the education of my child on issues of Internet Responsibility and Safety.

I understand that having adhered to all the enclosed precautions the school cannot be held responsible if my child tries to access unsuitable material.

Signature: 1. _____ 2. _____

                Parents/Legal Guardians

Date: _____

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School Website:

In relation to the school website, I understand that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the school's website. I understand and accept the terms of the Acceptable Usage Policy in relation to publishing pupils' work and photographs of school activities on the website.

Signature: 1. _____ 2. _____

                Parents/Legal Guardians

Date: _____

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Dear Parent/Guardian,

As part of the school's education programme we offer pupils supervised access to the Internet. This will allow pupils vast educational opportunities by helping them for example, locate material for projects, communicate with students from different cultures, become independent in controlling their own research and become independent learners. While we as educationalists recognise the value of the Internet as a resource, we must also acknowledge the potential risks to students. We feel that the answer is not to ban the use of the Internet in school but to teach pupils to recognise the risks and to become **Internet Wise.**
This process is the responsibility of the school and the parent/guardian.

For this reason we have compiled a school policy on Internet safety. Parents must also set and convey standards of usage to their children.

It is important that you read the school's Internet Policy and sign the attached document. Parents should discuss this document with their children to ensure that they clearly understand the school rules with regard to Internet usage.

Yours sincerely,

_____

School Principal