



St. Louis National School - Rathkenny

School Road, Rathkenny, Navan, Co Meath. C15 PH60

E-mail: rathkennyschool@gmail.com

Phone: 085 164 9836 / 046 90 54417

Registered Charity No.: 20131036

School Roll No. 15483H

School Website: www.rathkennyschool.ie

Principal Laura Conaty

Deputy Principal Julie McMahon

Revision Three

Acceptable Usage Policy for Internet Use

Aims

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner. It also aims to safeguard all children and staff from any negative effects of the internet and personal devices in school. This is the third revision of our Acceptable Use Policy for Internet Use and was brought to the Board of Management for discussion and ratification in September 2024 after consultation with staff, parents and pupils.

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 Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.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 regularly. Before enrolling, the AUP should be read carefully to ensure that the conditions of use are accepted and understood. It is assumed that the parent accepts the terms of the AUP unless the school is specifically notified. Parents will be sent drafts of any revisions and asked to give feedback as they wish.

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 from the NCTE is used in order to minimise the risk of exposure to inappropriate material. The filtering level is level 4 which allows access to millions of websites including games and YouTube but blocks other social media platforms
- The school will monitor pupils' Internet usage.
- Pupils and teachers will be provided with training in the area of Internet safety.
- Uploading and downloading of non-approved software is not be permitted.
- Virus protection software will be used and updated on a regular basis.





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- The use of personal memory sticks and other digital storage media in school requires a teacher's explicit permission before they are brought into school
- Pupils will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute. (see Anti-Bullying Procedures)
- Pupils will use the school's internet connection only for educational activities

World Wide Web

- 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 accordance with school procedures.
- Pupils will use the Internet for educational purposes.
- During Golden Time and wet break times, pupils may be allowed to use the Internet for entertainment purposes. However, all web sites and apps will be vetted by the class teacher prior to the pupils using them.
- Pupils will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Pupils will never disclose or publicise personal information.
- Downloading materials or images not relevant to their studies, is in direct breach of the school's acceptable use policy.
- Pupils 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.

Distance Learning

Distance Learning Guidelines

- Seesaw, Class Dojo and Webex are the applications that the school will use for distance learning.
- All email communication with staff members must be from parents, not children, through the dedicated email address rathkennyschool@gmail.com





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- For face to face communication (video conferencing) the initial contact will be set up using the staff member's email and the parent's email.
 - Although communication using a mobile phone is not the first resort, in the rare exception where it is necessary, staff members should change their settings on their phones so the recipient of the call sees "No caller ID".
 - Students are expected to uphold the same appropriate, safe and courteous conduct online as is expected offline.
 - Students will only have access to chat rooms, discussion forums, messaging or other electronic communication that have been approved by the school and sanctioned by the class teacher, i.e. Google Meet, Zoom, Class Dojo, Seesaw and Google Classroom.
 - On the application Seesaw, teachers will select the option where only the teacher can view the pupils work and there is only interaction between the pupil and the teacher.
 - Pupils will be permitted to upload pictures of their faces on Seesaw where it is a secure platform and only the teacher can see it.
 - These services, although not owned by St. Louis NS, form part of our web services and all content that is placed on these services falls under this policy.
 - Any electronic forms of communication will only be used for educational purposes.
 - In advance of using these communication forums, parental permission for the child is required. Furthermore, as the links for lessons are being communicated through parents, the cover note will state that by virtue of the children logging in to the resource, permission is assumed.
 - It is the duty of the Parents to supervise children on their end.
 - Usernames and passwords will be used to avoid disclosure of identity where possible.
 - St. Louis NS cannot accept responsibility for the security of such online platforms in the event they are hacked Email / Internet Chat
 - Pupils will use approved class email accounts under supervision by or permission from a teacher.
 - Pupils will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.





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- Pupils will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Pupils will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Pupils will not post photographs of their own or other family members faces.
- Pupils will note that sending and receiving email attachments is subject to permission from their teacher.
- Pupils will not have access to chat rooms, discussion forums, messaging or other electronic communication for except when arrangements are made and under supervision of staff and parents.

Social Media

The Internet has become a two way communication system for the school and the wider community. Services such as ClassDojo, Facebook (Parent Association), Instagram (Parent Association), X, school website and other social media are being used by the school to communicate with parents and also for parents to communicate with the school.

Although not owned by St. Louis N.S., these websites form part of our web services and all content that is placed on these services falls under this policy.

Permission is sought on the enrolment form for photographs of children to be on our school website

The safety of our children on the web is of utmost importance so the following rules apply to the school and parents.

The Parents' Association run a PA Facebook and Instagram page. This is solely run by the PA but the Principal is entitled to all passwords and full access should they be requested at any time.

The Board of Management reserve the right to request the PA stop and close their Facebook and Instagram pages should The Board of Management deem that it is not being managed appropriately in the name of the school.

The Parents' Association should only post information about the school and the pupil activities with prior permission from the Principal.

The Parents' Association should ensure that the user name and password is not widely shared and changed regularly for safety purposes.





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The moderator of the Parents' Association account should be in regular contact with the Principal and approved at the annual AGM. If the moderator changes, then the password should change also that is only known to the the new moderator and Principal.

Use of instant messaging services by pupils such as Snapchat, Whatsapp, G Chat etc. is not allowed

Use of Facebook, Instagram, X and other social media by pupils is not allowed

Web

Web is open to potential dangers when used inappropriately.

We would ask:

- Many social media sites have minimum age requirements. While the school will not monitor this, we would advise parents to not allow their children to have personal accounts on Facebook, Twitter, etc. until they are the appropriate age.
- Please do not "tag" photographs or any other content which would identify any children or staff in the school.
- If you are uploading a photograph, please ensure that it does not identify the child in any way. Please make sure photograph size is kept as small as possible (no bigger than 1200 pixels)
- Please ensure that online messages and comments to the school are respectful. This includes messages on WhatsApp groups. Any messages written on social media are treated in the same way as written messages to the school and as such they are subject to our Dignity at Work Policy, Anti Bullying Policy.
- Avoid any negative conversations about children, staff or parents on social media accounts. If you have an issue with something in the school, social media is not the place to raise it. Please be directed to our Parental Complaints Procedure. Comments of an inappropriate, slanderous nature will be deleted and will be subject to our Dignity at Work and Anti Bullying Policy and, if necessary An Garda Síochána
- Please do not request to "friend" a member of staff in the school.

School Website

- Please note that the following points apply to the school's website.





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- Pupils 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 pupils or staff.
 - The publication of pupil work will be co-ordinated by a teacher.
 - Pupils' work will appear in an educational context on Web pages
 - The school will endeavour to use digital photographs, audio or video clips of focusing on group activities. Photographs, audio and video clips will be used. Video clips will not be password protected.
 - Personal pupil information including home address and contact details will be omitted from school web pages.
 - The school website will avoid publishing the names of individuals together in a photograph.
 - The school will ensure that the image files are appropriately named – will not use pupils' names in image file names if published on the website. Pupils will continue to own the copyright on any work published.

Personal Devices and Mobile Phone

Please see mobile phone and personal device policy for further information.

Legislation

The school can 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
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989





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Support Structures

The school will inform pupils and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet. Community Garda will be contacted every two years to provide workshop for children in the senior room on internet safety. Pupils will be provided with education in the area of internet safety through Stay Safe programme every two years also. The school will take part in safer internet day.

Sanctions

Misuse of the Internet will result in disciplinary action. These actions include

1. Withdrawal of access privileges for a period of time decided by the Principal and Class Teacher
2. Withdrawal of access privileges for a period of time decided by the Principal and Class Teacher starting at one week and withdrawal of Golden Time privilege for a week
3. Written warning of upcoming total loss of access privilege if misuse behaviour continues that will go on students' file
4. Suspension in extreme cases
5. Expulsion in extreme cases

The sanction will depend on the severity of the offense.

The school also reserves the right to report any illegal or harmful activities to the appropriate bodies e.g. An Garda Síochána, Túsla

Signed: Fr Gerry Boyle

CHAIRPERSON, BOARD OF MANAGEMENT

Date: 25th September 2024

Original signed copy available in the school on request

