Our Lady of Mount Carmel N.S.

Rooskey, Co Roscommon N41 DH36
Phone: 071 9638774
Email: rooskeyns@gmail.com   *Website:* rooskeymns.scoilnet.ie
Roll Number: 04800F   Registered Charity Number: 20133207

Internet Acceptable Use Policy 2024

Content

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General Approach

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by Our Lady of Mount Carmel NS's Internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. Therefore, if Our Lady of Mount Carmel NS AUP is not adhered to this privilege will be withdrawn and appropriate sanctions, as outlined in the Code of Behaviour; will be imposed.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 Our Lady of Mount Carmel NS is specifically notified.

When using the internet students, parents and staff are expected:
- To treat others with respect at all times.
- Not undertake any actions that may bring Our Lady of Mount Carmel NS into disrepute.
- Respect the right to privacy of all other members of Our Lady of Mount Carmel NS community.
- Respect copyright and acknowledge creators when using online content and resources.

Our Lady of Mount Carmel NS employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:
- Filtering software and/or equivalent systems 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.
- The use of personal external digital storage media in school, requires school permission.
- Virus protection software may be used and updated on a regular basis.
- Internet use within school will always be supervised by a teacher.

This Acceptable Use Policy applies to students who have access to and are users of the internet in Our Lady of Mount Carmel NS.

It also applies to members of staff, volunteers, parents, carers and others who access the internet in Our Lady of Mount Carmel NS .

Misuse of the internet may result in disciplinary action, including written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion. Our Lady of Mount Carmel NS also reserves the right to report any illegal activities to the appropriate authorities.

Our Lady of Mount Carmel NS may deal with incidents that take place outside Our Lady of Mount Carmel NS that impact on the wellbeing of students or staff under this policy and associated codes of behaviour and anti-bullying policies. In such cases Our Lady of Mount Carmel NS will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

Our Lady of Mount Carmel NS 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 and other curriculum areas.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- Our Lady of Mount Carmel NS 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, and support staff.

Our Lady of Mount Carmel NS will monitor the impact of the policy using:

- Logs of reported incidents.
- Surveys and/or questionnaires of pupils.

Should serious online safety incidents take place class-teachers or principal should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by Mrs. Duignan and Ms. Egan

Content Filtering

- Our Lady of Mount Carmel NS has chosen to implement the following level on content filtering on Our Lady of Mount Carmel NSs 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.*
- Students 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.

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Internet Use

- Students may not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will be encouraged to report accidental accessing of inappropriate materials in accordance with school procedures.
- Students may not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Students may use the Internet for educational purposes only.
- Students may 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.
- Students may not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Downloading by students of materials or images not relevant to their studies is in direct breach of Our Lady of Mount Carmel NS's acceptable use policy.
- Students will never disclose or publicise personal information or passwords.
- Students will be aware that usage of the internet and school's digital platform, including distributing or receiving information, school-related or personal, may be monitored.
- Use of file sharing is allowed with staff permission.

Email and Messaging

- Students may not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Students may not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Students should never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Students should 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 report any such communications to a teacher.
- All emails and opinions expressed in email are the responsibility of the author and do not reflect the opinion of Our Lady of Mount Carmel NS.

Social Media and messaging services for Staff and Students

- The internet provides a range of social media tools that allow us to interact and keep in touch. While recognising the benefits of these media for new opportunities for communication, this policy sets out the principles that members of Our Lady of Mount Carmel NS community are expected to follow when using social media.

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- The principles set out in this policy are designed to help ensure that social media is used responsibly so that the confidentiality of pupils and other staff and the reputation of Our Lady of Mount Carmel NS is protected.
- This policy applies to personal websites such as social networking sites (for example Instagram and TikTok), blogs, mircoblogs such as X, chatrooms, forums, podcasts, open access online encyclopedias such as Wikipedia and content sharing sites such as flickr and YouTube. The internet is a fast moving technology and it is impossible to cover all circumstances or emerging media.
- The following statements apply to the use of messaging, blogging and video streaming services in Our Lady of Mount Carmel NS:
  - Use of video streaming sites such as YouTube and Vimeo etc. is allowed with express permission from teaching staff.
  - All members of Our Lady of Mount Carmel NS community must not use social media, messaging services and the internet in any way to harass, impersonate, insult, abuse or defame others.
  - Staff and students must not discuss personal information about pupils, staff and other members of the Our Lady of Mount Carmel NS community on social media.
  - Staff and students must not engage in activities involving social media which might bring Our Lady of Mount Carmel NS into disrepute.
  - Staff and Students must not represent their personal views as being of Our Lady of Mount Carmel NS on any social medium.

Personal Devices

- Students 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.
- The following statements apply to the use of internet-enabled devices such as tablets, gaming devices, smartwatches, in Our Lady of Mount Carmel NS:
  - Smart watches are not permitted in school.
  - Students are only allowed to bring personal internet/sim-enabled devices into Our Lady of Mount Carmel NS with expressed permission from staff.
  - Students are not allowed to use personal internet/sim-enabled devices during lessons.
  - Students are not allowed to use personal internet/sim-enabled devices during social time.

Digital Learning Platforms (including video conferencing)

- Our Lady of Mount Carmel NS digital learning platform is owned and managed by Our Lady of Mount Carmel NS. This platform should enable two-way communication.
- Students must only use school email for accessing Our Lady of Mount Carmel NS digital learning platform.

- Only school devices should be used for the purposes of storing media.
- All school-related media and data should be stored on Our Lady of Mount Carmel NS's platform, e.g. google workspace.
- The use of digital platforms should be used in line with considerations set out in Our Lady of Mount Carmel NS's data protection plan (GDPR).
- Each user of the platform will be provided with their own unique login credentials.
- Passwords for digital platforms and accounts should not be shared.
- Personal email addresses should not be used when creating accounts on digital platforms.
- Prior acceptance from parents should be sought for student usage of Our Lady of Mount Carmel NSs' digital learning platform.

Images and Video
- Care should be taken when taking photographic or video images that students are appropriately dressed and are not participating in activities that might bring the individuals or Our Lady of Mount Carmel NS into disrepute.
- At Our Lady of Mount Carmel NS students 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 only allowed with expressed permission from staff.
- 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 Our Lady of Mount Carmel NS.
- Written permission from parents or carers will be obtained on the enrollment policy in relation to photographs of students being published on Our Lady of Mount Carmel NS website or Facebook site.
- Students must not share images, videos or other content online with the intention to harm another member of Our Lady of Mount Carmel NS community regardless of whether this happens in school or outside.
- Sharing explicit images and in particular explicit images of students and/or minors is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved as outlined in the code of behaviour.

Inappropriate Activities
- Promotion or conduct of illegal acts, e.g. under the child protection, obscenity, computer misuse and fraud legislation
- Misuse and fraud legislation
- Promotion of any kind of discrimination
- Promotion of racial or religious hatred
- Harmful content or threatening behaviour, including promotion of physical violence or mental harm

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- Any other information which may be offensive to colleagues or breaches the integrity of the ethos of Our Lady of Mount Carmel NS or brings Our Lady of Mount Carmel NS into disrepute
- Using school systems to run a private business or personal social media platforms.
- Use systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by Our Lady of Mount Carmel NS
- 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 (e.g. financial / personal information, databases, computer / network access codes and passwords)
- Creating or propagating computer viruses or other harmful files
- Carrying out sustained or instantaneous high volume network traffic (downloading / uploading files) that causes network congestion and hinders others in their use of the internet
- Online gambling
- Accessing child sexual abuse material
- Accessing pornography
- Any other activity considered questionable

School Websites
- Students 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 Our Lady of Mount Carmel NS's website.
- Students will continue to own the copyright on any work published.
- The website will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of students 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.
- Our Lady of Mount Carmel NS will use only digital photographs, audio or video clips of focusing on group activities. Content focusing on individual students will only be published on Our Lady of Mount Carmel NS website with parental permission.
- The publication of student work will be coordinated by a teacher.
- Personal student information including home address and contact details will not be published on Our Lady of Mount Carmel NS web pages.
- The Our Lady of Mount Carmel NS will avoid publishing the first name and/or last name of pupils in video or photograph captions published online.
- Our Lady of Mount Carmel NS will ensure that the image files are appropriately named and will not use students' names in image file names or ALT tags if published online.

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<u>Cyberbullying</u>

- In accordance with the Anti-Bullying Procedures for Schools, Our Lady of Mount Carmel NS considers that posting a single harmful message/image/video online which is highly likely to be reposted or shared with others can however be seen as bullying behaviour.
- This type of bullying is increasingly common and is continuously evolving. It is bullying carried out through the use of information and communication technologies such as text, social media, e-mail, messaging, apps, gaming sites, chat-rooms and other online technologies. Being the target of inappropriate or hurtful messages is the most common form of online bullying. As cyberbullying uses technology to perpetrate bullying behaviour and does not require face to face contact, cyberbullying can occur at any time (day or night). Many forms of bullying can be facilitated through cyberbullying. For example, a target may be sent homophobic text messages or pictures may be posted with negative comments about a persons sexuality, appearance etc.
- Access to technology means that cyberbullying can happen around the clock and the student's home may not even be a safe haven from such bullying. Students are increasingly communicating in ways that are often unknown to adults and free from supervision. The nature of these technologies means digital content can be shared and seen by a very wide audience almost instantly and is almost impossible to delete permanently. While cyberbullying often takes place at home and at night, the impact can also be felt in school.
- In accordance with the Anti-Bullying Procedures for Schools, Our Lady of Mount Carmel NS considers that 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.
- When using the internet students, 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 another student or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.
- Measures are taken by Our Lady of Mount Carmel NS to ensure that staff and students are aware that bullying is defined as targeted behaviour, online or offline, that causes harm. The harm caused can be physical, social and/or emotional in nature. Bullying behaviour is repeated over time and involves an imbalance of power in relationships between two people or groups of people in society. Posting a single harmful message/image/video online which is highly likely to be reposted or shared with others can however be seen as bullying behaviour.
- The prevention of cyberbullying is an integral part of the anti-bullying policy of our school.

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- In accordance with the Department of Education Bí Cinealta Procedures to Prevent and Address Bullying Behaviour for Primary and Post Primary Schools; Our Lady of Mount Carmel NS considers that a school is not expected to deal with bullying behaviour that occurs when students are not under the care or responsibility of Our Lady of Mount Carmel NS. However, where this bullying behaviour has an impact in school, schools are required to support the students involved. Where the bullying behaviour continues in school, it should be dealt with in accordance with the anti-bullying policy.

Artificial Intelligence

- Our Lady of Mount Carmel NS recognises the potential benefits of Artificial Intelligence (AI) in education and is committed to its responsible and ethical use within our learning environment.
- Our Lady of Mount Carmel NS integrates AI into its educational processes to enhance learning, foster innovation, and promote the development of critical skills.
- The selection of AI tools and technologies in Our Lady of Mount Carmel NS aligns with educational goals, including supporting learner agency and promoting critical thinking.
- AI Generated material is not allowed for assignments / homework.
- AI Generated material is allowed for certain activities with prior school permission.
- AI generated material is not allowed in place of student work (homework, assignments, examinations).
- Entering personal, sensitive, or confidential data into any AI system without proper authorisation is strictly prohibited.
- AI technologies are integrated into the curriculum to enhance learning and support educational goals. For example; Use AI to generate art, noting the origins of its materials.
- Important: Before introducing any new app into the classroom, refer to important considerations outlined on the webwise website: https://www.webwise.ie/trending/considerations-for-introducing-a-digital-tool-app-into-the-classroom/
- Students will not create, share or send any AI generated material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Staff and pupils must not use AI in any way to harass, insult, abuse or defame pupils, their family members, staff, other members of the Our Lady of Mount Carmel NS community.
- Staff and pupils must not engage in activities involving AI generated material which might bring Our Lady of Mount Carmel NS into disrepute.
- Our Lady of Mount Carmel NS provides training and professional development opportunities for teachers to effectively utilise AI tools in their teaching practices, ensuring they stay up to date with technological advancements.

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- Our Lady of Mount Carmel NS promotes digital literacy and critical thinking skills to help students understand AI, its implications, and responsible usage. This includes data literacy, verification of AI-generated information, and recognising potential biases in AI tools.
- Our Lady of Mount Carmel NS will make necessary adjustments to the AI integration strategy based on assessments and feedback.
- Entering personal, sensitive, or confidential data into any AI system without proper authorisation is strictly prohibited. All AI tools authorised for use in Our Lady of Mount Carmel NS comply with data protection regulations.

Legislation
Our Lady of Mount Carmel NS recognises the following legislation relating to use of the Internet:
- Data Protection Acts 1988 to 2018 and General Data Protection Regulations (GDPR)
- Copyright and Related Rights Act 2000
- Child Trafficking and Pornography Act 1998 and Criminal Law (Sexual Offences) Act 2017
- Children First Act 2015
- Harassment, Harmful Communications and Related Offences Act 2020 (Coco's Law)
- Criminal Damage Act 1991

Support Structures
Our Lady of Mount Carmel NS 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 and digital technologies is referred to in Our Lady of Mount Carmel NS's Code of Behaviour and Anti-Bullying Policy and related sanctions regarding misuse as appropriate should be outlined therein. Our Lady of Mount Carmel NS also reserves the right to report any illegal activities to the appropriate authorities, including An Garda Síochána.

Monitoring the implementation of the policy
The implementation of the policy shall be monitored by the Principal, staff and the Board of Management.

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Reviewing and evaluating the policy.

The policy will be reviewed and evaluated after 1 year. On-going review and evaluation will take cognisance of changing information or guidelines (e.g. from the Data Protection Commissioner, Department of Education and Skills or TUSLA), legislation and feedback from parents/guardians, students, school staff and others. The policy will be revised as necessary in the light of such review and evaluation and within the framework of school planning.

Timeframe for Review

This policy will be reviewed in December 2025

Responsibility for Review

- ICT Postholder
- School Principal
- BOM

Ratification

This policy was reviewed and ratified by the Board of Management of Our Lady of Mount Carmel NS at a meeting held on December 4th 2024.

Signed

_Liam Coyle_____   Date: 4/12/2024
Chairperson

_Eimear Duignan_____   Date: 4/12/2024
Principal/Secretary to the Board