



# Internet Acceptable Use Policy

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<b><u>School Name:</u></b>	Urbleshanny NS
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# **1. General Approach**

The aim of this Internet Acceptable Use Policy (AUP) is to ensure that pupils 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 privilege. If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

When using the internet pupils, parents and staff are expected:

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

This Acceptable Use Policy applies to pupils who have access to and are users of the internet in Urbleshanny NS.

- It also applies to members of staff, volunteers, parents, carers and others who access the internet in Urbleshanny 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. The school also reserves the right to report any illegal activities to the appropriate authorities.

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

Urbleshanny 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 curriculum.

This policy and its implementation will be reviewed annually by the following stakeholders:

- Board of Management and teaching staff.

This policy has been developed by a working group including: Principal, Deputy Principal, teachers and representatives of the Board of Management.

The school will monitor the impact of the policy using:

- Logs of reported incidents.

Should serious online safety incidents take place the principal should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by the principal, deputy principal and other staff members.

## **2. Content Filtering**

Urbleshanny NS has chosen to implement the following level on content filtering on the Schools 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.

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.

### **3. 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 and staff will not copy information from the internet without acknowledging the creator and referencing the source of the content.

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.

### **4. Email and Messaging**

- The use of personal pupil email accounts is not allowed at Urbleshanny NS.
- Pupils will use approved class email accounts only under supervision by or permission from a teacher.

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

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.

Pupils should avoid opening emails that appear suspicious. If in doubt, pupils should ask their teacher before opening emails from unknown senders.

## **5. Social Media**

The following statements apply to the use of messaging, blogging and video streaming services in Urbleshanny NS:

- Use of instant messaging services and apps including Snapchat, Whats Apps, G Chat etc. is not allowed in Urbleshanny NS.
- Use of blogs such as Word Press, Tumblr etc. is allowed in Urbleshanny NS with express permission from teaching staff.
- Use of video streaming sites such as YouTube and Vimeo etc. is with express permission from teaching staff.

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, other members of the Urbleshanny NS community

Staff and pupils must not discuss personal information about pupils, staff and other members of the Urbleshanny NS 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 Urbleshanny NS into disrepute.

Staff and pupils must not represent your personal views as those of bring Urbleshanny NS on any social medium.

## **6. Personal Devices**

Pupils 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, and digital music players in Urbleshanny NS:

- Pupils are only allowed to bring personal internet-enabled devices into Urbleshanny NS with expressed permission from staff.
- Pupils are only allowed to use personal internet-enabled devices during lessons with expressed permission from teaching staff.
- Pupils are only allowed to use personal internet-enabled devices during social time with expressed permission from staff.

## **7. 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.

At Urbleshanny NS pupils 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.

Written permission from parents or carers 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.

Sharing explicit images and in particular explicit images of pupils and/or minors is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved. Sharing explicit images of other pupils automatically incurs suspension as a sanction.

## **8. Cyberbullying**

When using the internet pupils, 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 pupil or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

Measures are taken 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 cyber-bullying even when it happens outside the school or at night.

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.

## **9. School Websites**

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 loaded 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 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.

The publication of student work will be coordinated by a teacher.

Urbleshanny 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 the school website with parental permission.

Personal student information including home address and contact details will not be published on Urbleshanny NS web pages.



The Urbleshanny NS will avoid publishing the last name of pupils in video or photograph captions published online.

## **10. Distance learning**

In circumstances where teaching cannot be conducted on the school premises, teachers may use the school website, Google Meet, Google Classroom or other platforms approved by the principal and the Board of Management to assist with remote teaching where necessary.

The school has signed up to the terms of service of the online platforms in use by the school. The school has enabled the most up-to-date security and privacy features which these online platforms provide. Staff will engage with CPD for the platforms used. See Appendix 1 on distance learning guidelines for staff and parents/guardians. (April 2020)

# Permission Form

Legislation: The school hereby provides a list of the following legislation relating to use of the Internet with which teachers, students and parents should familiarise themselves: Data Protection Act 2018, Child Trafficking and Pornography Act 1998, Interception Act 1993, Video Recordings Act 2010.

Pupils must follow the school's Acceptable Use Policy on the use of the Internet. They will use the Internet in a responsible way and obey all the rules explained to them by the school.

Student's Name: \_\_\_\_\_

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my son or 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 students access unsuitable websites.

I understand and accept the terms of the Acceptable Use Policy.

Signature 1: \_\_\_\_\_

Signature 2: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Appendix 1

## Distance Learning Guidelines for Staff

### Staying safe

It is important that teachers maintain the safe and ethical use of the internet during distance learning and assist parents and guardians to be aware of their role also. There are helpful resources available at <https://www.webwise.ie/> to support teachers, parents and students.

### Google Meet

The following precautionary measures should be taken when using Google Meet with your class.

Review your account settings prior to organising your meetings.

- Ensure that the “Waiting Room” function is activated in your account settings.
- Ensure that a code/individual link is needed for participants to join the meeting.
- Ensure that the staff member conducting the meeting is the first person in the meeting room.
- Once the meeting has ended, the host/teacher must be the last to leave the meeting.
- Familiarise yourself with the process of removing a participant from a meeting should the need arise.

Consult the site below for further information:

- Tips on security: [https://support.google.com/meet/answer/9852160?product\\_name=UnuFlow&hl=en&visit\\_id=637731238034653879-3967900639&rd=1&src=supportwidget0&hl=en](https://support.google.com/meet/answer/9852160?product_name=UnuFlow&hl=en&visit_id=637731238034653879-3967900639&rd=1&src=supportwidget0&hl=en)

### Google Classroom

The following precautionary measures should be taken when using Seesaw with your class:

- Review your account and class settings prior to using the platform with your class.
- Check your class permission list on Databiz to ensure your students have been granted permission. Consult Digital Learning Team if you have any questions relating to this.
- Be sure to sign out of your account every time you have finished using your account.
- Encourage pupils and parents to sign out of their accounts when they have finished using their account.

Review **class settings** to ensure that:

- Student comments are disabled.
- Students are unable to see each other’s work.
- Class Blog should be disabled.

## **Appendix 2**

### **Virtual Meeting Etiquette**

Urbleshanny National School may use online meetings and lessons if we are closed for the extended periods. To help us get the most benefit from these, we ask that the following etiquette be adhered to by pupils involved in these sessions:

1. Dress appropriately- regular clothing and no pyjamas.
2. Be aware of your surroundings- Pick a room that is not a bedroom and does not have traffic passing through. Be mindful of noise from other people or pets.
3. Mute your microphone when you are not talking- only turn on the microphone if you are asked to speak. Muting the microphone when you are not speaking gives others the ability to chime in and share their thoughts without distraction or frustration.
4. Leave the keyboard alone- the sound of your typing is distracting.
5. Be respectful- teachers and pupils are real people who are affected by words that you say and write.
6. Using chat- do not use chat when the teacher is talking. Be respectful at all times when using chat. Remember that you are in a classroom, even if you are not wearing a uniform.
7. No food allowed- we do not want you dropping crumbs all over your keyboard!
8. Stay seated and stay present- do not leave the room or talk on your phone.
9. Be patient- this is new to a lot of people and it may take time to learn.
10. Engage in the meeting, be present and contribute when requested.