# SN Iorball Sionnaigh

## Urbleshanny National School
## Scotstown Co. Monaghan

## Internet Acceptable Use Policy

## Date of Commencement:
## 27/08/2024

Content

## General Approach

The aim of this Acceptable Use Policy is to ensure that students will benefit from learning opportunities offered by the school's digital resources in a safe and effective manner. The responsible use of internet and digital technologies, both online and offline and access is considered an integral part of teaching and learning. Therefore, if the school AUP is not adhered to, agreed sanctions will be imposed.

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

The teachers in Urbleshanny National School believe in the benefits of curriculum-based technology use. It recognises that access to Information and Communication Technology (ICT) gives our students enhanced opportunities to learn, engage, communicate and develop skills that will prepare them for many aspects of life. To that end, we provide access to ICT for pupil use. Our school website is urbleshannyns.com. Our X (Twitter) account is @UrbleshannyNS and our Instagram account is @UrbleshannyNS. However, in its large unregulated state, online technologies can also pose a number of risks for children and therefore these guidelines will be followed when using same in school.

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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions as outlined in AUP will be imposed.

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 the school into disrepute.
- Respect the right to privacy of all other members of the school community.

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:

- 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.
- Internet use within school will always be supervised by a teacher.

This Acceptable Use Policy applies to students who have access to and are internet users in Urbleshanny National School.
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 National School will deal with incidents that take place outside the school that impact on the wellbeing of students or staff under this policy and associated codes of behaviour and anti-bullying policies. In such cases Urbleshanny National School will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

Urbleshanny National School  implements the following strategies to promote safer use of the internet:

- Pupils will be provided with education in internet safety as part of our implementation of the SPHE and other curriculum areas.
- Teachers will be provided with continuing professional development opportunities in internet safety.
- Urbleshanny National School participates in Safer Internet Day activities to promote safer more effective use of the internet.

This policy and its implementation will be reviewed every second year by the following stakeholders: Board of Management, teaching staff, and support staff.

The school will monitor the impact of the policy using:
● Logs of reported incidents.
● Monitoring logs of internet activity (including sites visited).
● Internal monitoring data for network activity.

Should serious online safety incidents occur, the principal or deputy principal should be informed.
The implementation of this Internet Acceptable Use policy will be monitored by the principal, deputy principal and Digital Technology Postholders.

## Content Filtering

Urbleshanny National School 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.**

Internet Use
- Students will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will be expected to report accidental accessing of inappropriate materials.
- Students will use the Internet for educational purposes only.
- Students will not copy and paste information into assignments. They will be taught how to acknowledge the source wherever possible.
- Students will not download or view any material that is illegal, obscene, defamatory, or material 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 the school's acceptable use policy.

When using Google Classroom, the agreed digital platform for remote learning at home, pupils will be outside of the Urbleshanny NS network. Thus, it will be incumbent upon their parents and guardians to ensure adequate internet safety precautions are taken.
In particular, we ask that parents exercise caution in allowing pupils to use social media accounts with minimum age requirements. We would advise parents not to allow their children to have personal accounts on TikTok, Snapchat etc. until they leave primary school.

## Email and Messaging
**The use of personal email accounts is not allowed at Urbleshanny National School .**

- Students will use approved school email accounts for accessing Google Classroom.

Students will be assigned a school e-mail address upon enrolment.
Pupils cannot use the school email address assigned for non-school email communication. This will be specifically disabled on the Admin Panel of Google Workspace.
Students must only use their school email for school-related activities and for registering on school-based activities only. The use of personal email addresses is not allowed for school-based work.

Students may not use school email accounts to register for online services, social networking, apps or games.

## 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 your school community are expected to follow when using social media.

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 the school 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, social bookmarking sites such as del.icio.us 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 Urbleshanny National School :

- Use of instant messaging services and apps including Snapchat, WhatsApp, Viber, etc. is not allowed in Urbleshanny National School .
- Use of blogs such as WordPress, Tumblr etc. is not allowed in Urbleshanny National School .
- Use of video streaming sites such as YouTube and Vimeo etc. is with express permission from teaching staff.
- All members of the school 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 Urbleshanny National School community on social media.
- Staff and students must not use school email addresses for setting up personal social media accounts or to communicate through such media.
- Staff and students must not engage in activities involving social media which might bring Urbleshanny National School into disrepute.
- Staff and Students must not represent their personal views as those of Urbleshanny National School on any social medium.

Students will be provided with guidance on etiquette regarding social media, for when they are old enough to use social media.
Teachers can read further information about the use of Social Media and Electronic Communication here:
h[ttps://www.teachingcouncil.ie/en/news-events/latest-news/2021/guidance-for-registered-teachers-about-the-use-of-social-media-and-electronic-communication.html](https://www.teachingcouncil.ie/en/news-events/latest-news/2021/guidance-for-registered-teachers-about-the-use-of-social-media-and-electronic-communication.html)

## 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, and smartwatches, in Urbleshanny National School:

- Students **are only allowed** to bring personal internet-enabled devices into Urbleshanny National School with expressed permission from staff.
- Smartwatches that can take photographs and record media are **not permitted** in the school.
- The school is not responsible for the loss of or damage to any personal electronic device on school premises.
- Children **are not allowed** to bring personal devices on school tours or to other out of school events.

Conversely, pupils using Assistive Technology devices in the home are subject to the same constraints as pupils in school. There is a home agreement signed by the pupil and parents before school devices are used in the home.

## Digital Learning Platforms (including video conferencing)

In relation to Digital Learning Platforms, it is envisaged that all pupils will use Google Classroom. Staff will use Google Workspace and Databiz.

- Students must only use their school email to access the school digital learning platform.

- Only school devices should be used to capture and store media on the school's Google Drive.
- All school-related media and data should be stored on the school's Google Drive.
- The use of digital platforms should be used in line with considerations set out in the school'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 never be used when creating accounts on school digital platforms.
- Student work will be stored in their Google Drive until they leave Urbleshanny NS. Parents/guardians will be contacted by a member of the Digital Technology team to download and save relevant work as the child finishes 6th class. The child's e-mail address and associated data will be deleted after leaving Urbleshanny NS.

## 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 the school into disrepute.

At Urbleshanny National School 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.

Written permission from parents or carers will be obtained before photographs of students are published on the school website.

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

## Inappropriate Activities

- Promotion or conduct of illegal acts, e.g. under the child protection, obscenity, computer misuse and fraud legislation
- Misuse and fraud legislation
- Racist material
- Pornography
- 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
- Any other information which may be offensive to colleagues, breaches the integrity of the ethos of the school or brings the school into disrepute
- Using school systems to run a private business
- Use systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by 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 (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 gaming
- Online gambling
- Online shopping
- Use of social networking sites, instant messaging and online forums
- Child sexual abuse material
- Any other activity considered questionable

## School Website
Students may 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 onto the school's website. The publication of student work will be coordinated by a teacher.
Students will continue to own the copyright on any work published.

The website will be regularly checked to ensure that no content compromises the safety, privacy, or reputation of either students or staff.

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

The Urbleshanny National School will avoid publishing (where possible) the full names of pupils in video or photograph captions published online.

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 online.

## Twitter & Instagram

Twitter & Instagram will be run by the designated technology leader (Mrs Trappe) in the school.

Specific photo permissions will be sought from parents. These permissions will be recorded in the school. All permissions remain valid for the duration of the child's time in Urbleshanny N.S. (Note: Permissions may be removed at any time by parents/guardians. Please contact the school.)
Only children with photo permissions may be used in photographs for these platforms.
The school may re-post or share photographs, audio or video clips to its social media accounts of pupils that have been posted by others previously, for a celebration and/or acknowledgement of pupils' achievements (e.g. sporting events, charity events, past pupils' achievements etc.)
To use X, one must be 13 years of age. TO use Instagram, one must be 13 years of age.

## Cyberbullying
In accordance with the Anti-Bullying Procedures for Schools, Urbleshanny National School considers that posting a single harmful message/image/video online which is highly likely to be reposted or shared with others can 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 person's sexuality, appearance etc.

Access to technology means that cyberbullying can happen around the clock and the student's home may not even be a haven from such bullying. Students are increasingly communicating in ways 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 with permanent deletion almost impossible. 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, Urbleshanny National School 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 to harm, harass, or embarrass another student or member of staff is an unacceptable and prohibited behaviour, with serious consequences and sanctions for those involved.
Urbleshanny National School takes measures to ensure that staff and students are aware that bullying is defined as targeted online or offline behaviour 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 be seen as bullying behaviour.

The prevention of cyberbullying is an integral part of the anti-bullying policy of our school.

In accordance with the Department of Education Bí Cineálta Procedures to Prevent and Address Bullying Behaviour for Primary and Post Primary Schools; Urbleshanny National School considers that a school is not expected to deal with bullying behaviour that occurs when students are not under the care or responsibility of the school. 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, schools should deal with it in accordance with their Bí Cinealta policy (Bí Cineálta is being formulated and will be incepted from 2025 onwards).

Legislation

This policy names the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:

- 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**

This policy informs of key support structures and organisations dealing with illegal material or harmful Internet use, namely Webwise, hotline.ie, and The Irish Safer Internet Centre.

## Sanctions

Students taking steps to by-pass the Internet 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.

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



## Permission Form
**Please review this school's Internet Acceptable Use Policy, and sign and return this permission form to the Principal.**

## For pupils in 2nd class and above:

I agree to follow the school's Acceptable Use Policy on the use of the Internet and digital technologies. I will use the internet and digital technologies in a responsible way and obey all the procedures outlined in the policy.

Student's Signature: _____ Class:_____

Parent/Guardian : _____

Date: _____

## For parents/guardians of all students:

As the parent or legal guardian of the student named _____, I have read the Acceptable Use Policy and 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. Still, the school cannot be held responsible if students access unsuitable websites.

Concerning the school website and social media accounts, I accept that, if the school considers it appropriate, my child's schoolwork or photograph may be chosen for inclusion on the website or social media accounts. I understand and accept the terms of the Acceptable Use Policy.

Signature: _____ Date: _____

Address: _____

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