



St. Conaire's National School

Acceptable Use Policy

Content

General Approach.....	3
Content Filtering.....	5
Internet Use.....	5
Email and Messaging.....	6
Social Media and messaging services for Staff and Students.....	6
Personal Devices.....	7
Digital Learning Platforms (including video conferencing)	7
Images and Video.....	8
Inappropriate Activities.....	9
School Websites.....	9
Cyberbullying.....	10
Permission Form.....	11

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 is considered an integral part of teaching and learning. Therefore, if the school AUP is not adhered to agreed sanctions will be imposed.

Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

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

- To always treat others with respect.
- 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.

The school employs many strategies 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 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 users of the internet and digital devices in St. Conaire's National School. It also applies to members of staff, volunteers, parents, guardians and others who may access the internet in St. Conaire's 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.

St. Conaire's 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 St. Conaire's National School will, where known, inform parents/guardians of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

St. Conaire's National School 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.
- Internet safety advice and support opportunities are provided to pupils in St. Conaire's National School through our SPHE and internet safety programmes.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- St. Conaire's 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 annually by the Board of Management, St. Conaire's Digital Learning Team, teaching staff and support staff.

This policy has been developed by a working group including the principal, Digital Learning Team, teachers, students, parents/guardians, and representatives of the Board of Management.

Should serious online safety incidents take place the class teacher, Mr. Walsh (Principal) or Mr. O'Connell (Digital Learning and Code of Behaviour coordinator) should be informed.

The implementation of the St. Conaire's Acceptable Use Policy will be monitored by St. Conaire's Digital Learning Team.

Content Filtering

St. Conaire's National School has chosen to implement level 4 content filtering on the Schools Broadband Network. 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.

Internet Use

Students will 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 will report accidental accessing of inappropriate materials in school but outside the classroom to their class teacher, the principal or Mr. O'Connell.

Students will use the Internet for educational purposes only.

Students will 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 the school's acceptable use policy.

Students will be aware that any usage of the internet and school's digital platform, including distributing or receiving information, school-related or personal, will be monitored.

Email and Messaging

Downloading by students of materials or images not relevant to their studies is not allowed.

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

Students 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.

Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.

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 the 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.

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, parents and students must not discuss personal information about pupils, staff and other members of the St. Conaire's 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 St. Conaire's National School into disrepute.

Staff and Students must not represent your personal views as those of bring St. Conaire's National School on any social medium.

Students will be provided with guidance on etiquette regarding social media.

Teachers can read further information about the use of social media and Electronic Communication here:

<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 are not allowed to bring personal internet-enabled devices into St. Conaire's National School.

Digital Learning Platforms (including video conferencing)

St. Conaire's National School digital learning platform is managed by the school. This platform should enable two-way communication.

Only school devices should be used for the purposes of capturing and storing media.

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 not be used when creating accounts on school digital platforms.

Prior acceptance from parents should be sought for student usage of the schools' digital learning platform.

Images and Video

At St. Conaire's 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 guardians 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.
- Unauthorised taking of photographs of children or staff.
- Racist material
- Pornography
- Harmful content or 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
- Any other activity considered questionable

School Websites

Students will be given the opportunity to publish projects, artwork, or schoolwork 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.

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 St. Conaire's National School web pages.

The St. Conaire's National School will avoid publishing the first name and last name of pupils in video or photograph captions published online.

Cyberbullying

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, cyber-bullying can occur at any time (day or night). Many forms of bullying can be facilitated through cyber-bullying. 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.

In accordance with the Anti-Bullying Procedures for Schools, St. Conaire's 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 always treat others with respect.

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 St. Conaire's National School to ensure that staff and students 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 cyberbullying even when it happens outside the school or at night. In addition, the Department of Education Anti-Bullying Procedures, 2013 defines cyberbullying as "placing a once-off offensive or hurtful public message, image or statement on a social network site or another public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour". The prevention of cyberbullying is an integral part of the anti-bullying policy of our school.

Permission Form

Legislation

The school will provide information on 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

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

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: _____

Parent/Guardian: _____

Date: _____

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and I understand that Internet access and digital devices are 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.

In relation to the school website, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website. I understand and accept the

terms of the Acceptable Use Policy relating to publishing students' work on the school website.

Signature: _____ Date: _____

Address: _____

Please review the attached school Internet Acceptable Use Policy, and sign and return this permission form to the principal.

School Name: Name of Student: _____

Class/Year: _____

Student: _____

Approved by the Board of Management of February 7th, 2023

Signed: Martin Moore, Chairperson

Date: February 7th, 2023