

Internet Acceptable Use Policy 2016 – Gaelscoil Bhrian Bóroimhe

Introduction

The Internet is an essential element for education, business and social interaction. Internet use is part of the revised curriculum and a necessary tool for education. The purpose of Internet use in Gaelscoil Bhrian Bóroimhe is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management, information and business administration systems.

This Acceptable Use Policy (AUP) will address all rights, privileges, responsibilities and sanctions associated with access to and use of the Internet in Gaelscoil Bhrian Bóroimhe. The AUP will be revised regularly.

Aims

The aim of our Acceptable Use Policy is to ensure that pupils, teachers and parents will benefit from the learning opportunities offered by the school's Internet resources in a safe, responsible and effective manner.

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 Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP - will be imposed.

Staff/People employed by the school/student teachers/volunteers etc who breach the AUP may be dealt with by the Board of Management's disciplinary procedures and/or child protection procedures.

Strategies

The school will employ 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.

Children are not allowed to have mobile phones switched on in school. If a child requires a mobile phone it must remain switched off and stored in the school bag during the school day. Phones are not permitted on school tours or during other school events such as concerts. It is also strongly recommended that children not be permitted to use phones on school buses.

Systems including filtering software will be used in order to minimise the risk of exposure to inappropriate material.

The school will regularly monitor Internet usage.

Students from third class upwards are provided with personal logins and personal e-folders in which their work can be saved. Teachers can access and monitor these folders.

Students will not have access to passwords for teaching computers as these have different filtering software.

Students and teachers will be provided with training in the area of Internet safety.

Uploading and downloading of non-approved software will not be permitted without teacher's approval.

Virus protection (ESET) software will be used and updated on a regular basis.

The use of personal, pen drives, CD-ROMs or DVDs in school requires permission and all external software **must be scanned with anti-virus software** before use.

Students will observe good "netiquette" (i.e. etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute.

World Wide Web

Sites that the children use in school will be previewed by their teacher before use.

Students will use the Internet for educational purposes and/or as deemed appropriate by the teacher -e.g as a reward or for golden time etc.

Teachers and students will be familiar with copyright issues relating to online learning.

Students will **never** disclose or publicise personal information.

All Internet users in Gaelscoil Bhrian Bóirimhe should be aware that any school usage, including distributing or receiving information, school-related or personal, may be monitored.

Students and staff (including people employed by the school/contractors etc) will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

Children should inform their teacher if they inadvertently access information that makes them in any way uncomfortable. In the unlikely event that this should happen, the children will be reassured and their parents will be notified. Also, if necessary, the offending URL will be blocked.

Websites such as; imagebank.ie photosforclass.com kiddle, duckduckgo and instagrok are advised as safe search engines that offer an alternative to google.

Email

In some senior classes e-mail may be used to send homework or for collaboration on project work.

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

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

Students will never arrange a meeting with someone they only know through emails or the internet.

Students will note that sending and receiving email attachments is subject to permission from their teacher.

Internet Chat

Students will only have access to closed chat rooms, discussion forums or other electronic communication forums that have been approved by the school.

Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.

Students will not have access to closed chat room passwords.

Usernames will be used to avoid disclosure of identity.

Students are not permitted to use open chat forums or chat functions within online games under any circumstances.

Cyber-Bullying

Harassing, flaming, denigrating, impersonating, outing, tricking, excluding and cyber-stalking are all examples of cyber-bullying. Such bullying will not be tolerated in Gaelscoil Bhrian Bóroimhe. We advise the following:

- Our students must not send messages or post comments or photos with the intent of scaring, hurting, or intimidating someone else. Engaging in any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges
- In some cases, cyber-bullying is a crime
- Remember that your activities are monitored and retained
- Although one incident of aggravation is not usually understood as bullying, an act such as a hurtful group text or the posting of a photograph online that could cause offence can be defined as bullying and will be treated as such. It is the responsibility of every student to understand this.
- The school will support students, teachers and parents in dealing with cyberbullying.
- Children should be encouraged to talk to a parent or teacher if concerned about any incident that might constitute cyber-bullying.

Internet usage at home

We ask that parents encourage safe internet usage outside of the school grounds and monitor their children's online activity.

Good practice such as cut-off times for internet usage and appropriate filtering are strongly advised.

The school recommends that primary school children should not take part in social media groups and reminds parents/children of the age limits placed on membership of most social media.

Internet usage should be confined to places in the home that are easily supervised. Devices that have internet connectivity should be kept from bedrooms at all times.

School Website

Pupils may be given the opportunity to publish projects, artwork and school work on the World Wide Web with parental permission.

The publication of student work will be co-ordinated by a teacher.

Digital photographs, audio or video clips of *individual* students will not be published on the school website. Pictures that are published on the website will not include any child's name or any child wearing a name tag. Instead, photographs, audio and video clips will focus on group activities and these will be published with permission using the school's standard permission form.

Personal pupil information including name, home address and contact details will be omitted from school web pages.

Pupils will continue to own the copyright on any work published.

Legislation

Internet users should be made aware of legislation relating to use of the Internet. Links have been provided below:

- Data Protection (Amendment) Act 2003 <http://justice.ie/80256E010039E882/vWeb/pcJUSQ5YUHTP-en>
- Child Trafficking and Pornography Act 1998 - <http://www.irishstatutebook.ie/ZZA22Y1998.html>
- Interception Act 1993 - <http://www.acts.ie/zza10y1993.1.html>
- Video Recordings Act 1989 - <http://www.irishstatutebook.ie/ZZA22Y1989.html>
- The Data Protection Act 1988 - <http://www.irishstatutebook.ie/ZZA25Y1988.html>

Support Structures

Websites offering support and advice in the area of Internet Safety are listed below.

- NCTE - <http://www.ncte.ie/InternetSafety/>
- Webwise - <http://www.webwise.ie/>
- Make IT Secure - <http://makeitsecure.ie>
- Safe Internet - <http://www.saferinternet.org/ww/en/pub/insafe/>

The following guides/manuals are available in school:

Be Wise on the Net ...Information and Advice for Schools NCTE

Internet Safety Awareness Education Programme Teachers' Handbook SAFT Project (NCTE)

Sanctions

Misuse of the Internet may result in disciplinary action according to the School's Code of Conduct, and/or the school's Anti Bullying Policy and/or the school's Child Protection Policy. The Code of Conduct includes written warnings, notification of parents, withdrawal of access privileges and, in extreme cases, suspension or expulsion.

*Please Refer to School's Code of Conduct/Anti Bullying Policy/ and national child protection guidelines

The school also reserves the right to report any illegal activities to the appropriate authorities.

This policy will be reviewed in the school year 18/19.

Signed:

_____Chairperson

Date: _____