



**Scoil Lios Teilic**

**Internet Acceptable Use Policy**

# **Internet Acceptable Usage Policy (AUP)**

## **Aim**

The aim of this Policy is to ensure that pupils will benefit from 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. Therefore, if the school's AUP is not adhered to this privilege may be withdrawn and appropriate sanctions, as outlined in the AUP, will be imposed.

Scoil Lios Teilic will employ a number of strategies to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

- Acceptable Usage Policy
- Education
- Filtering/Monitoring

## **Pupil Access to the Internet**

The school is pleased to offer the internet as an available resource to both pupils and staff for reference purposes, researching project materials, playing interactive educational games, learning to touch-type, working on digital portfolios and for lesson reinforcement. Access to online resources will enable pupils to explore thousands of libraries, databases, and bulletin boards throughout the world.

Electronic information research skills are now fundamental to preparation for living and working in this information age. The school will integrate such information as appropriate within the curriculum, and staff will provide guidance and instruction to pupils in the appropriate use of such resources, as outlined in this policy. Pupils will not be given access to the Internet without staff supervision

1. The internet will be used for educational purposes only.
2. Internet sessions will always be supervised by a staff member.
3. Pupils will not have access to the school's internet password.
4. Pupils will seek permission before entering any Internet site, unless previously approved by a staff member.
5. Filtering software will be used to minimise the risk of exposure to inappropriate material
6. The school will regularly monitor pupils' internet usage
7. Pupils will receive training in the area of internet safety
8. Pupils will be taught to evaluate the content of internet sites
9. Staff will be made aware of internet safety issues
10. Uploading and downloading of non-approved material is banned
11. Virus protection software will be used and updated on a regular basis
12. The use of personal external storage devices or CD-ROMS in school requires a member of staff's permission
13. Pupils will observe good 'netiquette' (etiquette on the internet) at all times and will not undertake any action that may bring a school into disrepute
14. 'YouTube' (and similar sites) can be accessed only under the supervision and direction of the teacher.
15. In the event of a pupil accidentally accessing inappropriate material or images, the pupil will immediately minimize the page and report the incident to the teacher without attracting the attention of the other pupils.

## **Email**

If pupils are allowed to use email, the following rules will apply:

1. Email will be used for educational purposes only
2. Students will only use approved class email accounts under supervision by or permission from a teacher
3. Pupils will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person
4. Pupils will not send messages to or from school email
5. Pupils will not reveal their own or other people's personal details e.g. addresses, telephone numbers, or pictures via school email
6. Pupils will never arrange to meet someone via school email
7. Sending or receiving email attachments is subject to teacher permission.

## **Internet Chat**

- Pupils are not permitted to use internet chat rooms.
- Pupils will have access to Skype or other electronic communication **only** under the supervision of the class teacher

## **School Website**

Pupils may create projects, artwork, writing or audio-visual recordings which would be suitable for publication on our school's website. The school secretary and designated teachers will manage the publication of material on the school website adhering to the stipulations below.

1. Personal pupil information, home addresses and contact details will not be published on the school website
2. Class lists will not be published
3. Pupils' photographs may be published on the school website (usually in groups) following consent form parents/guardians at enrolment in the school
4. Pupils' full names will not be published beside their photograph
5. Digital photographs, video clips and audio clips will focus on groups and group activities rather than on individual pupils when possible
6. Pupils will be given an opportunity to publish projects, artwork or school work on the school website
7. Teachers will select work to be published and decide on the appropriateness of such
8. Permission to publish a student's work will be sought from pupils/parents/ guardians. This permission may be withdrawn at any time
9. Pupils will continue to own the copyright on any work published.

## **Staff members and photographing pupils**

- Staff members must not take photos of pupils with their personal devices.
- All photographs must be taken on one of the school iPads - if possible iPad 1 of the older iPad set

## **Education and Internet Awareness**

Scoil Lios Teilic will undertake an education programme to educate children on the safe, responsible use of the Internet. Safety on line is included in our SPHE policy. Cyber-bullying has become a significant threat for teenagers. Through education and awareness, we aim to limit our children's susceptibility to it as they progress to secondary school. 21<sup>st</sup> century life presents dangers including violence, racism and exploitation from which

children and young people need to be protected. At the same time, they need to learn to recognise and avoid these risks – to become internet wise.

Resources that may be used to supplement this work include:

- NCTE Internet Safety Awareness Video
- Use of the ‘Kids’ section on the [www.webwise.ie](http://www.webwise.ie) website
- Outside speakers will be invited to speak to senior classes on internet safety at regular intervals

## **Filtering**

‘Filtering’ is a term used to describe a way of limiting the content of web pages, emails, chat rooms and other electronic data to which users may be exposed.

The school will use the Internet provided and filtered by Real Broadband. The Content filter provided by Real Broadband blocks malware, adult and inappropriate content.

**Desktop Computers** There is additional filtering software on all our desktop computers in use in the classrooms. The software we use is Webroot. It provides, real time shield, web shield, firewall shield and identity protection.

**iPads** iPads used in classrooms are managed by a Mobile Device Management (MDM) system called Jamf for schools. This ensures a centralised management and deployment of Apps to iPads used within the school by appointed administrators the Principal and/or the Secretary. Only age and content appropriate Apps can be downloaded through the MDM system. Google SafeSearch is activated on all iPads to filter explicit content. Virus protection on iPads is in the form of its operating system, known as iOS. It is designed to isolate each App, restricting their ability to infiltrate and infect other systems.

Many browsers have their own built in filtering tool e.g. Google. Google’s search engine has a built-in “Safe Search”. This filter eliminates sites that contain pornography and explicit sexual content from search results. It is easily applied by clicking on the **Preferences** link on any Google page.

No filter is 100% accurate - the most effective filtering tool is adult vigilance. At Scoil Lios Teilic, we believe that the advantages to pupils having access to information resources and increased opportunities for collaboration far exceed the risk of disadvantages.

## **iPads**

- iPads must be handled with care at all times. Students should never leave an iPad unattended when in use. Any damage to an iPad must be reported immediately to the teacher
- Students should follow teacher’s instructions accessing only the apps to which the teacher has agreed
- The camera and audio recording functions can only be used under the teacher’s direction.
- Audio or visuals taken at school cannot be transmitted, broadcast or transferred without the teacher’s permission.
- Students will require teacher’s permission before sending any form of electronic message

## **Personal Devices**

- Pupil’s personal devices are not allowed at school - these include mobile phones, tablets, hand held gaming devices, watches or any personal device that has connectivity to the internet.
- In the event that a pupil brings such a device to school it will be confiscated and sent to the Principal’s office. The parents will be contacted and the device will be returned on the payment of a fine of €5.

## **Contact with Staff Via Social Media or Messaging Platforms**

- Contact from a pupil to a member of staff via social media, messaging or text platforms is prohibited
- Contact from a parent to a member of staff via social media, messaging or text platforms outside of school hours is not appropriate unless previously agreed with the staff member as a more suitable time for both parties.
- Friend requests and contacts via Social Media by pupils towards staff will be reported by staff to the Principal.

## **Sanctions**

If a pupil deliberately misuses the internet or email, is found running searches on inappropriate topics or attempting to access inappropriate/unsuitable websites, this will result in disciplinary action, including the withdrawal of access privileges. Parents/guardians will be notified of misuse by the pupil. Further misuse will result in longer withdrawal of access privileges, as seen fit by the school staff.

## **Scoil Lios Teilic Facebook page**

### **Rationale**

Having a social media online presence is vital for connecting with parents and the local community. It is also important in attracting potential enrolment to the school. A Facebook presence allows families and friends a window to share and celebrate the exciting learning and teaching opportunities in our school.

### **Aims:**

1. To enhance our communication network
2. To increase awareness of the school
3. To use Facebook as a means of marketing the school to a wider audience
4. To publicise school events
5. To announce new information as it appears on school website
6. To highlight school achievements in a forum where they can be shared by the school community.

### **Settings - Security measures:**

1. Tagging ability: People and other Pages cannot tag or post photos on our page
2. Others tagging this page: People and other Pages cannot tag our page
3. Page Moderation: System is set up to block posts containing certain words
4. Profanity filter: Set to strong
5. Facebook lists a minimum age requirement of 17 years. Therefore current pupils cannot be accepted as users.
6. Our Facebook page is managed solely by Paula Sweeney and monitored by the principal.
7. Pupils' first names will only be used with parent permission
8. All photos and articles are monitored and approved by Paula Sweeney and Ms Dineen, the Principal, in line with child protection guidelines.

### **Terms and Conditions of use:**

1. People and Pages cannot advertise products or services on our School Facebook Page
2. People should not post anything that could be deemed as offensive
  - In-appropriate or harmful comments/content will be removed immediately.

3. People should not mention individual staff members in a negative light on school Facebook page
4. People should not add comments that can identify children

**The operation of our Facebook page is based on trust and mutual respect between home and school. Breaking any of the terms of use will result in an automatic ban.**

### **Review of our Internet Acceptable Usage Policy**

The policy will be reviewed as the need arises in consultation with teachers, parents and the Board of Management.

**This policy was adopted by the Board of Management on \_\_\_\_\_**

**Signed:**

Chairperson BOM