

## Scoil Eoin, Inis Eonáin

### Internet Acceptable Usage Policy

### Internet Safety & School Website Policy

As part of the school's education programme, we will offer pupils supervised access to the internet. This will allow pupils vast educational opportunities by helping them for example, locate material for projects, communicate with students from different cultures, become independent in controlling their own research and become independent learners.

While we as educationalists recognise the value of the internet as a resource, we must also acknowledge the potential risks. We feel that the answer is not to ban the use of the internet in school but to teach pupils to recognise the risks and to become Internet wise.

This process is the responsibility of the school and the parent/guardian.

#### **Internet Usage Statement**

Educationalists believe in the benefits of Curriculum Internet use. The purpose of this AUP (Acceptable Usage Policy) is to ensure that pupils will benefit from learning opportunities offered by the school's internet resources, and will be protected from harmful and illegal use of the internet.

#### **School's Strategy:**

Scoil Eoin is connected to the Schools' Broadband Scheme which is controlled by HeaNET. This is a tightly controlled medium of broadband delivery and is centrally monitored and filtered. Certain sites such as Social Networking Sites are blocked while search facilities are restricted and may only be unblocked on request by the Principal of the School. In addition to the above, the school will employ a number of strategies to maximise learning opportunities and reduce risks associated with the internet.

#### **These strategies are as follows:**

1. Acceptable Usage Policy (AUP)
2. Education
3. Monitoring

#### **Sanctions:**

If a pupil deliberately attempts to misuse the Internet or Email, this will result in disciplinary action including the withdrawal of access privileges. Parents/guardians will receive written notification of misuse by a pupil. Sanctions outlined in the Scoil Eoin Code of Behaviour will apply to misuse of the internet facilities in school.

Scoil Eoin aims to educate pupils on the safe, responsible use of the Internet. 21st 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.

### **School Website and App**

The Department of Education and Science strongly encourages schools to set up websites in line with best international educational practice.

Parents will be given access to the school app once registered on the Department of Education POD system.

Our school website and App serves a number of purposes:

1. To showcase the facilities and work of our school in as transparent a manner as possible.
2. To facilitate the dissemination of information to parents and the wider community.
3. To facilitate parents in the modern busy working environment to access relevant information and templates regarding school events, school calendar, booklists, absence notes templates, enrolment applications forms, permission slips etc.
4. Sometimes the website may be used to showcase children's work: in the current age of technology and social websites such as Instagram, Facebook and Twitter, it is imperative that pupils are taught awareness of this media and in exposing them to this at Primary School level, they will learn the appropriate use, advantages and dangers of such public fora. This will only be published in line with the school's website Acceptable Usage Policy (attached) with the express permission of the students, parents and guardians.
5. To highlight exciting events during the school year.
6. To facilitate the work of the Board of Management.
7. Personal pupil information, home addresses and contact details will not be published on the school website /App.
8. Class lists will not be published.
9. Pupils full names will not be published beside their photograph.
10. Digital photographs, video clips and audio clips will mainly focus on groups and group activities rather than on individuals.

11. Permission to publish a student's photograph will be sought from pupil's parents/ guardians at enrolment and on downloading the school app.
12. Pupils may be given an opportunity to publish projects, artwork or school work on the school website.
13. Teachers will select work to be published and decide on the appropriateness of such.
14. Permission to publish a student's work will be sought from pupils' parents/ guardians at enrolment. Parents may withdraw this permission at any time by notifying the school in writing.
15. Pupils will continue to own the copyright on any work published.

### **World Wide Web**

1. Internet will be used for Educational Purposes only.
2. Internet sessions will always be supervised by a teacher.
3. Pupils will seek permission before entering any internet site, unless previously approved by a teacher. Students will not knowingly attempt to visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

In the event of accidentally accessing any of the above sites, the student will immediately turn off the screen and report the incident to a teacher or supervisor.

4. Search engines will be set for "Safe Searching".
5. The school will regularly monitor pupils' internet usage.
6. Pupils will receive training in the area of Internet Safety.
7. Pupils will be taught to evaluate the content of Internet sites including the fact that the internet is an unregulated medium.
8. Teachers will be made aware of Internet safety issues.
9. Uploading and downloading of non-approved material is banned.
10. Virus protection software will be used and updated on a regular basis.
11. The use of external storage devices such as DVD's, USB sticks or hard drives in school requires a teacher's permission. Pupils may not bring downloaded music or any other material into school on an external device without expressed permission of the teacher or Principal.

12. Pupils and staff will observe good 'netiquette' (etiquette on the internet) at all times and will not undertake any action that may bring the school into disrepute. Social Networking sites must not be used outside of school in a manner which brings the school into disrepute or intimidates any pupil, teacher, staff member or any of the educational partners in Scoil Eoin.

### **E-mail**

- (a) Email will be used in school for Educational purposes only.
- (b) Students will use @innishannonschool.com email accounts.
- (c) The use of personal email accounts is only allowed at Scoil Eoin with expressed permission from members of the teaching staff.
- (d) Pupils should not under any circumstances share their email account login details with other pupils.
- (e) Pupils should not use school email accounts to register for online services such as social networking services, apps, and games.
- (f) Pupils will not send any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- (g) 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.
- (h) Pupils should avoid opening emails that appear suspicious. If in doubt, pupils should ask their teacher before opening emails from unknown senders.
- (i) Pupils will not send text messages to or from school email accounts.
- (j) Pupils will not reveal their own or other people's personal details e.g. addresses, telephone numbers or pictures via school email.
- (k) Pupils will never arrange to meet someone via school email.
- (l) Sending or receiving email attachments is subject to teacher permission.
- (m) Email and social media platforms must not be used outside of school in a manner which brings the school into disrepute or intimidates any teacher, staff member, pupil or any of the educational partners in Scoil Eoin.

### **School Equipment used to access the internet**

Students agree to exhibit responsible behaviour in the use of all school resources.

## **Personal Devices**

1. Children are not allowed to use mobile phones or electronic games during school hours.
2. Pupils are not allowed to bring mobile phones or electronic games into school.
3. Children who need to contact home during school hours may do so using the school phone.
4. All electronic gadgets are banned.
5. Any pupil who brings a mobile phone or electronic game to school risks having it confiscated and not returned until the school day is over.
6. Pupils using their own technology in school, such as leaving a mobile turned on or using it in class, sending nuisance text messages or the unauthorised taking of an image with a mobile phone camera, still or moving, are in direct breach of the school's Acceptable Usage Policy

## **Direct Communication using Internet**

Teachers in the school may choose to use a number of tools for classroom communication. Examples include Google Classroom, Zoom, Seesaw and ClassDojo. Some of these tools provide synchronous video opportunities whereby a staff member directly speaks to the children live – e.g. through a webinar or online meeting. The staff member invites pupils and their families to these meetings using a code. The following are ground rules for synchronous lessons online.

- Each parent should set up their own zoom profile to allow for easy identification on entry to the zoom meeting.
- All meetings will be password protected.
- All people involved in the meeting will conduct themselves in a similar manner that would be expected in a regular class.
- The staff member has the right to “kick out” any person being disruptive from a synchronous lesson.
- A family member is expected to be close by when a pupil is engaging in a meeting. They should monitor all online interactions from the pupil.
- Staff will not meet any child alone using an online meeting. If there is a need for a meeting between a child and a staff member, another adult must be present at the meeting and/or the meeting must be recorded.
- While chat may be available in an online meeting, it is the responsibility of the child’s family to ensure that any interaction is appropriate. Any interaction from a pupil that could be deemed as inappropriate may result in the child’s removal from the lesson or, where appropriate, a referral to Child Protection services.

## **Cyberbullying**

Understanding Cyber Bullying: - Cyber bullying is the use of ICT (usually a mobile phone and/or the internet) to abuse another person. - It can take place anywhere and can involve many people. - Anybody can be targeted, including pupils, school staff, and members of the wider school community. - It can include threats, intimidation, harassment, cyber-stalking, vilification, defamation, exclusion, peer rejection, impersonation, and unauthorised publication of private information or images.

### **Procedures for preventing Cyber Bullying:**

1. Staff, pupils, parents, and Board of Management (BOM) are made aware of issues surrounding cyber bullying.
2. Pupils and parents will be urged to report all incidents of cyber bullying to the school.
3. Staff CDP (Continuous Professional Development) will assist in learning about current technologies.
4. Pupils will learn about cyber bullying through Social, Personal and Health Education (SPHE), Assemblies, Friendship Week activities and other curriculum projects.
5. The school will engage a speaker Community Guard to facilitate a workshop on Internet Safety for 5<sup>th</sup> & 6<sup>th</sup> Classes and mark Safer Internet Day (SID) annually.
6. All reports of cyber bullying will be noted and investigated, in accordance with the school's Anti-Bullying policy and Code of Behaviour where applicable.

### **Legislation**

- Data protection (Amendment) Act 2003
- Child trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1998
- The Data Protection Act 1998

This Internet Acceptable Usage Policy was adopted by the Board of Management on

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Signed: \_\_\_\_\_

Chairperson