

Scoil Náisiúnta Srónail



Acceptable Use Policy

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Mission Statement

Shronell N.S. is committed to the use of electronic resources and technology to enhance the administrative, teaching and learning opportunities for students and staff. Therefore, students and staff are encouraged to utilise these resources within the guidelines set forth in the Acceptable Use Policy (AUP). Keep in mind, all such usage should apply directly to school administration and to the implementation of the school curriculum.

Aim

The aim of this Acceptable Use Policy (AUP) is to ensure that pupils will benefit from the learning opportunities offered by the school's internet resources in a safe and effective manner. It also allows for teachers to utilise digital resources to enhance their practice in a safe and effective manner.

Internet use and access is considered a school resource and privilege. If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

When using the internet pupils, 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.
- Respect copyright and acknowledge creators when using online content and resources.

This Acceptable Use Policy (AUP) applies to pupils who have access to and are users of the internet in Shronell N.S. It also applies to members of staff, volunteers, parents, carers and others who access the internet and devices in Shronell N.S. This AUP also applies (in part) to interaction with the school website and Facebook page by members of the school community.

Misuse of the internet/devices 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.

Shronell N.S. will, where known, inform parents/carers of incidents of inappropriate online behaviour. Using the code of behaviour and anti-bullying policies appropriate sanctions will be imposed.

Shronell NS 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 curriculum.

- Internet safety advice and support opportunities are provided to pupils in Shronell NS through focused discussions on the dangers of the Internet during friendship week, visits from community guard etc
- Shronell NS participates in Safer Internet Day activities to promote safer more effective use of the internet.

This policy and its implementation will be reviewed bi-annually by the following stakeholders:

Board of Management, teaching staff, support staff, pupils, and parents

This policy has been developed and reviewed by a working group including: Principal, Deputy Principal, teachers, pupils, parents/carers, parents association and representatives of the Board of Management.

Use of personal mobile phones for staff is normally confined to break times only. In the case of the use of mobile phones for school purposes, the use must relate to the education of the pupils/ promoting their work and must comply with this policy.

The school will monitor the impact of the policy using:

- Logs of reported incidents.
- Monitoring logs of internet activity (including sites visited).
- Surveys and/or questionnaires of pupils.
- Surveys and/or questionnaires of pupils, parents, and teaching staff.

Should serious online safety incidents take place Ms. Hickey should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by the staff of Shronell NS.

Content Filtering

Shronell NS 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.
- Virus protection software is used and updated.
- The use of memory sticks requires teachers' permission.
- Pupils 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
- Pupils will seek permission before entering an internet site, when previously approved by a teacher.

Web Browsing and Downloading

- Pupils will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Pupils will report accidental accessing of inappropriate materials in the classroom to their teacher.
- Pupils and staff will not copy information from the internet without acknowledging the creator and referencing the source of the content if they are publishing online.
- Pupils and staff will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.
- Pupils will use the school's internet connection only for educational activities.
- Pupils will not engage in online activities such as uploading or downloading large files that result in heavy network traffic which impairs the service for other internet users.
- Pupils will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Children access the internet through Google Chrome.

- Use of file sharing and torrent sites (technology used to distribute files over the internet) is not allowed.
- Downloading by pupils of materials or images not relevant to their studies is not allowed.
- When researching for projects, the following sites are recommended: Kid Rex, Kiddle, DK Findout, Scoilnet.
- When researching images, children are advised to go to images, tools, usage rights, labelled for non-commercial re-use.

Email and Messaging

- Pupils will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Pupils will not be allowed to use school email accounts (unless under the supervision of a teacher) or personal emails.
- 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.
- School staff should report any messages received that are inappropriate, make them feel uncomfortable, are offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.

Social Media & Personal Devices

- The pupils of Shronell NS are not permitted to bring any internet enabled device to school.
- Pupils must not use social media and the internet in any way to harass, insult, abuse or defame pupils, their family members, staff, other members of the Shronell NS community.
- Staff and pupils must not use school email addresses for setting up personal social media accounts or to communicate through such media.

Images & Video

- At Shronell NS pupils must not take, use, share, publish or distribute images of others without their permission.

- Taking photos or videos by pupils on school grounds or when participating in school activities is not allowed under any circumstances unless instructed by the class teacher for educational reasons.
- Written permission from parents or carers will be obtained at the beginning of the school year, before photographs of pupils are published on the school website and Facebook page.
- Pupils 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.

Cyberbullying

- When using the internet pupils, parents and staff are expected to treat others with respect at all times.
- Engaging in online activities with the intention to harm, harass, or embarrass another pupil or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.
- Cyberbullying which occurs on social media/devices outside of school cannot be dealt with by the school. We encourage parents to educate and monitor their child's use of social media/devices.
- Measures are taken to ensure that staff and pupils 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 cyber-bullying even when it happens outside the school.
- Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and will be dealt with, as appropriate, in accordance with the school's code of behaviour
- The prevention of cyber bullying is an integral part of the anti-bullying policy of our school.

School Website

- Pupils will 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 to the school's website.
- The website will be 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.
- Shronell NS will use only digital photographs, audio or video clips of focusing on group activities. Content focusing on individual students will only be published on the school website/facebook with parental permission.

- Personal student information including home address and contact details will not be published on Shronell NS web pages.
- Shronell NS will avoid publishing the first and last name of pupils in video or photograph captions published online.
- Digital photographs video clips, audio clips will generally focus on groups, but may also feature individual pupils with first name and class only.

Facebook Page

The purpose having of a school Facebook page is to provide;

- Communication with parents regarding specific events & activities
- Communication with new or prospective parents
- Communication with wider audience regarding positive advertisement of school, promotion of school & enrolment dates
- Communication with wider audience of school life via possible communication tours - photos of pupil's projects, notice boards, etc.
- Communication between parents especially new parents
- Continued advancement of our school communication system with information shared via paper notes, email, website & now Facebook

Those using our social networking site must abide by the following;

- Users cannot advertise products or services on our school Facebook page
- Users should not post anything on the page that could be deemed as offensive – inappropriate or harmful comments/content will be removed immediately
- Users should not ask to become “friends” with staff as failure to respond may cause offence
- Users cannot tag or post photographs of children on the page
- Users should not add comments that can identify children
- To use Facebook, one must be 13 years of age or older. Therefore current pupils cannot be accepted as users.

The sanction for breaking these rules is automatic removal from our Facebook page

Online Learning Platforms

The use of the online platform Seesaw and other platforms such as G- Suite for Education is now part of our Digital Learning Plan and remote teaching & learning plan. Other policies deal with acceptable usage of such platforms (remote teaching and learning policy). The same school rules apply when using such platforms. Consent is sought from parents for children to use Seesaw for educational purposes at the beginning of the school year.

Unacceptable Use

This includes but is not limited to the following:

- Accessing, transmitting, or receiving obscene or pornographic material
- Engaging in cyber cheating or plagiarism. Plagiarism is material created by others and presenting it as if it were one's own
- Accessing the Internet for non-school related activities, such as chat rooms, engaging in instant messaging, posting or filling out forms with private or personal information about yourself or another person
- Downloading or loading software or applications without permission from the Principal.

Consequences

The use of technology resources inside Shronell N.S. is a privilege. Inappropriate or unethical use or failure to adhere to the guidelines may include, but are not limited to limitation or cancellation of user privileges, possible disciplinary action and/or appropriate legal action. The above provides a general guideline and examples of prohibited uses for illustrative purposes, this policy does not attempt to state all required or prohibited activities by users. Any persons who have questions regarding whether a particular activity or use is acceptable should seek further guidance from the Principal.

Resources

Resources that may be used to implement this policy include

- NCTE Internet Safety Awareness Resources
- Use of children's section on webwise.ie

This policy was reviewed by staff in May 2021 and ratified by the Board of Management on

11-05-21

Liam Vaughan

Chairperson

AUP Permission Form

I agree to follow the school's Acceptable Use Policy on the use of the Internet & Devices. I will use the Internet & Devices in a responsible way and obey all the rules explained to me by the school.

Student's Signature: _____ Date: _____

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet. 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 but the school cannot be held responsible if students access unsuitable websites.

Parent signature: _____ Date: _____

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