Rineen NS

Internet Acceptable Use Policy

Introduction

This policy applies to staff and students of Rineen N.S. Rineen N.S. reserves the right to amend this policy from time to time entirely at its discretion. This policy should be read carefully to ensure that the content is accepted and understood.

The aim of the Acceptable Use Policy (AUP) is to ensure that students benefit from the learning opportunities offered by internet access in a safe and positive manner. This policy also aims to establish minimum standards for, and let the students, parents/guardians know of the school's administration and monitoring of the school's devices, equipment and networks.

Definitions

Device: Computers, Chromebooks, laptops, smartphones, and other IT resources that connect to the school's network

Online Platform: Google Classroom, Zoom, SeeSaw, Padlet or other platforms approved by the Principal

School

Rineen N.S. employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies include, but are not limited to the following:

- Content filtering is used on school devices to minimise the risk of exposure to inappropriate material and to block unsuitable sites.
- Students will be provided with training by teachers in the area of research techniques specific to the internet.
- Uploading and downloading of non-approved software on school devices will not be permitted.
- A teacher will supervise, to the best of their ability, internet sessions which are conducted on school devices.
- Websites will be previewed / evaluated by a teacher using a filtering system, before being integrated into lessons conducted on school devices.
- It is important to note that the school's Anti-Bullying Policy should be read in conjunction with this Policy.
- Parents/guardians and students should be aware that placing a once-off, offensive or hurtful internet 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.

The AUP should be read carefully by parents to ensure that the conditions of use are accepted and understood.

When using the internet, students, staff and parents 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.

Support Structures in Education

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the internet. These strategies are as follows:

- Pupils are provided with education in the area of internet safety as part of our implementation of the SPHE and other curriculum areas. They are provided with guidance on etiquette regarding internet use.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- Our school will participate in Safer Internet Day activities to promote safer and more effective use of the internet.

Should serious **online safety incidents** take place, the principal should be informed. 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.

Internet Use

- Students will use the internet for educational purposes only.
- The use of students' personal email accounts is not allowed at Rineen N.S.
- Students are not allowed to bring personal internet-enabled devices (mobile phones/ tablets/ gaming devices) into Rineen N.S.

- Students will be educated about the importance of not copying information into assignments and failing to acknowledge the source (plagiarism and copyright infringement).
- Students will be taught specific lessons on online safety by teachers.
- As a part of these lessons children will learn about taking responsibility for their internet and IT usage. The Responsible Internet Use Pupil Undertaking form will be signed by children from 3rd class up and their parents. This will be an ideal opportunity for parents to reinforce the responsible use message in conjunction with the school.
- Students will not knowingly attempt to visit internet sites on school devices that contain obscene, illegal, hateful or otherwise objectionable materials and the school will not be responsible for any attempts taken in this regard.
- In the event of accidentally accessing any of the above sites, the student will be expected to immediately turn off the monitor and report the incident to a teacher.
- The internet will be used to enhance learning and will be used for educational purposes. All websites used by the teacher will be vetted in advance by the teacher.
- Students will not upload, download or otherwise transmit material that is copyrighted on school devices.
- Students will not disclose or publicise personal or confidential information to others online. Examples of this are, but not limited to, their own or classmates' home addresses, telephone numbers, email addresses, online profile information or name and location of their school.
- Students will not examine, change or use another person's files, username or passwords.
- Students will be aware that any usage, including distributing or receiving any information, school-related or personal, may be monitored for unusual activity, security, and/or network management reasons.
- Rineen N.S. takes every reasonable precaution to provide for online safety, but it cannot be held responsible if students access unsuitable websites either deliberately or inadvertently.

Digital Learning Platforms
- Rineen N.S's online digital platform, Google Workspace for Education, is managed by the school. This platform enables two-way communication. Each user of the platform is provided with their own unique login credentials. The use of our online digital platform will be used in line with considerations set out in the

school's Data Protection Policy (GDPR). Prior permission from parents is sought for student usage of the school's digital learning platforms.

- If using Google Classroom and the Google Apps, students will use approved class email accounts under supervision of a teacher or parent/guardian.
- Students will not send or receive any material that is illegal, obscene, defamatory, or that is intended to annoy or intimidate another person.
- Passwords for digital platforms and accounts should not be shared.
- We use Seesaw and Google Classroom as age-appropriate online, digital portfolios with our pupils.

Distance Learning

- In circumstances where teaching cannot be conducted on Rineen N.S. premises, teachers may use Google Classroom, Google Meet, Zoom, SeeSaw or other platforms approved by the Principal (these are referred to as "Online Platforms") to assist with remote teaching where necessary.
- Rineen N.S. has signed up to the terms of service of the Online Platforms in use by the school.
- Rineen N.S. has enabled the most up to date security and privacy features which these Online Platforms provide.
- Parents/guardians will be provided with the password and will be expected to monitor their child's use of the email address and Online Platforms.
- If teachers are using Zoom, parents/guardians must consent to their child having access to the lessons.
- Parents/guardians must also agree to monitor their child's participation in any such lessons conducted on the Online Platforms.
- Children attending online classes must dress appropriately e.g. no pyjamas and in an appropriate setting in their home e.g. at the kitchen table.
- Any recorded classes or stills from the classes sent to you or your child should not be shared or used in any way other than the purpose intended.
- Children should not record or take a screen-shot of any live classes.
- Children who do not behave appropriately e.g. being disruptive, posting inappropriate material in live classes/sessions will be removed from the session.

Images and Video
- Care should be taken when taking photographic or video images that students are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- At Rineen N.S., students must not take, use, share, publish or distribute images of others without their permission.

- Use of video streaming sites such as YouTube and Vimeo etc. is allowed at certain times in Rineen N.S.
- 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.
- Taking photos or videos on school grounds or when participating in school activities is allowed once care is taken that no harm is done to staff or pupils of Rineen N.S.
- Written permission from parents or carers will be obtained before photographs of students are published on the school website and social media accounts.
- 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.
- Photos/Videos may be used for specific school events e.g. Communion etc. These photos/videos and the photos/videos on our website/social media should not be copied or posted to any social media or other website or published in any way.

School Website
- Students will be given the opportunity to publish approved projects, artwork or school work on the school website. The publication of student work will be coordinated by a teacher. Students will continue to own the copyright on any work published.
- Rineen NS will use digital photographs, audio or video clips focusing on group activities where possible.
- Rineen NS will avoid publishing the first name and last name of pupils in video or photograph captions published online.
- The school will ensure that the image files are appropriately named and will not use students' names in image file names or ALT tags if published online.

Social Media and Messaging Services
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 will set out the principles that members of our 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. The internet is a fast moving technology and it is impossible to cover all circumstances or emerging media.

The following statements apply to the use of social media and messaging in Rineen N.S.:

- 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 and students must not discuss personal information about pupils, staff and other members of the Rineen N.S. community on social media.
- Staff must not use school email addresses for setting up personal social media accounts or to communicate through such media.
- Staff, students and parents must not engage in activities involving social media which might bring Rineen N.S. into disrepute.
- Staff, students and parents must not represent their personal views as those of being Rineen N.S. on any social medium.
- Use of Text a Parent and WhatsApp for communicating school information and updates with teaching staff and parents is allowed in Rineen N.S.

The Principal will review the content of the website and the social media sites regularly. The Principal and the Board welcome any suggestions about how the content may be improved.

If any parent or guardian has any concern about the appropriateness of the content of the website or social media sites, then the Board asks that the matter be brought to the attention of the Principal as a matter of urgency.

Personal Devices & Use of ICT Resources

- Students may not use any personal device with recording or image taking capability while in school or on a school outing. Any such breach of the Acceptable Use Policy (AUP) will be sanctioned accordingly.
- Any images or recordings taken by class teachers on smartphones or other personal devices must be downloaded onto the school server and/or on to school computers or relevant school affiliated website and then immediately deleted from source.
- The use of E-readers may be permitted, under the supervision of the teacher.
- All personal devices are prohibited during school hours.

Inappropriate Activities

Users shall not visit internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:

- Promotion or conduct of illegal acts, e.g. under the child protection, obscenity, computer misuse and fraud legislation
- Misuse and fraud legislation
- Racist material
- Pornography
- Promotion of any kind of discrimination
- Promotion of racial or religious hatred
- 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
- Using school systems to run a private business
- Use systems, applications, websites or other mechanisms that bypass safeguards employed by the school
- Uploading, downloading or transmitting commercial software or any copyrighted materials belonging to third parties, without the necessary licensing permissions
- Revealing or publicising confidential or proprietary information (e.g. financial / personal information, databases, computer / network access codes and passwords)
- Creating or propagating computer viruses or other harmful files
- Carrying out sustained or instantaneous high volume network traffic (downloading / uploading files) that causes network congestion and hinders others in their use of the internet
- Online gaming
- Online gambling
- Online shopping
- Child sexual abuse material
- Any other activity considered questionable

Cyber Bullying

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, email, 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 cyber bullying 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. Access to technology means that cyber bullying can happen around the clock and the students home may not even be a safe haven from such bullying. Students are increasingly communicating in ways that are often unknown to adults and free from supervision. The nature of these technologies means digital content can be shared and seen by a very wide audience almost instantly and is almost impossible to delete permanently. While cyber bullying often takes place at home and at night, the impact can also be felt in school.

In accordance with the Anti-Bullying Procedures for Schools, Rineen N.S. considers cyber bullying as *"placing 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"*. This definition includes when cyber bullying happens outside the school or at night. Measures are taken by Rineen N.S. to ensure that staff and students are aware of this.–

The prevention of cyber bullying is an integral part of the Anti-Bullying Policy of our school. When using the internet, students, 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 student or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

Legislation and Regulation

Rineen N.S. will provide information on the following legislation relating to use of the Internet with teachers. Parents/guardians should familiarise themselves where appropriate:

- EU General Data Protection Regulations 2018
- Anti-Bullying Guidelines for Primary Schools 2013
- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Video Recording Act 1989
- The Data Protection Act 1988

- Interception Act 1963

Support structures and Education

The school will inform students and parents/guardians of key support structures and organisations that deal with illegal material or harmful use of the Internet when appropriate.

Staff will regularly partake in Continuous Professional Development in relation to the development of AUPs, internet safety and cyber-bullying.

Sanctions

Misuse of the Internet or any activity which is in contravention with this Policy, may result in disciplinary action, including written warnings, withdrawal of access privileges, and, where appropriate, suspension or expulsion in line with the Code of Behaviour. Rineen N.S. also reserves the right to report any illegal activities to the appropriate authorities. Access to the Internet will be withdrawn from students who fail to maintain acceptable standards of use.

The school staff in conjunction with parents will have responsibility for the day-to-day implementation of the policy. It will be implemented with immediate effect.

Review

The policy was ratified by the Board of Management on _____ and will be up for review in 2026.

Signed: _____   Date: _____

      Chairperson, Board of Management

Signed: _____   Date: _____

      Principal

<u>Responsible Internet Use – Pupils Undertaking</u>

We use the School computers and Internet connection for learning. These rules will help us to be fair to others and keep everyone safe.

- I will ask permission before entering any website, unless my teacher has already approved that site
- I will not bring external storage devices such as pen drives (or memory sticks/USB keys etc.) into school without permission
- I will only use Google Classroom or teacher approved digital resources for school projects and with my teacher's permission
- The messages I send will be polite and sensible
- If I see anything I am unhappy with or if I receive a message I do not like, I will tell a teacher immediately
- I know that the school may check my computer files and may monitor the sites I visit
- I understand that if I deliberately break these rules, I could be stopped from using the Internet and computers and my parents will be informed.
- I will not use other classmates' files, username or passwords.

Signed: _____ Pupil

Signed: _____ Parent/Guardian

Date: _____

Rineen N.S. Acceptable Usage Policy – Parent Note

Dear Parent(s)/Guardian(s),

The staff and Board of Management of Rineen N.S. have recently redrafted the school's Acceptable Use Policy (A.U.P). Please familiarise yourself with this policy, prior to completing the A.U.P Permission Slip. School files will be updated accordingly and this form will be kept on file for no longer than is necessary.

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Acceptable Use Policy Permission Slip

Name of student: _____

Parent/Guardian,

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my child to access the Internet. I understand that students may not be able to participate fully in lessons involving PCs, laptops, Chromebooks and other IT equipment without consenting to our Acceptable Use Policy.

Parent/Guardian Signature: _____

Date: _____