

**Scoil Mhuire, Broadway,
Our Lady's Island, Co. Wexford.
Roll No. 19741A**



Internet Acceptable Usage Policy

The purpose of the Internet 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. Educationalists believe in the benefits of curriculum-based internet use.

Scoil Mhuire will employ a number of strategies to maximise learning opportunities and reduce risks associated with the Internet.

These strategies are as follows:

1. Acceptable Use Policy (AUP)
2. Education
3. Filtering/Monitoring
4. Development and Implementation of the Digital Learning Plan

Sanctions:

If a pupil deliberately misuses the internet or email, this may result in disciplinary action, in accordance with the school Code of Behaviour and Discipline, including the withdrawal of access privileges. Parents/guardians will receive notification of misuse by a pupil. The school also reserves the right to report any illegal activities to the appropriate authorities.

Internet:

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.
4. Filtering software will be used to minimise the risk of exposure to inappropriate material.
5. The school will regularly monitor pupils' internet usage.
6. Pupils will receive training in the area of internet safety using webwise.ie.

7. Pupils will be taught to evaluate the content of internet sites.
8. Teachers will be made aware of internet issues.
9. Uploading and downloading of non-approved materials is banned.
10. Virus protection software will be used and updated on a regular basis.
11. The use of personal external storage devices or CD-ROMS/USB in school requires a teacher's permission.
12. Pupils will treat others with respect at all times and will not undertake any action that may bring a school into disrepute.

World Wide Web Section:

- (a) Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- (b) Students will use the Internet for educational purposes only.
- (c) Students will never disclose or publicise personal information.
- (d) Downloading materials or images not relevant to their studies, is in direct breach of the school's acceptable use policy.

Email:

If pupils are allowed to use email, it will be used for educational purposes only. The following rules will apply:

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

Internet Chat:

Students are not permitted to use internet chat rooms.

School Website:

Designated teachers will manage the publication of material on the school website.

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. Names will not be published beside pupil's photographs.
4. Digital photographs, video clips and audio clips will focus on groups and group activities rather than on individual pupils.
5. Pupils may be given an opportunity to publish projects, artwork or school work on the school website and Twitter.
6. Teachers will select work to be published and decide on the appropriateness of such
7. Pupils will continue to own the copyright on any work published.

Personal Devices:

Under our Mobile Phone and Electronic Devices Policy, personal devices are not allowed in school without the expressed permission of the principal and class teacher and the written permission & indemnification of the parents. This should only occur during exceptional circumstances and it is not the norm that pupils bring phones to school on a regular basis. If permission has been granted to a student under exceptional circumstances to bring a phone to school, the phone should be switched off and left into the principal's office.

Cameras, smart watches (as opposed to fitness trackers) and other devices that take recordings (visual or audio) are not to be brought to school.

Personal Safety:

If students see a message, comment, image, or anything else online that makes them concerned for their personal safety, they must bring it to the immediate attention of a teacher if they are in school, or a parent/ guardian if they are at home.

- (a) Students should never share personal information about themselves or others, including phone numbers, addresses, PPS numbers and birth-dates over the Internet without adult permission.
- (b) Students should never agree to meet someone they meet online in real life without parental permission.
- (c) Students' images will not be shared online (on our school website) without explicit expressed permission from their parents.
- (d) Consequently, other students must not take, use or share images of or from other students in school on school online platforms.
- (e) School videos on Vimeo or YouTube are not available for search or comment on the host sites.

Education:

Scoil Mhuire will undertake an education programme to educate children on the safe, responsible use of the Internet. This will happen in the class on a yearly basis. Every second year the school will employ a company to provide Internet safety talks for the students, staff and parents. 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 and think about their Personal Safety.

Resources that may be used to implement this programme include:

- NCTE Internet Safety Awareness
- Video ‘Webwise’ (NCTE) as part of SPHE
- Cyber bullying talks by outside speakers
- Internet Safety talk from trained specialist companies such as Zeeko.ie
- Regular updating of programmes which may be implemented throughout the school year.

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. No filter is 100% accurate. 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. Unfortunately it is also easily removed.

Scoil Mhuire has filtering software. The access to websites from all school computers is monitored and regularly reviewed by the NCCA. Websites are only allowed through following verification of their suitability.

Legislation:

The school will provide information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:

- Data Protection Act 2018
- Data protection (Amendment) Act 2003
- Child trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1998
- The Data Protection Act 1988

Remote Education (Covid-19):

This section has been added in response to the Covid-19 pandemic. The school has created a Remote Learning Policy which aims to maintain the link between school and home in the event of a school closure. Both the Internet Acceptable Usage Policy and the Remote Learning Policy work in tandem with one another.

Implementation and Review:

This policy is monitored on an ongoing basis and amendments added as new technology comes on stream. On-going review and evaluation will take cognisance of changing information or guidelines (e.g. from the Data Protection Commissioner, An Garda Síochána, Department of Education and Skills, Audit units (internal and external to the school), national management bodies, legislation and feedback from parents/guardians, students, staff and others.

This policy has been made available to school personnel, published on the school's website and provided to the Parents' Association.

Ratification

This Policy was ratified by the Board of Management of Scoil Mhuire on 10/12/2020.

Chairperson: *Jim Cogley*

Principal: *Tom Cousins*

Fr. Jim Cogley

Tom Cousins

Appendix 1
Examples of Expected Use

I will:

- (a) Use school equipment for school-related activities only
- (b) Follow the same guidelines for respectful and responsible behaviour online that I am expected to follow offline
- (c) Treat school resources carefully, and alert teachers if there is any problem with their use
- (d) Encourage positive, constructive discussion if allowed to use blog or represent the school online
- (e) Alert a teacher if I see threatening / bullying or harmful content (images, messages, postings) online
- (f) Use school technologies at appropriate times, in approved places, for learning reasons
- (g) Recognise that use of school technologies is a privilege and treat it as such
- (h) Be cautious to protect the safety of myself and others
- (i) Help to protect the security of school resources

This is not intended to be an exhaustive list. Students should use their own good judgement when using school technologies.

Appendix 2
Examples of Unacceptable Use

I will not:

- (a) Use school technologies in a way that could be personally or physically harmful to myself or others
- (b) Search inappropriate images or content
- (c) Engage in cyber-bullying, harassment, or disrespectful conduct towards others
- (d) Try to find ways to change the school's safety measures and filtering tools
- (e) Use school technologies to send spam or chain mail
- (f) Plagiarise content (copy, use as their own, without citing the original creator) I find online
- (g) Post personally identifying information, about myself or others or agree to meet someone I meet online in real life
- (h) Use language online that would be unacceptable in the classroom
- (i) Use school technologies for illegal activities or to pursue information on such activities
- (j) Attempt to access sites, servers, accounts, or content that is not intended for my use.

This is not intended to be an exhaustive list. Students should use their own good judgement when using school technologies.