Internet Acceptable Use Policy

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School Name	St. Felim's N.S
Date of Commencement	01/27/2021
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Introduction

St. Felim's N.S., Farnham St, Cavan is an all-boys DEIS school with 12 mainstream teachers from 2nd – 6th class with 5 Special Education teachers, 1 EAL, 1 HCSL and Principal. It also has two Speech & Language classes which cater for children with specific speech and language impairments. There are 22 teachers and current enrolment is 250 pupils.

General Approach

The aim of this Internet 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.
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 If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.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 applies to pupils who have access to and are users of the internet in St. Felim's N.S.

- It also applies to members of staff, volunteers, parents, guardians, carers and others who access the internet in St. Felim's N.S.

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.

St. Felim's N.S will deal with incidents that take place outside the school that impact on the wellbeing of pupils or staff under this policy and associated codes of behaviour and anti-bullying policies. In such cases St. Felim's N.S will, where known, inform parents/guardians of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

St. Felim's N.S 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 and CSPE curriculum.
- Internet safety and advice are also provided to 5th and 6th class pupils in St. Felim's N.S through outside personnel.
- Teachers will be provided with continuing professional development opportunities in the area of internet safety.
- St. Felim's N.S participates in Safer Internet Day activities to promote safer more effective use of the internet.

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

- Board of Management, teaching staff, and support staff.

This policy has been developed by a working group including Principal and teachers.

The school will monitor the impact of the policy using:

- Logs of reported incidents.

Should serious online safety incidents take place, Ms. Mc Govern (Principal) should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by Ms. Mc Cartin.

Content Filtering

St. Felim's N.S 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.

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.

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.

- 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.

- Downloading by pupils of materials or images not relevant to their studies is not allowed at any time.

Email and Messaging

- The use of personal email accounts by students is **not** allowed at any time.
- School email accounts for pupils are used for Google Classroom and other such activities pertaining to the teaching & learning within the school.
- **Important Note:** These email accounts are set up in a parent's/guardian's name as no underage student can have an email account.
- Pupils/parents should not under any circumstances share their school email account login details with others.
- Pupils/parents should not use school email accounts to register for online services such as social networking services, apps, and games.
- Pupils/parents should be aware that school email communications are monitored.
- Pupils will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

- 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.

Social Media

The following statements apply to the use of messaging, blogging and video streaming services in St. Felim's N.S:

- Use of instant messaging services and apps including Snapchat, What's Apps, G Chat etc. is not allowed in St. Felim's N.S.
- Use of blogs such as Word Press, Tumblr etc. is is not allowed in St. Felim's N.S.
- Use of video streaming sites such as YouTube and Vimeo etc. is with express permission from teaching staff.

- Staff and pupils must not use social media and the internet in any way to harass, insult, abuse or defame pupils, their family members, staff, and other members of the St. Felim's N.S community

- Staff and pupils must not discuss personal information about pupils, staff and other members of the St. Felim's N.S community on social media.

- Staff and pupils must not use school email addresses for setting up personal social media accounts or to communicate through such media.

- Staff and pupils must not engage in activities involving social media which might bring St. Felim's N.S into disrepute.

- Staff and pupils must not represent your personal views as those of bring St. Felim's N.S on any social medium.

Personal Devices

Pupils are **not** permitted to use their own technology in school. This includes the use of mobile phones.

The following statements apply to the use of internet-enabled devices such as laptops (including those granted to pupils with SEN), tablets, gaming devices, and digital music players in St. Felim's N.S

- Pupils are only allowed on very rare occasions and with the expressed permission of the principal to bring personal internet-enabled devices into St. Felim's N.S.

- Use of laptops that travel between home and school are subject to all stipulations, procedures and sanctions outlined in this policy 24 hours a day, 365 days a year. Parents of children who have been sanctioned laptops are instructed to be vigilant in monitoring their use in the home, as per procedures for school. Parents of all children are advised to keep laptops in a common area (i.e. kitchen or living room) with the screen

visible to others while a child may be on the internet. The use of laptops by children in their bedrooms is not recommended.

Images & Video

- Care should be taken when taking photographic or video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.

- At St. Felim's N.S pupils must not take, use, share, publish or distribute images of others without their permission.

- Parents/Guardians and pupils are prohibited from taking photos or videos on school grounds or when participating in school activities under any circumstances.

- Written permission from parents or guardians will be obtained before photographs of pupils are published on the school website and/or social media platforms.

- 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.

- Sharing explicit images and in particular explicit images of pupils and/or minors is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved. Sharing explicit images of other pupils automatically incurs suspension as a sanction.

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.

- Measures are taken by St. Felim's N.S 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 or at night.

- 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 and Social Media Pages

The school website and social media pages will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff. St. Felim's Social Media pages will also be moderated and checked frequently to ensure that they do not contain any inappropriate or offensive content or comments.

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

- Personal pupil information, home addresses and contact details will not be published on the school website and/or social media pages
- Class lists will not be published
- Pupils' full names will not be published beside their photograph
- Digital photographs, video clips and audio clips will focus on groups and group activities rather than on individual pupils when possible
- Pupils will be given an opportunity to publish projects, artwork or school work on the school website and/or social media pages
- Teachers will select work to be published and decide on the appropriateness of such

- The school website (www.stfelimsnscavan.ie) and social media pages will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff.
- Pupils will continue to own the copyright on any work published.
- Parents will continue to have the right to withdraw permission for
- photographs of their child to be published on the website

Permission Form

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 (Amendment) Act 2003Child Trafficking and Pornography Act 1998Interception Act 1993Video Recordings Act 1989The Data Protection Act 1988

I agree to follow the school's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.
Student's Signature: _____
Parent/Guardian: _____
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.
In relation to the school website, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing students' work on the school website.
Signature: _____ Date: _____
Address: _____
_____
_____

_____

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

School Name: Name of Student: _____

Class/Year: _____

Student: _____