



Internet Acceptable Use Policy

| | |
|----------------------|--|
| Address | Farnham St, Cavan. Co. Cavan |
| Telephone | 0494332366 |
| Email | office@stfelimsnscavan.ie |
| Website | www.stfelimsnscavan.ie |
| Fax | (049) 43 32366 |
| School Name | St. Felim's N.S |
| Date of Commencement | 16/10/2023 |
| Author | St Felim's Staff |

Contents

1. Introduction
2. General Approach
3. Content Filtering
4. Web Browsing and Downloading
5. Email and Messaging
6. Social Media
7. Personal Devices
8. Images & Video
9. Cyberbullying
10. School Websites
11. Permission Form

Introduction

St. Felim's N.S., Farnham St, Cavan is an all-boys DEIS school with 13 mainstream teachers from 2nd – 6th class with 7 Special Education teachers, 1 HCSL and Principal. It also has two Speech & Language classes which cater for children with specific speech and language impairments. There are 23 teachers and the current enrolment is 265 pupils.

It is envisaged that the school community will revise the Internet Acceptable Use Policy (AUP) at least annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

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.

The responsible use of Internet and digital technologies, both online and offline and access, is considered an integral part of learning. If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.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 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 recommends that pupils and/or parents report 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, teachers and non-teaching staff.

The school will monitor the impact of the policy using:

- Logs of reported incidents.

Should serious online safety incidents take place, Mrs Donnellan (Principal) should be informed.

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

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 social media websites 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 all messaging apps are not allowed in st.Felim's NS
- Use of blogs is not allowed in St. Felim's N.S.
- Use of video streaming sites 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.

Personal Devices

Pupils are **not** permitted to use their own technology in school. This includes the use of mobile phones, smart watches, any SIM card or bluetooth enabled technology, tablets, laptops or music playing technology.

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.

In cases of assistive technology:

- 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 and videos of others, teachers, school staff or students. 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 consent from parents or guardians will be obtained before photographs of pupils are published on the school website and/or social media platforms. see Admissions Policy
- 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

Review & Updating of this Policy

This Policy will be reviewed and updated every 3 years. However, an on-going review will take consignment of changing information and guidelines, legislation and feedback from parents/ guardians, school staff and others. The Policy will be revised as necessary in the light of such review and within the framework of school planning.

Signed



Chairperson Board of Management

Ratified on
Date

7/11/2023