

St. Joseph's School

Tivoli Road, Dún Laoghaire, Co. Dublin

Telephone: 01-2803504

E-Mail: office@dunlaoghaires.ie

Web: www.dunlaoghaires.ie



Internet Acceptable Use Policy (AUP)

January 2021

1. Aim & Introduction

The aim of this Acceptable Use Policy (AUP) is to ensure that pupils will benefit from 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. During the recent Covid-19 school closures, there was a necessary move to reliance on technology in order to deliver the Primary School Curriculum. This AUP also aims to address all potential matters arising from this unprecedented situation of remote teaching and learning.

St. Joseph's School will employ a number of strategies to maximise learning opportunities and to reduce risks associated with the Internet. These strategies include, but are not limited to, the establishment of an AUP, the provision of an appropriate education programme and content filtering/monitoring.

This policy is a working document and will continue to be monitored on an on-going basis. Amendments will be added as new technology comes on stream or as necessary.

2. Education

St. Joseph's School will undertake an education programme to educate children on the safe, responsible use of the Internet. 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 and to become Internet wise.

Cybersafe Ireland is an organisation that St. Joseph's school has worked with for many years. Cybersafe Ireland works to empower children, parents/guardians and teachers to navigate the online world in a safe and responsible manner. We plan to continue to work with Cybersafe Ireland for the foreseeable future.

Webwise, the Irish Safer Internet Centre, promotes the safe, responsible use of the Internet and mobile devices by children and young people. It is co-funded by the European Union Safer Internet Programme and the Department of Education and Skills.

3. Roles & Responsibilities

- All staff, parents/guardians and pupils share the responsibility for the implementation of this policy
- All staff, parents/guardians and pupils have a responsibility for appropriate use of computers, mobile phones and electronic devices

4. General

- The Internet will be used for educational purposes only
- Pupils should always use the Internet, network resources and online sites in a courteous and respectful manner
- Internet sessions will always be supervised by a teacher
- Pupils will seek permission before entering any Internet site, unless previously approved by a teacher
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material
- Virus protection software will be used and updated on a regular basis
- The school will regularly monitor pupils' Internet usage
- Pupils will receive training in the area of Internet safety
- Pupils will be taught to evaluate the content of Internet sites
- Teachers will be made aware of Internet safety issues
- Uploading and downloading of non-approved software will not be permitted
- The use of personal memory sticks, CD-ROMs, or other digital storage media in school, requires a teacher's permission
- 'YouTube' (and similar sites) can be accessed only under the supervision and direction of the teacher
- Pupils are expected to follow the same rules for good behaviour and respectful conduct online as offline – as per our Code of Behaviour.
- Pupils will treat others with respect and will observe good 'Netiquette' at all times. 'Netiquette' may be defined as appropriate social behaviour over computer networks and in particular in the online environment
- Pupils should be polite, use correct language and not harass others or provoke fights online
- Pupils should also recognise that among the valuable content online, there is unverified, incorrect, or inappropriate content
- Pupils will respect computer hardware and software
- Pupils will not undertake any action that may bring the school into disrepute

5. World Wide Web

- Pupils should use trusted sources when conducting research via the Internet
- Pupils should not post anything online that they wouldn't want parents/guardians, teachers, or future colleges or employers to see
- Pupils will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials

- Pupils will report accidental accessing of inappropriate materials to a trusted individual in order to help protect other pupils
- Pupils will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement)
- Pupils will never disclose or publicise personal information
- Downloading of materials or images by pupils which are not relevant to their studies is in direct breach of the school's AUP
- Pupils should 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

6. Email

- Email will be used for educational purposes only
- Pupils will use approved class email accounts (if applicable) under supervision by or permission from a teacher
- Pupils will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy, insult or intimidate another person
- Pupils will not send messages to or from the school email
- Pupils will not reveal their own or other people's personal details, such as addresses, telephone numbers or photographs
- Pupils will never arrange to meet someone via the school email
- Pupils will note that sending and receiving email attachments is subject to permission from their teacher

7. School Website – www.dunlaoghairesns.ie & Twitter Account - @StjosephsNS1

- Pupils will be given an opportunity to publish projects, artwork or schoolwork on the school website/Twitter
- Teachers will select work to be published and decide on the appropriateness of such
- Designated teachers will manage the publication of material on the school website/Twitter
- Pupils will continue to own the copyright on any work published
- Personal Pupil information, home addresses and contact details will not be published on the school website/Twitter
- Digital photographs, video clips and audio clips will focus on groups and group activities rather than on individual pupils. Permission will be sought from parents/guardians to have their child's photograph included on the website/Twitter
- Content focusing on individual pupils will not be published on the school website/Twitter
- Pupils' full names will not be published beside their photograph
- Class lists will not be published

8. Internet Chat

- Pupils are not permitted to use Internet chat rooms

9. Mobile Phones

- The rules regarding the use of mobile phones in school are as detailed in the *Policy on the use of mobile phones by pupils in school*

10. Photographs

- Parents/guardians are asked to be mindful of the rights of others in relation to school photography. It is not appropriate to take photographs, video recordings or audio recordings on the school premises (including classrooms) without prior permission from the school. This is in the interest of the safety and wellbeing of all
- It is understandable that, for personal and private use, parents/guardians and family members may wish to take photographs or video recordings at official school events i.e. plays and such performances and official sporting events. However, it is not permitted to upload photographs/videos/audio material taken at school events and containing pictures/recordings of persons other than parents/guardians' own children to social media such as Facebook etc. without the prior written permission of the parents/guardians of every child and person in the group

11. Remote and Distance Learning

- In the event that the school needs to facilitate distance learning, the school will endeavour to ensure a safe learning experience for pupils and teachers
- Only school email and school approved communication services will be used e.g. Aladdin
- Teachers must ensure that any communication between school and home is appropriate
- Parents/Guardians must ensure that all communication between home and school is appropriate
- Communication will usually take place during normal school hours

12. Content Filtering/Monitoring

The Schools Broadband Programme of the PDST provides an integrated set of services to schools, which includes broadband connectivity, and hosted services including content filtering. These services are managed by the Schools Broadband Team of PDST Technology in Education who work closely with the Department of Education and Skills. The purpose of content filtering is to ensure, in so far as possible, that inappropriate websites and content are not accessible from within schools. Schools are given a choice of six different levels of content filtering so that they can choose a level that best meets their situation, considering the age group of students etc. St. Joseph's School uses 'Level 4' content filtering. No filter is 100% reliable however and the most effective filtering tool is adult vigilance.

Many search engines have their own built-in filtering tool e.g. Google's Safe Search. This filter eliminates sites that contain pornography and explicit sexual content from search results. Google's Safe Search is automatically applied, while connected to the school broadband network. Websites are only allowed through to the school broadband system following a verification of their suitability by the School Broadband team. (PDST)

13. Anti-Virus/Anti- Malware/Endpoint Security Protection

End Point Security, which includes anti-virus and anti-malware protection is installed on all school computers.

14. Cyberbullying

Bullying is repeated aggression, verbal, psychological or physical conduct by an individual or group against others. Bullying is always wrong and is unacceptable behaviour which should never be overlooked or ignored. Cyberbullying refers to bullying which is carried out using the Internet, mobile phone or other technological devices. Cyberbullying generally takes a psychological rather than physical form but is often part of a wider pattern of 'traditional' bullying. It can take the form of sending nasty, mean or threatening messages, emails, photos or video clips, silent phone calls, putting up nasty posts or pictures on a message board, website or chat room, saying hurtful things in a chat room, pretending to be someone else in a chat room or message board or text message and saying hurtful things, or accessing someone's accounts to make trouble for them.

- Any form of harassment using electronic devices is prohibited and will not be tolerated
- Pupils are encouraged to report an incident or any communication that constitutes cyberbullying to a teacher
- The school will take any report of cyberbullying seriously and will investigate credible reports immediately, in so far as is possible
- Staff will take appropriate action and will bring it to the attention of the Principal when pupils report an incident of cyberbullying
- Bullying will not be tolerated, and parents/guardians will be expected to co-operate with the school at all times in dealing with all instances of bullying in accordance with the school's Anti-Bullying Policy
- Parents/Guardians are expected to promote the safe use of the Internet in the home and to support the school's policy regarding children's use of personal devices/mobile phones

15. Legislation

The following legislation is closely related to the use of the Internet. The list of Acts is not exhaustive:

- Data Protection (Amendment) Act 2003 and General Data Protection Regulation (GDPR) 2018
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

16. Support Structures

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

17. Sanctions

Misuse of the Internet may result in disciplinary action, in accordance with the school's Code of Behaviour and other relevant policies. The school also reserves the right to report any illegal activities to the appropriate authorities.

18. Attachments

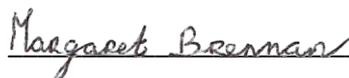
- Letter to Parents/Guardians
- Responsible Internet Use Pupil Undertaking

19. Implementation

The steps followed by the Board of Management (BoM) to draw up this policy are as follows;

1. A standard DRAFT Acceptable Use Policy for schools was sourced.
2. The DRAFT POLICY was amended by the BoM to take into account the particular requirements of St. Joseph's School.
3. Following consultations with both school staff and the Parent Association some recommendations for change were considered by the BoM.
4. This policy also applies to any after school computer clubs organised in the school.
5. This policy relates to remote/distance learning, in so far as is practicable, in addition to classroom teaching.
6. This policy is in line with the [Schedule for Roman Catholic Schools](#)
7. This policy was ratified by the BoM at its' meeting on 25/01/2021.
8. This policy and its implementation will be reviewed by the BoM once in every school year.

Signed:



Date: 25/01/2021

Margaret Brennan
Chairperson, Board of Management

Signed:



Date: 25/01/2021

Pádraic Fay
Principal / Secretary to the Board of Management

Letter to Parents/Guardians

Dear Parent/Guardian,

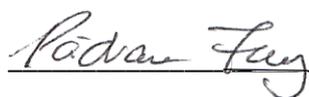
Re: Internet Acceptable Use Policy - January 2021

As part of the school's education programme we offer pupils supervised access to the Internet. This will allow pupils vast educational opportunities by helping them, for example, to locate material for projects, to communicate with pupils from different cultures, to become independent in controlling their own research and to become independent learners. We also allow limited access to 'YouTube' and other similar sites on a strictly supervised basis. This also allows access to a huge range of educational material.

While we recognise the value of the Internet as a resource, we must also acknowledge the potential risks to pupils. We aim to teach pupils to recognise the risks and to become "Internet Wise".

Access to and use of the Internet requires responsibility on the part of the user and the school. These responsibilities are outlined in the school's Acceptable Use Policy. Having read the terms of our school's Acceptable Use Policy, you may like to take a moment to consider how the Internet is used in your own home, and see if there is any way you could make it safer for your own family.

Parents/Guardians should discuss this policy with their child in an age-appropriate way.



Pádraic Fay
Principal

Responsible Internet Use Pupil Undertaking

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 not use email for personal reasons
- I will only use email for school projects and with my teacher's permission
- The messages I send will be polite and sensible
- When sending email, I will not give my home address or phone number or arrange to meet anyone
- I will ask for permission before opening an email or an email attachment
- I will not use internet chat rooms
- If I see anything that 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/guardians will be informed