 ST. PATRICK’S NATIONAL SCHOOL Phone: 01 2875684

 Church Road, Email: admin@stpns.ie

 Greystones, Website: www.stpns.ie

 Co Wicklow.

 A63 EY42 Roll: 12554M

**INTERNET**

**Acceptable Use Policy**

 **2021**



2

|  |  |
| --- | --- |
| **School Name** | St Patrick's National School |
| **Address** | St Patrick's National School Church RoadGreystonesCo Wicklow |
| **Telephone** | 012875684 |
| **Email** |  |
| **Website** |  |
| **Twitter** |  |

**CONTENTS page**

**1. Introduction 3**

**2. Aims 3**

**3. General Approach 3**

**4. Content Filtering 4**

**5. Web Browsing and Downloading 4**

**6. E-mail and Messaging 5**

**7. Social Media 5**

**8. Personal Devices 6**

**9. Images & Video 6**

**10. Cyberbullying 6**

**11. School websites 7**

**12. AUP Consent Forms 7**

**13. Success criteria 8**

**14. Ratification 8**

**15. Communication 8**

**16. Review 8**

**Appendix i: AUP Consent Form 9**

 ii: **Use of video conferencing in exceptional**

 **Distance Teaching Circumstances 10**

**1. Introduction**

3

This Acceptable Use Policy (AUP) has been developed by a working group including the Principal, staff, and representatives of parents/guardians as well as the Board of Management.

The policy applies to pupils who have access to, and are users of, the internet in St Patrick's National School, as well as to the Board of Management, staff, parents/guardians, volunteers, and others who access the internet in St Patrick's National School. This policy has been drafted with reference to the following legislation:

• *Data Protection (Amendment) Act 2018*

• *Interception Act 1993*

• *Video Recordings Act 1989*

• *Data Protection Act 1988*

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 If the school AUP is not adhered to, this privilege may be withdrawn and appropriate sanctions will be imposed.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 to undertake any actions that may bring the school into disrepute;

• to respect the right to privacy of all other members of the school community;

• to respect copyright and acknowledge creators when using online content and resources.

Misuse of the internet may result in disciplinary action, including written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion. school may notify appropriate authorities, as required by law and/or based on legal advice, and that this may be done without prior notification to individuals involved.

St Patrick's National School 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 Patrick's National School will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

**2. Aims**

The primary aim of this 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.

**3. General approach**

St Patrick's National School implements the following strategies on promoting safer use of the internet:

• Pupils are provided with education in internet safety as part of our implementation of the SPHE curriculum.

4

• Internet safety advice and support opportunities are provided to pupils in St Patrick's National School through our ICT programmes.

• Teachers will be provided with continuing professional development opportunities in internet safety.

The impact of the policy will be monitored via:

• logs of reported incidents;

• surveys and/or questionnaires of pupils and teaching staff;

• internal ICT systems.

The Principal should be informed should serious on-line safety incidents take place.

The implementation of this policy will be monitored by the staff ICT coordinator, in consultation with the Principal, and with the support of the PTA ICT Committee and technical support team.

**4. Content filtering**

St Patrick's National School 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.

Exceptions to the standard filtering may be applied by the school at the discretion of the Principal and the Board of Management. Additional filtering and access controls may be deployed using the administrative capabilities of the school network and ICT management systems - this is in addition to the core capabilities provided by the Schools Broadband Network.

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, sanctions (ref Code of Behaviour) and, in extreme cases, suspension or expulsion.

**5. Web browsing and downloading**

The following protocols are in place:

• 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 will report accidental accessing of inappropriate materials in school but outside the classroom to their class teacher or Principal.

5

• Pupils and staff will not copy information from the internet without acknowledging the creator and referencing the source of the content.

• Pupils will use the school’s internet connection only for educational activities.

• Pupils will not engage in on-line 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.

• Sharing of files between home and school (eg homework projects) will be done via e-mail.

• Bringing portable media devices from home into the classroom is not allowed eg (USB sticks), as this represents a significant risk of spreading viruses to the school network

• Use of file sharing and torrent sites is not permitted.

• Downloading by pupils of materials or images not relevant to their studies is not allowed.

**6. E-mail and messaging**

Protocols relating to e-mail and messaging include:

• Any persons using the school network will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

• Pupils will not use personal e-mail accounts in school.

• 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.

**7. Social media**

The following statements apply to the use of messaging, blogging and video streaming services in St Patrick's National School:

• St Patrick's National School does not allow the use of instant messaging services and apps including Snapchat, WhatsApp, G Chat etc.

• Use of video streaming sites such as YouTube and Vimeo etc. is only permitted with the 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, other members of the St Patrick's National School community.

• Staff and pupils must not discuss personal information about pupils, staff and other members of the St Patrick's National School community on social media.

• Staff must not use school e-mail 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 Patrick's National School into disrepute.

• Staff and pupils must not represent your personal views as those of being St Patrick's National School on any social medium.

6

**8. Personal devices**

The following statements apply to the use of internet-enabled devices such as tablets, gaming devices, and digital music players in St Patrick's National School:

• Pupils are not allowed to bring personal smart or connected devices into St Patrick's National School.

Pupils can have permision inexceptional circumstances Ref “Mobile phones and Electronic Games Policy”

• No child will be allowed to use the camera and/or audio recording functionality on electronic devices brought to school whilst on school property.

• Where appropriate for educational purposes multimedia will be facilitated via school-owned devices only.

• Audio and video usage (both recorded and live) is prohibited unless directed by a teacher for educational purposes only.

**9. Images and video**

Protocols relating to images and video use include:

• At St Patrick's National School pupils must not take, use, share, publish or distribute images of others without their permission.

• Taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from staff.

• Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.

• In alignment with responsible social media, images (still/video) and/or audio of students may be used by the school in alignment with permission given by parents/guardians.

• 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.

**10. Cyberbullying**

St Patrick's National School regards cyberbullying as a most serious matter (ref Code of Behaviour and Anti-Bullying Policies), and applies the following statements:

• 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 and another pupil or member of staff is an unacceptable and absolutely prohibited behaviour, with appropriate disciplinary actions and sanctions for those involved.

• Measures are taken by St Patrick's National School 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.

7

• A single incident can be considered cyber-bullying if it takes place on a social media platform as it can be seen multiple times.

• The Principal may notify appropriate authorities, as required by law and/or based on legal advice, if necessary.

• The prevention of cyber-bullying is an integral part of the school’s *Anti-Bullying Policy*.

**11. School websites**

Pupils will be given the opportunity to publish projects, artwork or school work on the internet in accordance with clear policies and approval processes regarding the content that can be loaded to the school’s website.

The only official school website is Official school websites will be part of the

www.stpns.iedomain name. The website will be checked to ensure that there is no content that

compromises the safety, privacy, or reputation of students or staff.

The publication of student work will be coordinated by a teacher or the Principal.

St Patrick's National School will use only digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will only be published on the school website with parental permission (ref *AUP Consent Form*).

Personal student information such as home address and contact details will not be published on St Patrick's National School web pages.

**12. AUP Consent Forms**

Parents/Guardians of all pupils should complete the school’s Acceptable Use Policy (AUP consent Form), which includes

a student statement:

I agree to follow the school’s *Acceptable Use Policy* for the use of the Internet at school. I will use the Internet in a responsible way and obey all the rules as explained to me by the school.

two parent/guardian statements:

*As the parent/guardian of the above student, I have read the Acceptable Use Policy and grant permission for my son/daughter/the child in my care to access the Internet at school. I understand that Internet access is intended for educational purposes. I understand that every reasonable precaution has been taken by the school to provide for on-line safety, and accept that the school cannot be held responsible if students access unsuitable websites.*

and

8

*Regarding social media, I understand and accept the terms of the Acceptable Use Policy relating to publishing students*’ *work and/or images, and accept that my child*’*s work and/or image may be chosen for inclusion on the school website, Twitter, etc as deemed appropriate by the school.*

Where applicable, both parents/guardians must sign each statement of consent. The 2nd statement refers to consent to the publication of a child’s image and/or – it is not an option to give consent for part of a statement.

The AUP consent form is available as an appendix in both this policy and the GDPR policy.

**13. Success criteria**

The success of the AUP will be assessed and monitored using:

• logs of reported incidents;

• Surveys and/or questionnaires of pupils and staff

• internal ICT systems including the retention of log data depending on capabilities of the devices.

**14. Ratification**

This policy was reviewed, updated and ratified by the Board of Management in January 2021.

**15. Communication**

School personnel and members of the school community were informed of the policy’s ratification and it was published on the school website. The policy is available in hard copy from the school office. This policy will be made available to the DES and the school’s Patron, on request.

**16. Review**

This policy is scheduled for a full review in 2024. It is noted that the Board of Management will

review and revise the policy as and when such a requirement is identified.

Signed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson Principal

Board of Management

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ST. PATRICK’S NATIONAL SCHOOL Phone: 01 2875684

 Church Road, Email: admin@stpns.ie

 Greystones, Website: www.stpns.ie

 Co Wicklow.

 A63 EY42 Roll: 12554M

**Internet Acceptable Use Policy**

**Consent Form**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Legislation:**

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

**Statements:**

• I agree to follow the school’s *Acceptable Use Policy* for the use of the Internet at school. I will use the Internet in a responsible way and obey all the rules as explained to me by the school.

Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• As the parent/guardian of the above student, I have read the *Acceptable Use Policy* and grant permission for my son/daughter/the child in my care to access the Internet at school. I understand that Internet access is intended for educational purposes. I understand that every reasonable precaution has been taken by the school to provide for on-line safety, and accept that the school cannot be held responsible if students access unsuitable websites.

Parent(s)/Guardian(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• Regarding social media, I understand and accept the terms of the *Acceptable Use Policy* relating to publishing students’ work and/or images, and accept that my child’s work and/or image may be chosen for inclusion on the school website, Twitter, etc as deemed appropriate by the school.

Parent(s)/Guardian(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appendix ii

**Use of video conferencing in exceptional Distance Teaching Circumstances**

In these unique times when the school is striving to support the teaching and learning of our pupils remotely, we are keen to engage with video communication.

As this is a new departure from our established IT practice, we would like to set out some guidelines.

We would ask parents to be mindful of the fact that some teachers are more comfortable with this technology than others, that some, like you are also home-schooling their own children and in addition, that the quality of broadband connections/ access to technology etc varies.

Likewise, we also acknowledge and respect that many families will chose not to engage in video meetings for various reasons, including access to devices etc.

To ensure that video meetings are successful please follow the protocol set out below.

1. Ensure that you maintain supervision of your child while they are participating
	1. Have the device in a ‘public’ area
	2. Encourage respectful engagement as needed
2. Ensure that your child is appropriated dressed
3. Remind your child of the Acceptable Use Policy, particularly the piece relating to Images and video (Section 9 enclosed below).

In order for pupils to be heard in larger groups, the teacher will need to have the pupils on “mute” to allow them to talk one at a time.

We anticipate that connecting in this way will be helpful and engaging for staff, pupils and families alike and expect that everyone will be respectful of each other so that we can continue to offer this format.

**9. Images and video**

Protocols relating to images and video use include:

• At St Patrick's National School pupils must not take, use, share, publish or distribute images of others without their permission.

• Taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from staff.

• Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.

• In alignment with responsible social media, images (still/video) and/or audio of students may be used by the school in alignment with permission given by parents/guardians.

• 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.