

St Andrew's National School, Lucan.

Internet Acceptable Usage Policy

The aim of this Acceptable Use Policy 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. Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

It is envisaged that this policy will be revised regularly. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

School's Strategy

The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

General

1. Internet will be used for educational purposes only.
2. Internet sessions will always be supervised by a teacher.
3. Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
4. The school will regularly monitor pupils' Internet usage.
5. Students and Teachers will be provided with training in the area of Internet safety (www.webwise.ie).
6. Uploading and downloading of non-approved software will not be permitted.
7. Virus protection software will be used and updated on a regular basis.
8. The use of personal storage devices or CD-ROMs in school requires a teacher's permission.
9. "YouTube" can be accessed only under the supervision and direction of the Teacher at an age appropriate access level.
10. The use of external storage devices or memory sticks in school requires a teacher's permission.
11. Pupils (1st to 6th classes) will use appropriate search engines for Internet use.
12. Students will observe good "netiquette" (i.e. etiquette on the Internet) at all times and will not undertake any actions that may bring the school into disrepute.
13. Pupils will use appropriate search engines under guidance of teachers for internet use.
14. There will be no communication through social media, texting or other manner by school personnel with pupils.

World Wide Web

- Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will be familiar with copyright issued relating to online learning.
- Students will never disclose or publicise personal information

- Students 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.

Email

If pupils are allowed to use email, the following rules will apply:

- Email will be used for educational purposes only
- Students will only use approved class email accounts 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 or intimidate another person.
- Pupils will not send text messages to or from school email.
- Pupils will not reveal their own or other people's personal details e.g. addresses, telephone numbers, or pictures via school email.
- Pupils will never arrange to meet someone via school email.
- Sending or receiving email attachments is subject to teacher permission.

School Website

- Staff will manage the publication of material on the school website.
- Personal pupil information, home addresses and contact details will not be published on the school website.
- 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 and not on individual pupils.
- Pupils may be given an opportunity to publish projects, artwork or school work on the school website.
- Teachers will select work to be published and decide on the appropriateness of such.
- Permission to publish a student's work will be sought from pupils/parents/guardians. This permission may be withdrawn at any time.
- Pupils will continue to own the copyright on any work published.

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. The most effective filtering tool is adult vigilance.

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

Firewalls

Windows 7 and 10 have a built-in firewall ESET Endpoint Anti-Virus, or similar anti-virus software, is installed.

Sanctions

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.

Legislation

Information on the following legislation relating to use of the Internet is available on www.gov.ie.

Teachers, students and parents should familiarise themselves with:

- Data Protection (Amendment) Act 2003 and 25th May 2018
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

Education For Using Online Platforms

Resources that may be used to implement an education programme to educate children on the safe and responsible use of the Internet include,

- Web wise
- Talk by Microsoft Representative

During unprecedented times when remote learning is the only option, children will be allowed to access education platforms to communicate and interact with their teachers to actively participate in online lessons. These platforms could include some or all of the following: Seesaw, Zoom, Google Classroom, Webex, Classroom Dojo or Kahoot. Parents will receive a confirmation link of one of the listed platforms circulated by the teacher. Once they accept the link they will be consenting to their child using this platform as a tool for online learning. All selected platforms as chosen by each individual teacher will be password protected and a website like Zoom, the setting for waiting rooms will be active before any teacher uses this platform. This will improve the security of each platform and reduce risk of any inappropriate content. Children may choose to have their camera turned on or off as chosen by them or their parent.

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