

Internet Acceptable Use Policy

Scoil Chroí Ró Naofa

Ballymurn

Educationalists believe in the benefits of curriculum-based internet use. The purpose of the Internet Acceptable Usage Policy is to ensure that pupils will benefit from learning opportunities offered by the school's internet resources, and will be protected from harmful and illegal use of the Internet.

Scoil Chroí Ró Naofa will employ a number of strategies to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

- Acceptable Usage Policy
- Education
- Filtering/Monitoring

Pupil Access to the Internet

The school is pleased to offer the internet as an available resource to both pupils and teachers for reference purposes, researching project materials, playing interactive educational games, learning to touch-type and for lesson reinforcement. Access to online resources will enable pupils to explore thousands of libraries, databases, and bulletin boards throughout the world.

Electronic information research skills are now fundamental to preparation for living and working in this information age. The school will integrate such information as appropriate within the curriculum, and staff will provide guidance and instruction to pupils in the appropriate use of such resources, as outlined in this policy. Pupils' use of telecommunications and electronic information will be taught and provided for from Infants – 6th class and will only be permitted upon submission of permission and agreement forms by parents of all pupils, and also by pupils themselves in the case of 3rd-6th class.

1. Pupils will not be given access to the Internet without teacher supervision
2. Internet will be used for educational purposes only.
3. Internet sessions will always be supervised by a teacher.
4. Pupils will seek permission before entering any Internet site, unless previously approved by a teacher.
5. Filtering software will be used to minimise the risk of exposure to inappropriate material.
6. The school will regularly monitor pupils' internet usage.
7. Pupils will receive training in the area of internet safety, using webwise.ie and other internet safety resources available to teachers.
8. Pupils will be taught to evaluate the content of internet sites.
9. Teachers will be made aware of internet safety issues, through regular discussion at staff meetings.
10. Uploading and downloading of non-approved material is banned. Non-approved material refers to any material the teacher has not sanctioned for use.
11. Virus protection software will be used and updated on a regular basis.
12. The use of personal external storage devices or CD-ROMS in school is prohibited
13. Pupils will observe good 'netiquette' (etiquette on the internet) at all times and will not undertake any action that may bring a school into disrepute.
14. 'YouTube', social media (and similar sites) are not to be used by pupils.
15. Email is not to be used by pupils.

16. Any type of internet chat rooms, or other sites where communication with outsiders can occur are not to be used by pupils.

School Website/Facebook page

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 adhering to the stipulations below.

1. Personal pupil information, home addresses and contact details will not be published
2. Class lists will not be published
3. Pupils' full names will not be published beside their photograph
4. Digital photographs, video clips and audio clips will focus on groups and group activities rather than on individual pupils when possible
5. Pupils will be given an opportunity to publish projects, artwork or school work on the school website
6. Teachers will select work to be published and decide on the appropriateness of such
7. Pupils will continue to own the copyright on any work published.

Education and Internet Awareness

Scoil Chroí Ró Naofa will undertake an education programme to educate children on the safe, responsible use of the Internet. Cyber-bullying has become a significant threat for teenagers. Through education and awareness, we aim to limit our children's susceptibility to it as they progress to secondary school. 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 – to become internet wise.

Resources that may be used to implement this programme include:

- Use of the 'Kids' section on the www.webwise.ie website
- SAFT Internet Safety Awareness Education Programme and exemplars
- Other recommended resources for internet safety

Filtering

The school will use the Internet filtered by the PDST (Professional Development Service for Teachers). '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. At Scoil Chroí Ró Naofa, we believe that the advantages to pupils having access to information resources and increased opportunities for collaboration far exceed the risk of disadvantages.

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

Many browsers have their own built in filtering tool e.g. Google. Google's search engine has a built-in "Safe Search". This filter eliminates sites that contain pornography and

explicit sexual content from search results. It is easily applied by clicking on the **Preferences** link on any Google page. Unfortunately it is also easily removed.

Windows XP has a built-in firewall. Firewall software can be purchased or downloaded free from the Internet. Scoil Croí Ró Naofa has installed firewall software.

Tablets/Other devices

Every site that is accessed within the school network or by a school machine can be monitored and reports of all access can be acquired by management. Each tablet has a number and the children of each class will be designated a specific number.

Use of ICT devices that have been granted to pupils with S.E.N

Use of laptops or other devices granted to pupils with special educational needs 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 such devices 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 devices by children in their bedrooms is not recommended.

Sanctions

If a pupil does not follow the direct instructions of school staff relating to internet usage, deliberately misuses the internet or email, is found running searches on inappropriate topics or attempting to access inappropriate/unsuitable websites, this will result in disciplinary action, including the withdrawal of I.T. access privileges.

Parents/guardians will receive notification of misuse by a pupil.

The following procedures will apply if devices/internet are misused:

1. Failure to follow staff instructions relating to internet usage on the first occasion:
1 month withdrawal of access

Second offence: 2 months withdrawal of access.

Third offence: Withdrawal of access for the remainder of school year.

2. If a pupil is found to be using a school device to access, or attempt to access, inappropriate content: This will result in instant loss of access for the remainder of the school year, to be reviewed by the principal for the following school year.

This policy was adopted by the Board of Management on 4th December 2019.

Signed: _____
Chairperson of Board of Management

Signed: _____
Secretary/Principal

Date: _____

Date: _____

Date of next review: _____

Responsible Internet Use - Pupil Undertaking for 3rd-6th Class

We use the School computers/tablets 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 in school
- The messages I send will be polite and sensible
- I will not use Youtube, any social media sites or chat platforms
- If I see anything 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 files and may monitor the sites I visit
- I understand that if I break these rules, I could be stopped from using the Internet and computers and my parents will be informed.

Signed: _____ Pupil(s)

Signed: _____ Parent/Guardian

Date: _____

Internet Permission Form for All Parents

Name of Pupil(s): _____

Class(es): _____

As the parent or legal guardian of the above child, I have read the Internet Acceptable Use Policy and grant permission for

(name(s): son/daughter) to access the Internet. I understand that school internet usage is for educational purposes only and that every reasonable precaution will be taken by the school to provide for online safety.

I accept my own responsibility for the education of my child(ren) on issues of Internet Responsibility and Safety.

I understand that whilst the school has endeavoured to adhere to all of the enclosed precautions, the school staff or the board of management will not accept any responsibility if my child succeeds in accessing unsuitable material.

Signature: 1. _____ 2. _____

Parents/Legal Guardians

Date: _____

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